

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 3/7/23



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

Date: 2/28/23

To: Corrina Guardipee-Hall
 Superintendent

From: Cinnamon Crawford
Title: Prevention Director

Subject: Wellness Day Gardening Workshop Consultant 2023

Description: Request approval of contract service agreement for Sheila Rutherford, Wellness Day Consultant to provide a Gardening Workshop.

Financial Impact: \$600.00

Funding Source: Wellness Project: 115.90.470.2213.320.209

Attachment(s): CSA

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 2/28/23

Board Approval: 3/7/23

Contractor: Sheila Rutherford

Phone: _____

Address: _____
P.O. Box or Street Address City, State, Zip

Type of Project/Service (be specific): Contractor will provide a Gardening Workshop for 3/17/23 Wellness Day.

Contracted Dates: 3/17/23 to 3/17/23

Rate per hour/per day: \$600.00 x 1 # of Days = \$600.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): _____ = NA

Total Project Cost = \$600.00

Contract to be paid from:

115.90.470.2213.320.209

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

Robert Miller
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.

White-Contractor

Yellow-Business Office