

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 5/14/19



- 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: 5/6/2019

To: **Browning School Board**
 Members

From: Corrina Guardipee-Hall ED.S.
 Title: Superintendent

Subject: Drivers Education Instructor – Alan Kratz

Description: Driver's Education was discussed at the May 8, 2018 board meeting, last spring, and the board members agreed by consensus to move forward on this. The district is required to hire a certified Traffic Education teacher. Alan Kratz has agreed to offer a Traffic Education program during the 2019 summer. The student will be required to fulfill 40 hours in classroom, 8 hours behind the wheel driving, and 12 hours of observation (60 hours). There will be a maximum of 21 students in the 2019 summer session. Any more students than 21 would make it difficult for one teacher to achieve the necessary goals.

Financial Impact: \$ \$12,600.00

Funding Source (Budget/grant, etc.): 226.60.150.1770.112

Attachment(s): Grant narrative, budget, job description

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: 5/9/19

Board Approval: _____

Contractor: Alan Kratz _____ **Phone:** _____

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

Type of Project/Service (be specific): Instructor will have a minimum of 25 meetings, for a total of 60 contact hours, (40 hours in the classroom, 8 hours behind the wheel driving, and 12 hours of observation). The class will consist of a maximum of 21 students

Contracted Dates: June 3, 2019 to July 10, 2019

Rate per hour/per day: _____ x _____ # of Days = 12,600.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): Not to exceed total \$ amount = _____

Total Project Cost = \$12,600.00

Contract to be paid from:

226.60.150.1770.112

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 Corrina Guardipee-Hall
 _____ **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.