

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/26/23



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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:**     7/17/23

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

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

**Subject:** **CSA: Inventory Technology/Prepare Student iPads 2023-2024 SY**

**Description:** Contract Service Agreement for Beth Augare to inventory/prepare student and staff iPads for the 2023-2024 school year; not to exceed 64 hours.

 Beth Augare, Inventory Technology/Prepare Student & Staff iPads

**Financial Impact:** \$1,754.00

**Funding Source (Budget/grant, etc.):** Technology Budget (126 / 226.78.162.2220.120)

**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) 338-2708

**Date:** 7/17/23

**Board Approval:** 7/26/23

**Contractor:** Beth Augare

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

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

**Type of Project/Service** (be specific): Contractor will inventory surplus technology and inventory & prepare student & staff iPads for the 2023-2024 school year.

**Contracted Dates:** 7/17/23 to 7/28/23

Rate per hour/per day: \$27.40 x 64 hours = \$1,754.00

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 = \$1,754.00**

**Contract to be paid from:**

126.78.162.2220.120

226.78.162.2220.120

**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