

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/13/16



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: 12/6/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: Elementary CSA's - Stanford Research Institute (SRI) Grant

Description: Jeri Matt, Curriculum Coordinator, is recommending contract service agreements for the following individuals for collaboration meetings outside of normally scheduled hours as a component of the SRI Grant. Contractors will be paid at the board approved committee rate of \$18 per hour less deductions required by law.

✚ Violet Sinclair 149 hours X \$18 per hour = \$2682.00

Financial Impact: \$2,682.00

Funding Source (Budget/grant, etc.): 226.50.100.1000.150.176 (SRI Grant)

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: December 13, 2016

Board Approval: _____

Contractor: Sample Elementary CSA

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will participate in after school Stanford Research Institute (SRI) collaboration meetings after the regularly scheduled workday as a component outline in the SRI Grant. Contractor will be paid at the board approved committee rate of \$18 per hour less deductions required by law. The contractor will be responsible for turning in monthly timesheets to document meeting times and meeting grant requirements.

Contracted Dates: 10/1/2016 - 6/30/2017

Rate per hour/per day: \$18 per hour X 149 hours (committee rate) = \$2682.00

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 = \$ 2682.00

Contract to be paid from:

126.50.100.1000.150.176

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

Jerci Matt
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