

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/26/16



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: 12-5-16

To: **John Rouse**
 Superintendent

From: Matthew Johnson
 Title: Director of Alternative Education

Subject: **Contract Service Agreement for SY 2016-17**

Description: Contract Service Agreement for Jackie Beyer as the certified Tutor Supervisor for the 21st Century Tutoring Program at Browning Elementary.

Financial Impact: \$2,250.00

Funding Source (Budget/grant, etc.):

Funding Source (Budget/grant, etc.): 115.68.434.1700.112.416 21st Century

Attachment(s): Contract Service Agreement

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) 338-2708

Date: 12-5-16

Board Approval: _____

Contractor: Jackie Beyer

Phone: _____

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

Type of Project/Service (be specific): Certified Tutor Supervisor for the 21st Century Tutoring Program.
Contractor will provide structure tutoring activities, data, site supervision and other duties during the tutoring
hours (Monday, Tuesday, Thursday, from 4:00 pm – 5:30 pm) at Browning Elementary School. Contractor will
provide bi-weekly timesheets to the Director of Alternative Education and maintain daily sign-in logs to
document tutoring activity. Employee is under the supervision of the Director of Alternative Education and will
be responsible for all standards of employment for continued employment with the district.

Contracted Dates: 12/5/16 – 6/8/17

Rate per hour/per day: \$20.00 per hour x 4.5 hours per week x 25 = \$2,250.00

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 = **\$2,250.00**

Contract to be paid from:

[115.68.434.1700.112.416](#)

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

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