

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



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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:** 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
Genevieve Bragg-Wilson	\$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:** \_\_\_\_\_

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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:** 06/16/21

**Board Approval:** \_\_\_\_\_

**Contractor:** Genevieve Bragg-Wilson

**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.