

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



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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:**        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.

✚ Laura Monroe    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:** \_\_\_\_\_

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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:** 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**