

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/13/24



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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: 8/7/24

To: Rebecca Rappold
 Superintendent

From: Bev Sinclair
 Title: HR Director

Subject: **CSA: Training for New Gear-Up Coordinator 2024-2025**

Description: Request approval of a contract service agreement for Melanie Magee to provide up to 80 hours of training (from 8/14/24 – 9/30/24) to the new BPS Gear Up Coordinator, Sydney St. Goddard.

Financial Impact: \$3,139.00 (80 hours x 39.24/hr)

Funding Source (Budget/grant, etc.): 115 50 471 1000 119 662 (40%); 115 60 471 1000 119 664 (60%)

Attachment(s): Contract Service Agreement

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: 8/7/24

Board Approval: 8/13/24

Contractor: Melanie Magee

Phone: 406.450.5699

Address: PO Box 526 Browning, MT 59417
 P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide training support to new Gear Up Coordinator to assist in the transition period. Training will consist of a combination of telephone, zoom, and in-person meetings, as contractor’s schedule allows from 8/14/24 through 9/30/24, for up to 80 hours.

Contracted Dates: 8/14/24 to 9/30/24

Rate per hour/per day: <u>\$39.24 per hour x 80 hours</u>	=	<u>\$3,139.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost =		\$3,139.00

Contract to be paid from:

115 50 471 1000 119 662 (40%)
115 60 471 1000 119 664 (60%)

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

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.

White – Contractor

Yellow – Business Office