

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/29/19



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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:**      4/30/19

**To:**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Matthew Johnson  
Title:      Director of Alternative Education

**Subject:**   **Contract Service Agreement for Certified BAWAP Staff**

**Description:** Contract Service Agreement for Katie McDonald, certified staff, to provide services for the BAWAP Summer Program 2019.

**Financial Impact:**   **\$3,328.00**

**Funding Source:** 126-65-170-1340-120

**Attachment(s):** Contract Service Agreement

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)      ☐ Approved      ☐ Denied      ☐ Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** May 14, 2019

**Board Approval:** \_\_\_\_\_

**Contractor:** Katie Boyce McDonald

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
P.O. Box or Street Address                      City                      State                      Zip

**Type of Project/Service** (be specific): Contractor for Blackfeet Academy Wilderness Adventure Program (BAWAP). Contractor will attend mandatory staff development activities and participate as a trip leader from June 3–June 20th, 2019 on (3) scheduled BAWAP Trips during this timeframe. A scheduled BAWAP Trip is defined as, and includes the following work schedule: Monday, Tuesday, Wednesday a from 9:00 am – 5:00 pm (packing for the trip and conducting outreach and recruitment to ensure there is a minimum of 15 youth participants) and Thursdays from 9:00 – 5:00 pm (Project based learning). Additionally, contractor will participate in three (3) after school trip prep meetings with students. Contractor will provide weekly timesheets to the Director of Alternative Education and maintain all required trip documentation.

**Contracted Dates:** 6/03/19 – 6/20/19

Rate per hour/per day: \$34.67 per hour x 32 hours per week x 3	=	<u>\$3,328.32</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain):	=	<u>\$</u>
<b>Total Project Cost</b>	=	<u>\$3,328.32</u>

**Contract to be paid from:**

126.65.170.1340.120  
Impact Aid

**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**

Matthew Johnson, Director Alt Education  
**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.