

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/31/17



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: 5/19/17

To: **John P. Rouse**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: **CSA for New Teacher Mentoring - Nichole Whitney**

Description: Jason Andreas, Executive Director, is recommending a CSA for Nichole Whitney for the 2016-2017 SY for new teacher mentoring of Nathan Ziegler.

Financial Impact: \$1,000.00

Funding Source (Budget/grant, etc.): 115.90.494.2213.150.117

Attachment(s): None

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 18, 2016 **Board Approval:** _____
Contractor: Sample CSA **Phone:** _____
Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide mentoring services for a new teacher during the 2016-2017 academic year. Contractor will be required to turn in a time sheet at the conclusion of the accademic year documenting total hours of mentoring services to meet the minimum number of hours outlined in the BPS District Mentoring Handbook. Contractor understands that if the teacher that they are assigned does not complete the academic year, they will not be eligible for compensation under this contract service agreement.

Contracted Dates: 8/22/2016 - 6/9/2017

Rate per hour/per day: \$1000 (less payroll deductions required by law) = \$1000.00

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 = \$ 1000.00

Contract to be paid from:
115.90.494.2213.150.117

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 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.