

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/28/2018



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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:**        10/15/2018

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

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

**Subject:**    **CSA for Insight Drug and Alcohol Awareness**

**Description:** John Salois, High School Principal, is requesting a contract service agreement for Susan Meineke to complete 5 Saturday Insight Drug and Alcohol Awareness Classes quarterly through the 2018-19 school year for students required to attend.

\* Susan Meineke \$21 per hour x 35 hours = \$735.00

**Funding Source (Budget/grant, etc.):** High School discretionary 226.60.150.2410.120

**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:** October 15, 2018

**Board Approval:** November 13, 2018

**Contractor:** Susan Meineke

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

**Address:** P.O. Box 3063  
P.O. Box or Street Address

Browning MT 59434  
City State Zip

**Type of Project/Service** (be specific): Contractor will provide five (5) eight hour Insight Drug and Alcohol Awareness trainings during 2018-19 on a schedule TBD based on need, but at least 2 per quarter. Contractor will be required to turn in a time sheet documenting total hours of mentoring/training services. This first training will be held November 3, 2018.

**Contracted Dates:** 11/04/2018-05/31/2019

Rate per hour/per day: \$21.00 per hour X 35 hours = \$ 735.00

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** = \$ 735.00

**Contract to be paid from:**  
226.60.150.2410.120

**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**

John Salois  
\_\_\_\_\_  
**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**