

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/8/16



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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:**        11/4/16

**To:**            **John Rouse**  
                    Superintendent

**From:**        Jason Andreas  
                    Title:    Executive Director

**Subject:**    **CSAs for Olweus Bullying Prevention Training for 1<sup>st</sup> and 2<sup>nd</sup> Year Teachers**

**Description:** Billie Jo Juneau, Rural Schools Principal, is requesting a contract service agreements for Patrick Hagan, (new teacher) to complete the Olweus Bullying Prevention Curriculum training on October 21, 2016. Faculty will be paid a \$100 training stipend for a full 6 hours of professional development per the board approved extracurricular salary schedule

✚ Patrick Hagan - \$100 per day (less deductions required by law)

**Financial Impact:** \$100.00

**Funding Source (Budget/grant, etc.):** 126.50.130.2213.150

**Attachment(s):** Sample CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**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: Sample CSA

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will participate in the Olweus Bullying Prevention Training on October 21, 2016. Contractor will be required to complete the full 6 hours of professional development to receive payment. No partial payments will be made. Contractor will complete a timesheet to document the hours of participation upon completion of the training.

**Contracted Dates:** 10/21/2016

Rate per hour/per day: \$100 less deductions required by law = \$100.00  
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** = \$ 100.00

**Contract to be paid from:**  
Building Discretionary Budgets  
126.30.120.2213.150

**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**