

**Browning Public Schools**  
**Board Agenda Request**  
Meeting to Be Held: 3/10/20



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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:**    3/10/20

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

**From:**    Tonia Tatsey  
                  Title:    KW Vina Principal

**Subject: Contract Service Agreements for Spaces & Places PD Presenter**

**Description:** Contract Service Agreement for Nicole Whitney, Presenter for the Spaces and Places Professional Development for KW Vina SLT to provide additional training to our certified staff on June 4 & 5, 2020. These two additional days would include professional development in how to sort through, prioritize, and filter outdated materials accumulated over years in the classroom, as well as, designing effective spaces for classroom instruction, such as literacy and mathematics whole group, small group, and stations to decrease distraction, maximize engagement, support smooth transitions, and promote student/staff safety.

**Financial Impact:** \$450.00 (\$225.00/day x 2 days, plus 18% fringe)

**Funding Source (Budget/grant, etc.):** 115.10.423.2213.150.650 (MCLP)

**Attachment(s):** 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) 338-2708

**Date:** March 3, 2020

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

**Contractor:** Nicole Whitney

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

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

**Type of Project/Service** (be specific): Professional Development to provide professional development in Clean, Clutter Free Classrooms to Increase Attention & Engagement, Decrease Behavior, and Promote Safety for Students and Staff

**Contracted Dates:** June 4 & 5, 2020

Rate per hour/per day: \$225.00/day x 2 = \$450.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Other costs (explain): Fringe 18% = \_\_\_\_\_

**Total Project Cost** = \$450.00

**Contract to be paid from:**

115.10.423.2213.150.650 (MCLP)

**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