

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 12/14/21



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**Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignations                       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:**        12/8/21

**To:**            Board of Trustees  
                    Browning Public Schools

**From:**        Corrina Guardipee-Hall  
**Title:**        Superintendent

**Subject: CSA: Beading for Staff Appreciation 2021-2022**

**Description:** Request approval for contract service agreement to Jennifer Brown-DuBray to bead items for staff appreciation.

**Financial Impact: \$750.00**

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program or grant as applicable.

**Attachment(s):** CSA

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

**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:** 12/8/21

**Board Approval:** 12/14/21

**Contractor:** Jennifer Brown-Dubray

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

**Address:** \_\_\_\_\_

P.O. Box or Street Address

City, State, Zip

**Type of Project/Service** (be specific): Contractor will bead items for staff appreciation

**Contracted Dates:** 12/15/21 to 12/30/21

Rate per hour/per day: \$750.00 x \_\_\_\_\_ # of Days = \$750.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = NA

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = NA

Other costs (explain): Not to exceed \$750.00 = NA

**Total Project Cost** = \$750.00

**Contract to be paid from:**

126.90.160.2320.610

226.90.160.2320.610

**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**

Corrina Guardipee-Hall  
**Principal/Supervisor**

\_\_\_\_\_  
**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.