

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/11/16



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input checked="" type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide	

Date: 10/04/16

To: **John Rouse**
Superintendent

From: Jason Andreas
Title: Executive Director

Subject: CSAs for High School Afterschool Tutoring

Description: Jeri Matt, Curriculum Coordinator, is requesting contract service agreements for after school tutoring in Math and English Language Arts at Browning High School and the Blackfeet Academy for the 2016-17 School Year.

Travis Miller (BHS Math) – 189 hours X \$20 per hour = \$3,780.00 (+18% = \$4460.00)

Funding Source (Budget/grant, etc.): 115.60.494.2000.120.117

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: October 11, 2016

Board Approval: _____

Contractor: Travis Miller

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Certified Tutor for Title I afterschool tutoring program. Contractor will provide structure tutoring activities, and other duties during the tutoring hours (Monday, Tuesday and Thursday from 4:00 pm - 6:00 pm and Wednesday 5:00 pm - 6:00 pm). Contractor will provide bi-weekly timesheets for all staff to the 21st Century Program Coordinator and maintain daily sign-in logs to document tutoring activity. Employee is under the supervision of the Site Coordinator and will be responsible for all standards of employment for continued employment with the district.

Contracted Dates: 10/11/16- 5/29/17

Rate per hour/per day: \$20 per hour X 189 Hours (Less Deductions) = \$3780.00

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 = \$ 3780.00

Contract to be paid from:

Title I Schoolwide
115.60.494.2000.120.117

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

Jeri Matt
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