

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/17/18



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

Date: 12/11/18

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

From: Corrina Guardipee-Hall
 Title: Superintendent

Subject: **Contract Service Agreement for Certified Tutor 2018-2019**

Description: Contract Service Agreement for Robert Miller as a certified tutor at the Browning High School during the Christmas holiday break for 4 hours each day for December 26 & 27 and January 2, 3, 4, 2019.

Financial Impact: \$420.00 (18% fringe)

Funding Source (Budget/grant, etc.): 115.60.494.2100.120.119

Attachment(s): CSA

Comment: _____

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

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: 12/11/18

Board Approval: 12/17/18

Contractor: Robert Miller

Phone: _____

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

Type of Project/Service (be specific): Certified Tutor for BHS during the holiday break.

Contracted Dates: December 26 & 27; January 2, 3, 4

Rate per hour/per day: \$21.00 per hour x 20 hours = \$420.00

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 = \$420.00

Contract to be paid from:
115.60.494.2100.120.119

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