

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/12/17



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- 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
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Date: 9/5/2017

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: Contract Service Agreement: Study Sync Training

Description: Dennis Juneau, Middle School Principal is requesting a stipend for Violet Sinclair who attended the Study Sync Training on August 14 & 15, 2017. Violet was omitted from the list of participants.

Financial Impact: \$100.00 x2 = **\$200.00** x 18% fringe = \$236.00

Funding Source (Budget/grant, etc.): 226.60.150.2213.150

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) 338-3200

Date: 8/21/17

Board Approval: 8/15/2017

Contractor: Violet Sinclair

Phone: _____

Address: Box Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will attend the Study Sync Professional Development on August 17-18, 2017. The said professional development will begin at 8:00 am each morning and end at 4:00pm. Lunch each day is the responsibility of the contractor and he/she will have from 12:00-1:00 pm each day. Contractor will clock in and sign in.

Contracted Dates: August 14 & 15, 2017

Rate per hour/per day: \$100 per day @ 2 day = \$200.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$200.00

Contract to be paid from:

226.60.150.2213.150

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

Dennis Juneau

Principal/Supervisor

SSN/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 Application Affidavit waiving their rights under the Worker's Compensation Insurance and Unemployment Insurance for employees.

White – Contractor

Yellow – Business Office