

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/11/2022



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: 1/4/2022

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: CSA for Non-Certified Tutor 2021/2022

Description: Contract Service Agreement for Melanie Magee as a non-certified tutor at the Browning High School during the winter break December 22, 2021 to January 3, 2022 not to exceed forty (40) hours.

Financial Impact: \$520.00 (\$13.00 per hour per Temporary Compensation Salary Schedule Certified Tutor)

Funding Source (Budget/grant, etc.): 226.60.150.1700.320

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: January 4, 2022

Board Approval: January 11, 2022

Contractor: Melanie Magee

Phone: 338-5268

Address: PO Box 526 Browning, MT 594317
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Non-certified Tutor for BHS during the holiday break.

Contracted Dates: December 22, 2021-January 3, 2022

Rate per hour/per day: <u>\$13.00 per hour x 40 hours</u>	=	<u>\$520.00</u>
Per Diem/Per Day: <u> </u> x <u> </u> # of days	=	<u>N/A</u>
Mileage: <u> </u> miles @: <u> </u> per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost	=	\$520.00

Contract to be paid from:

226.60.150.1700.320

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

Jennifer Lafromboise Wagner
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