

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 10, 2021



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: June 7, 2021

To: **Corrina Guardipee Hall**
 Superintendent

From: Jennifer Wagner
Title: High School Principal

Subject: **CSA: AVID Digital XP Conference Stipends 2020-2021**

Description: BHS AVID Team Administrator, Kari McKay, will attend AVID Digital XP Conference: Leading Change for Educational Equity strand June 21, 2021-June 23, 2021 and will receive \$150.00 stipend each day for a total of \$450.00 plus fringe.

Financial Impact: **\$450.00** (\$150.00/day + fringe)

Funding Source (Budget/grant, etc.): MCLSDP Budget 115.60.423.2213.150.581

Attachment(s):

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: June 7, 2021

Board Approval: 6/10/21

Contractor: Kari McKay

Phone: _____

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

Browning MT 59417
City State Zip

Type of Project/Service (be specific): Contractor will be attending online AVID Digital XP training from June 21, 2021 to June 23, 2021. Each attendant will receive \$150/day for attending as a stipend. This training follows our AVID guidelines and will be paid for by the MCLSDP budget.

Contracted Dates: 6/21/21 to 6/23/21

Rate per hour/per day: \$150.00/day x 3 days = \$450.00

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 = \$ **450.00**

Contract to be paid from:

115.60.423.2213.150.581

MCLSDP

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

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