

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/28/19



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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:**   8/21/19

**To**        **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Jeri Matt  
                    Title:   Director of Curriculum & Instruction

**Subject: Provide Curriculum PD to new teachers during New Teacher Orientation**

**Description:** Request a contract service agreement for Travis Miller, BHS, to provide curriculum PD and materials to new teachers.

**Financial Impact:** \$225.00

**Funding Source (Budget/grant, etc.):** Travis=Title I SW 115.90.494.2213.150.119.

**Attachment(s):** Sample CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** August 21, 2019

**Board Approval:** \_\_\_\_\_

**Contractor:** Travis Miller

**Phone:** \_\_\_\_\_

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

**Type of Project/Service** (be specific): Contractor will provide professional development for new teachers on August 14, 2019. The professional development will include overview of all curriculum in their perspective campus' and providing the new teacher(s) with their curriculum materials. At the BMS and BHS level curriculum materials will also include course and unit organizers for their content area. In addition, contractor will provide guidance on room set up and supplies/materials needed for their teaching assignment.

**Contracted Dates:** August 14, 2019

Rate per hour/per day: Per Temporary Compensation Schedule = \$225.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): fringe @ 18% = N/A

**Total Project Cost** = \$225.00

**Contract to be paid from:**

Title I School Wide

115.90.494.2213.150.119 Travis

**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**

Jeri Matt  
**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**