

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/31/23



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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:**    5/5/23

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

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

**Subject:** **CSA: Instructional Leader, Summer Program – WBHA 2022-2023**

**Description:** Lacey Salois, Project Learning Summer Program Instructional Leader, will provide services at the Buffalo Hide Academy from June 19 through June 30, 2023, and go on two scheduled BAWAP trips. The contractor will work Monday through Thursday from 8:00 a.m. until 2:30 p.m. The Instructional Leader will attend mandatory staff development activities and attend three afterschool trip prep meetings with students. Timesheets will be provided weekly to the Alternative Education Director.

**Financial Impact:** \$676.00 (+ Fringe)

**Funding Source:** 126.65.170.1340.120

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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

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

**Date:** 5/16/2023

**Board Approval:** 5/31/23

**Contractor:** Lacey Salois

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

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

**Type of Project/Service** (be specific): Contractor will perform duties as the Instructional Leader and work Monday through Thursday from 8:00 a.m. until 2:30 p.m. and will attend mandatory staff development activities, go on two scheduled BAWAP trips and attend three afterschool trip prep meetings with students. Timesheets will be provided weekly to the Alternative Education Director.

**Contracted Dates:** June 19, 2023 thru June 30, 2023

Rate per hour/per day: \$13.00 x 52 hours = \$676.00

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** = **\$676.00**

**Contract to be paid from:**

126.65.170.1340.120

**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**