

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/12/16



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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:**        6/28/16

**To:**            **John Rouse**  
                    Superintendent

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

**Subject: Contract Service Agreements for the Substitute Workshops**

**Description:** Contract Service Agreements to conduct 2 Substitute Teaching workshops (August 2, 2016 and January 10, 2016) for 2 hours per workshop at \$22.00 per hour X 2 certified Teachers X 2 workshops.

-  Lona Running Wolf - \$88.00
-  Edith Wagner - \$88.00

**Financial Impact: Maximum of \$176.00**

**Funding Source (Budget/grant, etc.): Human Resource 25% 226-90-160-2316-330 / 75%126-90-160-2316-330**

**Attachment(s):** Sample 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:** July 12, 2016

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

**Contractor:** Sample CSA

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

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

**Type of Project/Service** (be specific): Contract will provided instruction to new applicants to become substitute teachers on August 2, 2016 and January 20, 2017. Contractor will provide timesheets to the Superintendent, or designee.

**Contracted Dates:** 8/1/16- 1/20/17

Rate per hour/per day: \$22 per hour X 4 # of Hours = \$88.00

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** = \$ 88.00

**Contract to be paid from:**

**Human Resource**  
25% 226-90-160-2316-330  
75% 126-90-160-2316-330

**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**

Jason Andreas  
**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**