

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/11/16



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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:**   10/04/16

**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 contract service agreements for new teachers (1<sup>st</sup> and 2<sup>nd</sup> Year) 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

\$100 per day (less deductions required by law) x # of teachers TBD

**Financial Impact:** \$1,000.00

**Funding Source (Budget/grant, etc.):** Building Discretionary Budgets for Professional Development

**Attachment(s):** Sample CSA, Excel spreadsheet of attendees

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

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

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Name	Amount	
Gustavo Garces	\$100.00	226.60.150.2213.150
Kay Phillips	\$100.00	126.20.120.2213.150
Andrea Sangray	\$100.00	126.20.120.2213.150
Nancy Scott	\$100.00	126.50.130.2213.150
Pamela Madplume	\$100.00	126.30.120.2213.150
Leigh Atwell	\$100.00	126.30.120.2213.150
David Kelly	\$100.00	126.30.120.2213.150
Amy Molenda	\$100.00	126.10.120.2213.150
Jack Parrent	\$100.00	126.30.120.2213.150
Matthew Swenson	\$100.00	126.30.120.2213.150
Billie Jo Juneau	\$225.00	126.90.100.2213.330 (75%)
		226.90.100.2213.330 (25%)
	\$1,225.00	

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: <u>\$100 less deductions required by law</u>	=	<u>\$100.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
<b>Total Project Cost</b>	=	<u>\$ 100.00</u>

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

**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**