

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/25/23



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: 1/17/23

To: Corrina Guardipee-Hall
 Superintendent

From: Rebecca Rappold
Title: Director of Curriculum & Instruction

Subject: BPS Winter Aimsweb ELA Assessment 2022-2023

Description: Recommend a contract service agreement for Ruth Shea to complete Aimsweb ELA ORF assessment at Browning Middle School during the winter benchmarking period.

Financial Impact: \$2000.00 +Fringe (up to 80 hours @ \$25.00/hr)

Funding Source (Budget/grant, etc.): 115.90.494.2213.150.232

Attachment(s): Contract Service Agreement

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) 338-2708

Date: January 25, 2023

Board Approval: 01/25/2023

Contractor: Ruth Shea

Phone: _____

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

Type of Project/Service (be specific): Contractor will complete Aimsweb ELA ORF at BMS during the winter benchmarking period.

Contracted Dates: 1/26/23 – 2/10/23

Rate per hour/per day: \$25.00 x 80 hrs = \$2,000.00

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 = \$2,000.00

Contract to be paid from:

115.90.494.2213.150.232

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.