

Browning Public Schools  
**Board Agenda Request**  
 Meeting to Be Held: 7/28/21




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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:**     7/14/21

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

**From:**   Matthew Johnson  
 Title:     Director of Alternative Education

**Subject: Extended Contract: Summer Leadership Week 2021-2022.**

**Description:** Matthew Johnson requests an extended contract for Leadership Week August 2–13, 2021.  
 Not to exceed 10 hours.

STAFF	Hourly Rate	Not to Exceed 10 hours	Funding Source
Richard Hagberg	\$29.51	\$295.10	226.75.423.1700.650

**Financial Impact: \$295.10** (+ fringe)

**Attachment(s):** None

**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) 338-2715

**Date:** 7/14/21

**Board Approval:**

**Contractor:** Richard Hagberg

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

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

**Type of Project/Service** (be specific): Extended contract for Richard Hagberg to work 10 hours on an extended contract for Leadership Week from August 2, 2021 to August 13, 2021. Not to exceed 10 hours.

**Contracted Dates:** August 2-13, 2021

Rate per hour/per day: \$29.51 x 35 hours = \$1,032.85

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** = \$1,032.85

**Contract to be paid from:**

226.75.423.1700.650

**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**

Matthew Johnson  
**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**