

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/17/19



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: 12/10/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: **Contract Service Agreement: Middle School Athletic Coordinator 2019-2020**

Description: Contract service agreement for Elizabeth Coleman as the interim middle school Athletic Coordinator. Contractor will be responsible for providing support for BMS Student Athletics.

Financial Impact: **\$2,000.00** (\$16.00 as per Temporary Employment Compensation Schedule: Extended Day Activities, Site Supervisor)

Funding Source (Budget/grant, etc.): 126.50.720.3500.150

Attachment(s): CSA

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: December 18, 2019

Board Approval:

Contractor: Elizabeth Coleman

Phone: 290-3884

Address: 701 4th St. SE Cut Bank, MT 59427
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide student activities support services as interim Athletic Coordinator. Contractor will submit bi-weekly time sheets documenting total hours of services.

Contracted Dates: December 2, 2019 - June 3, 2020

Rate per hour/per day: \$16.00/hr, 15 to 20 hrs/wk = \$2,000.00
Per Diem/per day: x # of Days = N/A
Mileage: miles @ per mile = N/A
Other costs (explain): Not to exceed \$2,000.00 = N/A
Total Project Cost = \$2,000.00

Contract to be paid from:

BMS Athletics
126.50.720.3500.150

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

Angela Heavy Runner
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