

Browning Public Schools
Board Agenda Request
Meeting to Be Held 8/13/2019



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: 8/7/2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Human Resource Director

Subject: **Contract Service Agreements for the Substitute Workshops 2019-2020**

Description: Contract Service Agreements for Mabel Running Fisher to conduct 1 Substitute Teaching workshop Four (4) times throughout the school year beginning August 28, 2019 and facilitate future trainings sub workshops to be used throughout the school year. Mabel Running Fisher X 2 hours a month X 4 times for the year consisting of preparing, presenting, recording, editing, and finalizing of workshops.

Financial Impact: Maximum of \$168.00

Funding Source (Budget/grant, etc.): HR 25% 226-90-160-2316-150 / 75% 126-90-160-2316-150

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: 8/13/19

Board Approval: _____

Contractor: Mabel Running Fisher

Phone: _____

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

Type of Project/Service (be specific): Contractor will provide the preparation, presenting, editing, and finalizing of (1) Substitute Teaching workshops from August 28 through March 13, 2019 to utilize the throughout the school year for potential classroom substitutes. Contractors will submit a time sheet to the Human Resources Director.

Contracted Dates: 8/28/2019 through 3/25/2020

Rate per hour/per day: <u>\$21.00 Per hr. X 8 hours</u>	=	<u>\$168.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost	=	<u>\$168.00</u>

Contract to be paid from:

25% 226-90-160-2316-150

75% 126-90-160-2316-150

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.

White – Contractor

Yellow – Business Office