

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5-27-18



---

**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:** 5/18/18

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

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

**Subject:** **Contract Service Agreement for 2018 BAWAP Student Program**

**Description:** Contract Service Agreement for John LongTimeSleeping to provide services as a student trip leader for the 2018 BAWAP Summer Program.

**Financial Impact:** \$840.00

**Funding Source (Budget/grant, etc.):** 126.64.170.1340.120

**Attachment(s):** Contract Service Agreements

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

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

**Date:** May 18, 2018

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

**Contractor:** Sample Contract for Student

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

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

**Type of Project/Service** (be specific): Student Trip Leader for Blackfeet Wilderness Adventure Program (BAWAP). Contractor will attend mandatory staff development activities and participate as a trip leader from June 4 – June 21, 2018 on (3) scheduled BAWAP Trips during this timeframe to be scheduled by the Program Coordinator. A scheduled BAWAP Trip is defined as and includes the following work schedule: Monday at 8:00 am (packing for the trip and conducting outreach and recruitment to ensure there is a minimum of 12 youth participants) through Thursday at 1:00 pm (conducting the field portion of the program and directly supervising youth and conducting trip clean up, ensuring all youth arrive at home safely, and completing all required documentation). Additionally, contractor will participate in three (3) after school trip prep meetings. Contractor will provide bi-weekly timesheets to the Director of Alternative Education, or designee, and maintain all required trip documentation.

**Contracted Dates:** 6/4/18 – 6/21/18

Rate per day/per trip: \$70 stipend/day x 4 days x 3 weeks = \$840.00

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

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

Other costs (explain): \_\_\_\_\_ = \$

**Total Project Cost** = \$840.00

**Contract to be paid from:**  
126.64.170.1340.120

**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, Director Alt Education  
**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.