

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: March 24, 2021



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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:**        March 17, 2021

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

**From:**        Jennifer Wagner  
**Title:**        Browning High School Principal

**Subject: CSA: Certified Tutor for Spring Break Tutor 2020-2021**

**Description:** BHS is recommending a contract service agreement for Brian Harrell, certified teacher, for Spring Break Tutoring; not to exceed 20 hours. Tutoring will be in person.

**Financial Impact:** \$420.00 (plus fringe)

**Funding Source (Budget/grant, etc.):** MCLSDP 115.60.423.2213.150.581

**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) 338-3200

**Date:** 3/17/21

**Board Approval:** 3/24/21

**Contractor:** Brian Harrell

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

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

**Type of Project/Service** (be specific): Contractor will tutor during spring break "in person and virtual".  
Not to exceed 20 hours.

**Contracted Dates:** 3/29/21 to 4/2/21

Rate per hour/per day: 21.00 x 20 hrs # of Days = \$420.00

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

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

Other costs (explain): Not to exceed 20 hours = NA

**Total Project Cost** = \$420.00

**Contract to be paid from:**

115.60.423.2213.150.581

\_\_\_\_\_

**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.