

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 24, 2020



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 11, 2020

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jennifer Wagner
Title: Browning High School Principal

Subject: Contract Service Agreement: PD Stipends 2020-2021

Description: Request the BHS AVID team attend the online AVID Digital XP Conference June 30, 2020 to July 2, 2020 online. They will each receive a \$100.00 per day stipend x 3 days = \$300.00 plus fringe.

Team Members: Jennifer LaFromboise-Wagner, Violet Sinclair-Boggs, Andrea Evans, Darcy Skunkcap, Debra High, Randall Rivas, Michele Blay, Jim Vaile, Brian Harrell, Ross DeRoche, Kevin Kicking Woman, Lea Whitford, and Lester Johnson.

Financial Impact: \$ 4,602.00

Funding Source (Budget/grant, etc.): MCLP Budget 115.60.423.2213.150.650

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) 338-2708

Date: June 12, 2020

Board Approval: _____

Contractor: Sample CSA

Phone: _____

Address: _____
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 30, 2020 to July 2, 2020. Each attendant will receive \$100/day for attending as a stipend. This training follows our AVID guidelines and will be paid for by the MCLP budget.

Contracted Dates: June 30 to July 2, 2020

Rate per hour/per day: \$100/day x 3 days = \$300.00

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

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

Other costs (explain): Not to exceed \$300.00 = _____

Total Project Cost = \$300.00

Contract to be paid from:

MCLP

115.90.423.2213.150.650

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