

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: August 10, 2021



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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:**      8/3/21

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

**From:**      John Salois  
                    Title:      Human Resources Director

**Subject:**   **Contract Service Agreement: 2021-2022 New Teacher Orientation**

**Description:** Stipends for new teachers who attend New Teacher Orientation the week of August 9 through 13, 2020. 2021-2022 New Teachers: Marti Eaglefeathers, Sarah Billet, Sarah Flamond, Jessica Salois, Angela Archuleta, Sydney St. Goddard, Christy CalfBossRibs, Kami Wellman.

**Financial Impact:** \$100.00 per day, not to exceed 5 days x 8 teachers = \$4,000.00

**Funding Source:** 115.90.420.2213.150.131

**Attachment(s):** Sample 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:** 8/10/2021

**Board Approval:** August 10, 2021

**Contractor:** SAMPLE

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

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

**Type of Project/Service** (be specific): Teachers new to the district will attend new teacher orientation and receive professional development with the district's curriculum new teachers will receive their contracts, the master contract (CBA), district policies and SOP's; and introduced to their mentors. The work schedule will be from 8:00 am to 4:00 p.m. for four days beginning August 9, 2021 through August 13, 2021. The contractor will submit required timesheets for the time provided.

**Contracted Dates:** 8/9/2021 through 8/13/2021

Rate per hour/per day: not to exceed \$100.00 per day @ 5 days = \$500.00

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** = \$500.00

**Contract to be paid from:**

115.90.420.2213.150.131

**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**

John E Salois  
**Principal/Supervisor**

\_\_\_\_\_  
**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**