

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:**      May 31, 2019

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

**From:** Nikki Hannon  
**Title:**      PCOP/Childcare Director

**Subject:** **Contract Service Agreement**

**Description:** I am requesting a contract service agreement for Jerelyn Gobert to provide HiSet placement testing (TABE) and tutoring services to new and returning HiSet students over the course of Summer 2019.

**Financial Impact:** \$5,990.00 (+18% Fringe)

**Funding Source (Budget/grant, etc.):** **226.70.150.1700.117**

**Attachment(s):** See attached 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) 338-3200

**Date:** 6/2/19

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

**Contractor:** Jerelyn Gobert

**Phone:** (406) 338-3071

**Address:** Box 2008 Browning, MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide placement testing (TABE) and tutoring services for new and returning HiSet students for approximately two hours per day through summer 2019. This will allow the HiSet program to maintain its current enrollment, recruit potential new students, and meet the educational needs of those students who have been court-ordered for HiSet education.

**Contracted Dates:** June 10 – August 16, 2019

Rate per hour/per day: \$15.60 hourly = \$124.80 Daily x 48 Days = = \$ 5,990.40

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** = \$ 5,990.40

**Contract to be paid from:**

[226.70.150.1700.117](tel:226.70.150.1700.117)

**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