

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/29/2019



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: 5/29/2019

To: **Corrina Guardipee-Hall**
 Superintendent

From: John E. Salois
 Title: Human Resource Director

Subject: **CSA: Student Activities Director 2018-2019**

Description: Everett Armstrong will complete his current teaching contract before assuming Director of Student Activities full time on June 3, 2019. This CSA is for Everett to complete Director duties after his regular teaching duties from 5/14/19 to 5/31/19.

Financial Impact: Not to exceed \$3,608.40

Funding Source (Budget/grant, etc.): Student Activities Salaries

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) 338-3200

Date: 5/14/19

Board Approval: _____

Contractor: Everett Armstrong

Phone: 338-7023

Address: PO Box 2621 Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): District Student Activities Director

Contracted Dates: 5/14/19-5/31/19

Rate per hour/per day: \$30.07 per hour/not to exceed 6 hours per day for 20 days/

Not to exceed \$3,608.40: = \$3,608.40

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/Up to = \$3,608.40

Contract to be paid from:

126.60.720.3500.111 30%

201.60.720.3500.111 70%

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