

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/28/2018



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: 11/08/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: Contract Service Agreement: New Teacher Stipend

Description: John Salois, BHS Principal is recommending a stipend for Meri Gobert, new Science teacher at BHS, for three days for preparation and planning and getting acclimated to teaching to the curriculum as well as shadowing Rick Hagberg to learn Infinite Campus and other teaching related duties at BHS.

Financial Impact: \$100.00 per day for x 3 days = \$300.00

Funding Source (Budget/grant, etc.): Salaries, plus benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

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: November 16, 2018

Board Approval: November 28, 2018

Contractor: Meri Gobert

Phone: _____

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

Type of Project/Service (be specific): Learn the curriculum, shadow the Science teacher to become familiar with the science curriculum and to acclimate herself with the students, Infinite Campus, and classroom preparation and planning for the remainder of the school year.

Contracted Dates: 11/16/18, 11/19/18, 11/20/18

Rate per hour/per day: <u>\$100.00 X 3 days = \$300.00</u>	=	<u>\$300.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): _____	=	<u>N/A</u>
Total Project Cost		\$300.00

Contract to be paid from:
201.60.150.1700.150

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

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.