

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/29/2019



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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:**    5/22/2019

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

**From:**    John E Salois  
                    Title:    Human Resource Director

**Subject:** **CSA: Temporary Summer Food Service Site Coordinator**

**Description:** Lynne Keenan is requesting a contract service agreement for Jerrica Lunak to perform Summer Food Service Site Coordinator duties until the position is filled. It has been advertised and applicant interviews will be scheduled after the position closing date.

**Financial Impact:** Not to exceed \$3,128.00

**Funding Source (Budget/grant, etc.):** **Food Service Budget**

**Attachment(s):**

**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) 338-3200

Date: 5/29/19

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

Contractor: Jerrica Lunak

Phone: 338-845-5597

Address: PO Box 2216 Browning, MT 59417  
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Food Service Summer Site Coordinator

Contracted Dates: 6/5/19-until site coordinator is hired (not to extend beyond 7/9/19)

Rate per hour/per day: \$17 per hour/\$136 per day not to exceed 23 days \$3,128.00

Per the Temporary Employment Compensation Schedule (11/1/18) = \$3,128.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

**Total Project Cost** = \$3,128.00

Contract to be paid from:

**112.92.910.3100.119**

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