

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/12/17



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**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

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**Date:**        9/5/2017

**To:**            **Corrina Guardipee Hall**  
                    Superintendent

**From:**        Emorie Davis Bird  
                    Title:        Human Resources Director

**Subject: Contract Service Agreement: Study Sync Training**

**Description:** Dennis Juneau, Middle School Principal is requesting a stipend for Julie Hayes who attended the Study Sync Training on August 14 & 15, 2017.

**Financial Impact:** \$100 per day x 2 days = \$200.00 x 18% fringe = **\$236.00**

**Funding Source (Budget/grant, etc.): 126-50-130-1700-610**

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** 8/21/17

**Board Approval:** 9/12/2017

**Contractor:** Julie Hayes

**Phone:** \_\_\_\_\_

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

**Type of Project/Service** (be specific): Contractor will attend the Study Sync Professional Development on August 17-18, 2017. The said professional development will begin at 8:00 am each morning and end at 4:00pm. Lunch each day is the responsibility of the contractor and he/she will have from 12:00-1:00 pm each day. Contractor will clock in and sign in.

**Contracted Dates:** August 14 & 15, 2017

Rate per hour/per day: \$100 per day @ 2 day = \$200.00

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** = \$200.00

**Contract to be paid from:**

126-50-130-1700-610

**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**

Dennis Juneau  
\_\_\_\_\_  
**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**