

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/8/19



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: 10/2/19

To **Corrina Guardipee-Hall**
 Superintendent

From: Jeri Matt
 Title: Director of Curriculum & Instruction

Subject: Contract Service Agreement for Babb Registration

Description: Suzanne Weekes provided registration services to Babb Elementary on August 12-13, 2019

Financial Impact: \$168.00

Funding Source (Budget/grant, etc.): 126.90.100.2213.150

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) 338-3200

Date: October 2, 2019

Board Approval: _____

Contractor: Suzanne Weekes

Phone: _____

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

Type of Project/Service (be specific): Contractor will provide guidance with all school registration paper work to the community of Babb and Babb School for four hours each day on August 12-13, 2019.

Contracted Dates: August 12-13, 2019

Rate per hour/per day: \$21.00 x 8 = \$168.00

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

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

Other costs (explain): plus fringe @ 18% = N/A

Total Project Cost = \$168.00

Contract to be paid from:

Title I SW

126.90.100.2213.150

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

Jeri Matt
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