

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/27/2018



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: 9/6/2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Human Resource Director

Subject: Contract Service Agreements: Substitute Training Workshops 2018-2019

Description: Contract Service Agreement to conduct Substitute Training workshops five (5) times throughout the school year beginning September 28, 2018. \$21.00 x 2 hours x 5 trainings which consists of preparing, presenting, recording/videoing, editing, and finalizing workshops.

✚ Mabel Running Fisher - \$210.00

Financial Impact: Maximum of \$210.00

Funding Source (Budget/grant, etc.): HR 126/226-90-160-2316-150 (75/25%)

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: September 6, 2018

Board Approval: September 27, 2018

Contractor: Sample CSA

Phone: _____

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

Type of Project/Service (be specific): Contractor will provide the preparation, presenting, recording/videoing editing, and finalizing of each Substitute Training workshop from September 13, 2018 through March 13, 2019 to utilize throughout the school year for potential classroom substitutes. Contractors will submit a time sheet to the Human Resources Director.

Contracted Dates: 9/28/2018 through 3/13/2019

Rate per hour/per day: <u>\$21.00 Per hr. X 10 hours</u>	=	<u>\$210.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): _____ Not to exceed total \$ amount	=	<u>N/A</u>
Total Project Cost	=	<u>\$210.00</u>

Contract to be paid from:

25% 226-90-160-2316-150

75% 126-90-160-2316-150

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

Emorie Davis-Bird

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