

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 9/11/2018



- 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: 9/6/2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Human Resource Director

Subject: Contract Service Agreements: Substitute Training Workshops 2018-2019

Description: Contract Service Agreements to conduct 1 Substitute Teaching workshop five (6) times throughout the school year beginning September 13, 2018. Ms. Wilson will facilitate future trainings/sub workshops to be used throughout the school year. Trainings will consist of preparing, presenting, recording, editing, and finalizing workshops.

✚ Colleen Wilson - \$21.00 x 2 x 6 trainings = \$252.00

Financial Impact: Maximum of \$252.00

Funding Source (Budget/grant, etc.): HR 126/226-90-160-2316-150 (75/25%)

Attachment(s): Sample 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: September 6, 2018

Board Approval: September 11, 2018

Contractor: Colleen Wilson

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide the preparation, presenting, editing, and finalizing of (1) Substitute Teaching workshops from September 13, 2018 through March 13, 2019 to utilize throughout the school year for potential classroom substitutes. Contractors will submit a time sheet to the Human Resources Director.

Contracted Dates: 9/13/2018 through 3/13/2019

Rate per hour/per day: <u>\$21.00 Per hr. X 12 hours</u>	=	<u>\$252.00</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	=	<u>\$252.00</u>

Contract to be paid from:
25% 226-90-160-2316-150
75% 126-90-160-2316-150

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

Emorie Davis-Bird
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