

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 09/29/16



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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:**        09/25/16

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

**From:**   John P. Rouse  
**Title:**     Superintendent

**Subject:** **CSA for Student Bus Monitor Positions 2016-2017**

**Description:** With the addition of the four-year old student bus riders to our current load of bus riders in conjunction with a shortness of bus drivers, we have been experiencing overcrowding on several of our bus routes. As an effort to address the need for increased supervision, the administration would like to create bus monitor positions that would be filled by carefully selected and trained high school students.

**Financial Impact:** \$ 8,666.00 (6 students x \$1,224.00 + 18% Fringe \$1,322.00)

**Funding Source (Budget/grant, etc.):** Impact Aid funds (126/226.90.167.2730.120)

**Attachment(s):** Recommended students for employment/Sample contract

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

**Student Names**

- 1 Calvin Racine
- 2 Radell CalfLooking
- 3 Linda Whitford
- 4 Miran CalfLooking
- 5 Ryan TallWhiteMan
- 6 Jonni Gervais

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

**Date:** September 28, 2016

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

**Contractor:** Sample CSA

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

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

**Type of Project/Service** (be specific): Contractor will provide after school bus monitoring from 3:30 pm to 4:30 pm Monday - Thursday and 2:30 pm to 3:30 pm on Friday for the 2016-17 SY. Contractor will be required to meet student eligibility requirements for continued employment with Browning Public Schools. Contractor will be under the direct supervision of the bus driver on the route they are assigned.

**Contracted Dates:** 9/23/2016 - 6/28/2017

Rate per hour/per day: \$8.05 X 152 days = \$1224.00

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** = \$ 1224.00

**Contract to be paid from:**  
126.90.167.2730.120 (75%)  
226.90.167.2730.120 (25%)

**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**

Wayne Hall  
**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**