

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 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:**     June 7, 2021

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

**From:**   Jennifer Wagner  
Title:     High School Principal

**Subject:**   **CSA: AVID Digital XP Conference Stipends 2021-2022**

**Description:** BHS AVID team member, Debra High, will be attending the AVID Digital XP Conference July 6, 2021 to July 9, 2021 online and will receive a \$150.00 each day stipend for a total of \$450.00 (plus the fringe).

**Financial Impact:** \$450.00 (\$150.00/day + fringe)

**Funding Source (Budget/grant, etc.):** MCLSDP Budget 115.60.423.2213.150.581

**Attachment(s):** 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:** June 7, 2021

**Board Approval:** 6/10/21

**Contractor:** Debra High

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

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

**Type of Project/Service** (be specific): Contractor will be attending online AVID Digital XP training from July 7, 2021 to July 9, 2021. Each attendant will receive stipend of \$150/day for attending. This training follows our AVID guidelines and will be paid for by the MCLSDP budget.

**Contracted Dates:** 7/7/21 to 7/9/21

Rate per hour/per day: \$150.00/day x 3 days = \$450.00

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** = \$ **450.00**

**Contract to be paid from:**

115.60.423.2213.150.581

MCLSDP

**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**