

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 31, 2022



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: 8/24/22

To: **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
Title: Human Resources Director

Subject: **Contract Service Agreement - Position Transition 2022-2023**

Description: Request a stipend for Julia Nichole Hannon to assist new PCOP Coordinator with program transition. As needed, up to 5 hours a week for 8 weeks.

Financial Impact: **\$2,000.40** (\$50.01 x 40 hrs. not to exceed)

Funding Source (Budget/Grant, etc): Title I

Attachment(s): Hiring Selection Report

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: 8/31/2022

Board Approval: August 31, 2022

Contractor: Julia Nichole Hannon

Phone:

Address: PO Box 1263
P.O. Box or Street Address

Cut Bank MT 59427
City State Zip

Type of Project/Service (be specific): Assist new Parent Community Outreach Coordinator with transition into position. Provide assistance/information on grant management requirements associated with position, and other PCOP coordinator duties as needed.

Contracted Dates: 9/6/2022 through 10/28/22

Rate per hour/per day: not to exceed \$40 hours @ 50.01 per hour = \$2,000.40

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total amount = N/A

Total Project Cost = \$2000.40

Contract to be paid from:

101.10.120.2120.113

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

Corrina Guardipee-Hall
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

