

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/26/17



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: 7/13/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: 2017 - 2018 Contract Service Agreements for Assessment/Testing Services

Description: Jeri Matt, Curriculum Coordinator, is requesting a contract services agreement for assessment and testing services. These services include WAPT Screening, WIDA Testing, and our two (2) District Writing Assessments.

 Lavada Pilling \$6480.00

Financial Impact: \$25,920.00 x 18% fringe = \$6,480.00

Funding Source (Budget/grant, etc.): 115.90.494.1700.120.118

Attachment(s): Sample CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

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

Date: August 22, 2017

Board Approval: _____

Contractor: Lavada Pilling

Phone:_____

Address: _____

P.O. Box or Street Address	City	State	Zip
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Type of Project/Service (be specific): Contractor will provide ten (10) full 8 hour days of ELL Screening services, fifteen (15) full 8 hour days of WIDA Testing, and twenty (20) full 8 hour days of Writing Assessment Scoring during the 2017-18 School Year. Contractor will be required to turn in a time sheet at the conclusion of each activity documenting the total number of hours of services provided. Contractor will be compensated at the board approved committee rate of \$18 per hour.

Contracted Dates: 8/22/2017 - 5/31/2018
$$\text{Rate per hour/per day: } \$18 \text{ per hour} \times 360 \text{ hours} = \$6480.00$$

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 = \$ 6480.00

Contract to be paid from:

115.90.494.1700.120.118

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

Emorie Davis-Bird
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