

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/28/17



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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:**        9/15/2017

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

**From:**        Emorie Davis Bird  
**Title:**        Human Resources Director

**Subject:** **Contract Service Agreement for Insight Classes**

**Description:** John Salois, Browning High School (BHS) Principal, is requesting a contract service agreement for Susan Meineke to complete four (4) Saturday, Insight Drug & Alcohol Awareness classes quarterly throughout the 2017-18 school year for students required to attend.

**Financial Impact:** \$21.00 x 32 hrs = \$672.00 x 18% fringe

**Funding Source (Budget/grant, etc.):** 226.60.150.2410.120

**Attachment(s):** Contract Service Agreement

**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:** September 19, 2017

**Board Approval:** September 28, 2017

**Contractor:** Susan Meineke

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

**Address:** P.O. Box 3063 Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide four (4) eight (8) hour Insight Drug & Alcohol Awareness Trainings for students during the 2017-2018 school year on a quarterly basis or one Saturday Insight Class per quarter. Contractor will be required to submit a time sheet documenting total hours of instructional services provided.

**Contracted Dates:** 9/28/2017 – 5/30/2018

Rate per hour/per day: \$21.00 per hour X 32 hours = \$672.00

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

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

Other costs (explain): \_\_\_\_\_ = \$

**Total Project Cost** \$672.00

**Contract to be paid from:**

226.60.150.2410.120

**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.