

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 9, 2016



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: May 2, 2016

To: **John Rouse**
 Superintendent

From: Julie A. Hayes
Title: Middle School Principal

Subject: Approval of BMS/BHS AVID Tutor

Description: Approval to contract Albert Still Smoking as part of the BHS and BMS AVID program. BPS is required to provide tutor support to our AVID students. This position will be a temporary part-time position providing tutorial services to all of our AVID students, grades 7-12.

Financial Impact: \$5,600.00

Funding Source (Budget/grant, etc.): BMS and BHS Gear Up grant

Attachment(s):

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: 8/2/16

Board Approval: _____

Contractor: Albert Still Smoking

Phone: (406) 845-4420

Address: PO Box 971
P.O. Box or Street Address

Browning MT 59427
City State Zip

Type of Project/Service (be specific): AVID tutor for BMS and BHS AVID programs. This position will be funded by Gear Up.

Contracted Dates: 8/29/16 to 6/9/17 # of Days = N/A

Rate per hour/per day: \$10/hr x 16 hrs/week x 35 weeks = \$5600

Per Diem/per day: _____ x _____ # of Days = N/A

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): _____ = N/A

Total Project Cost = \$5,600.00

Contract to be paid from:

115-50-471-1700-330 (40%)

115-60-471-1700-330 (60%)

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

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