

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/12/23



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☒ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide


Date: 9/7/20

To: **Corrina Guardipee-Hall**
 Superintendent

From: Dennis Juneau
Title: Asst. Superintendent/BMS Principal

Subject: CSA: Extra Help to Setup iPads for Technology 2023-2024

Description: Extra help to setup iPads for Technology Department during the summer.

 Michelle Harrell, Extra Help to Setup iPads for Technology

Financial Impact: \$168.00 plus fringe (\$21.00 x 8 hours; Not to exceed 8 hours)

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 9/5/23

Board Approval: 9/12/23

Contractor: Michelle Harrell

Phone: _____

Address: _____

P.O. Box or Street Address City, State, Zip

Type of Project/Service (be specific) Extra help to setup iPads for Technology for 2023-2024

Contracted Dates: 8/10/23 as needed

Rate per hour/per day: \$21.00 x 8 # of Days = \$168.00

Per Diem/per day: _____ x _____ # of Days = NA

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): _____ = NA

Total Project Cost = **\$168.00**

Contract to be paid from:

126.78.162.2220.111

226.78.162.2220.111

Independent Contractor:

☐ Submit invoice on completion

☐ Other _____

Employee:

☒ Submit timesheet through payroll

The above terms and conditions constitute an agreement by and between the contractor and the Browning Public Schools for the contractor to render services, as indicated. In the event of non-completion of services or other unforeseen problems, this agreement shall be changed accordingly.

Contractor's Signature

Corrina Guardipee-Hall
Principal/Supervisor

Federal ID Number/EIN

Superintendent

An Independent Contractor must provide Browning Public Schools with a Federal ID Number, State Contractor License or sign an Independent Contractor's Exemption Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White-Contractor

Yellow-Business Office