

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



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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: 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.

✚ Roberta Kipp \$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: Roberta Kipp

Phone: _____

Address: _____

P.O. Box or Street Address

City

State

Zip

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

Rate per hour/per day: \$18 per hour X 360 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