

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/29/16



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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: 9/21/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: 2016-17 New Teacher Mentor CSA - Victoria Guardipee

Description: Jason Andreas, Executive Director, is requesting contract service agreements for Victoria Guardipee to mentor new teacher Leigh Atwell for the upcoming 2016-17 school year.

Victoria Guardipee \$1000.00

Financial Impact: \$1,000.00

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

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: 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 academic 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: \$820 + 18% fringe \$180 per year = \$1000.00

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

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

Other costs (explain): Less 18% fringe = \$ 180.00

Total Project Cost = \$ 820.00

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.

White – Contractor

Yellow – Business Office