

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1-10-23



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: January 3, 2023

To: Corrina Guardipee-Hall
 Superintendent

From: Jennifer Wagner
Title: Browning High School Principal

Subject: Contract Service Agreement: Assistance with Senior Toy Drive 2022-2023

Description: Ronnel Goss assisted with the Toy Drive from December 14-Dec 22, 2022 for a total of 32 hours.

Financial Impact: \$672.00 + fringe

Funding Source (Budget/grant, etc.): 226.60.150.2410.120

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) 338-2708

Date: 12/14/22

Board Approval: 1/10/23

Contractor: Ronnel Goss

Phone: 406-338-2745

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

Type of Project/Service (be specific): Assisted with the Senior Toy Drive-donations, purchasing, chaperoning and delivery.

Contracted Dates: December 14-December 22, 2022

Rate per hour/per day: \$21.00 per hour x 32 hours per week = \$672.00

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

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

Other costs (explain): _____ = N/A

Total Project Cost = \$672.00

Contract to be paid from:

226-60-150-2410-120

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

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