

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 3/7/17



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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:**        2/28/17

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

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

**Subject:** **CSA for Families in Transition Program**

**Description:** Carrie Hirst, Parent Community Outreach Coordinator is recommending a contract service agreement to implement the goals and objectives of the McKinnie Vento grant to assist children and families in transition receive supplemental support to stay in school.

✚ JoRae Rattler (4 hours per day X \$11.50 per hour X 105 days = \$4,830.00 + 18% fringe (\$869.40) = \$5,699.00)

**Financial Impact:** **\$5,699.00**

**Funding Source (Budget/grant, etc.):** McKinnie Vento Grant 115.90.438.1700.120.441

**Attachment(s):** Contract Service Agreement

**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:** March 8, 2017

**Board Approval:** \_\_\_\_\_

**Contractor:** JoRae Rattler

**Phone:** 470-0414

**Address:** P.O. Box 186 Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contract Service Agreements to implement the goals and objectives of the McKinnie Vento Grant and Families in Transition Program. Contract will work Monday - Friday for 4 hours per day

**Contracted Dates:** 2/15/17 to 9/30/17

Rate per hour/per day: \$11.50 hr x 4 hr per day x 105 # of Days = \$4830.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Other costs (explain): Not to exceed total \$ amount = \_\_\_\_\_

**Total Project Cost** = \$4830.00

**Contract to be paid from:**

115-90-438-1700-120-441

McKinnie Vento Grant - OPI

**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**

Carrie Hirst  
\_\_\_\_\_  
**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.