

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: June 30, 2021



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: 6/16/2021

To: **Corrina Guardipee Hall**
 Superintendent

From: Jessica Racine
 Title: Napi Assistant Principal

Subject: CSA: AVID Digital Training Stipend 2020-2021

Description: Request CSA stipend for three staff members who are virtually attending AVID Digital XP for Browning Middle School June 21-June 23, 2021. Not to exceed \$300 (100/day x 3 days).

STAFF	Daily Rate	Not to Exceed 3 days	Fringe	Total	Funding Source MCLP Grant
Jennifer Heavy Runner	\$100.00	\$300.00	N/A	\$300.00	115.30.423.2213.320.581

Financial Impact: \$300.00

Attachment(s): None.

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: 06/16/21

Board Approval: _____

Contractor: Jennifer Heavy Runner

Phone: (406)338-

Address: _____

P.O. Box or Street Address

City, State, Zip

Type of Project/Service (be specific): Stipend for "virtual" AVID Digital Training to be held 3 days in June 2021.

Contracted Dates: 06/21/21 to 06/23/21

Rate per hour/per day: \$100.00/day x 3 # of Days = \$300.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): _____ = NA

Total Project Cost = \$300.00

Contract to be paid from:

115.30.423.2213.320.581

MCLP Grant

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

Jessica Racine
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.