

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/28/17



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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:**        6/13/17

**To:**            **John P. Rouse**  
                    Superintendent

**From:**        Jason Andreas  
                    Title:        Executive Director

**Subject:**    **CSA for BAWAP Student**

**Description:** Matthew Johnson, Director of Alternative Education, is recommending a contract service agreement for Shaylee Devereaux for the BAWAP Summer Program.

**Financial Impact:** \$840.00

**Funding Source (Budget/grant, etc.):** 126.64.170.1340.0120

**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:** May 8, 2017

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

**Contractor:** Sample Contract

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

**Address:** \_\_\_\_\_  
P.O. Box or Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

**Type of Project/Service** (be specific): Student Trip Leader for Blackfeet Wilderness Adventure Program (BAWAP). Contractor will attend mandatory staff development activities and participate as a trip leader from June 12 –June 29, 2016 on (3) scheduled BAWAP Trips during this timeframe to be scheduled by the Program Coordinator. A scheduled BAWAP Trip is defined as, and includes the following work schedule: Monday at 8:00 am (packing for the trip and conducting outreach and recruitment to ensure there is a minimum of 12 youth participants) through Thursday at 1:00 pm (conducting the field portion of the program and directly supervising youth and conducting trip clean up, ensuring all youth arrive at home safely, and completing all required documentation). Additionally, contractor will participate in three (3) after school trip prep meetings. Contractor will provide bi-weekly timesheets to the Director of Alternative Education, or designee, and maintain all required trip documentation.

**Contracted Dates:** 6/12/17 – 6/30/17

Rate per hour/per day: \$70.00 stipened/day x 4 days x 3 weeks = \$840.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): \_\_\_\_\_ = \$

**Total Project Cost** = **\$840.00**

**Contract to be paid from:**

126651701340120

Impact Aid

**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**

Matthew Johnson, Director Alt Education  
**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.