

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



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: 10/04/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
 Title: Executive Director

Subject: **CSA for Insight Drug and Alcohol Awareness**

Description: John Salois, High School Principal, is requesting a contract service agreement for Susan Meineke to complete 4 Saturday Insight Drug and Alcohol Awareness Classes quarterly through the 2016-17 School year for students required to attend.

Susan Meineke \$18 per hour X 32 hours = \$576.00 (+18% fringe = \$680.00)

Financial Impact: \$576.00

Funding Source (Budget/grant, etc.): High School discretionary 226.60.150.2410.320

Attachment(s): 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: Susan Mieneke

Phone: _____

Address: P.O. Box 3063
P.O. Box or Street Address

Browning MT 59434
City State Zip

Type of Project/Service (be specific): Contractor will provide four (4) eight hour Insight Drug and Alcohol Awareness Trainings during the 2016-17 on a quarterly basis (one Saturday Insight Class per Quarter). Contractor will be required to turn in a time sheet documenting total hours of mentoring services to meet the minimum number of hours outlined in the BPS District Mentoring Handbook.

Contracted Dates: 10/11/2016 - 6/29/2017

Rate per hour/per day: \$18 per hour X 32 hours = \$576.00

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 = \$ 576.00

Contract to be paid from:
226.60.150.2410.320

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