

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/29/16



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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: 6/20/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Assistant Superintendent

Subject: Contract Services Agreements for Heritage Book Lessons

Description: Billie Jo Juneau, NAS Administrator, is recommending contract service agreement for lessons to be developed to accompany the Heritage Book Collection. Contractor will be paid \$40 per lesson and can create a maximum of 10 lessons. Attached is a sample CSA and excel spreadsheet of contractors.

Teacher	Max Payment
Elsie Ground	\$400.00

Financial Impact: \$400.00

Funding Source (Budget/grant, etc.): Title I Grant 115.90.494.2213.150.116

Attachment(s): Sample CSA and Excel Spreadsheet

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: June 30, 2016 **Board Approval:** _____
Contractor: Elsie Ground **Phone:** _____
Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will develop lessons to accompany the Blackfeet Heritage Book collection. Lessons will include age appropriate cultural content. Contract can produce up to 10 lessons and be compensated at \$40 per lesson. All lessons will need to be approved by the Rural Schools/NAS Administrator prior to payment.

Contracted Dates: 6/6/16-6/30/16
Rate per hour/per day: \$40 Stipend per lesson max 10 lessons = \$400.00
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 = \$ 400.00

Contract to be paid from:
115.90.494.2213.150.116
Title I Grant

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

Billie Jo Juneau
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