

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/26/21



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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:** 5/13/21

**To:** **Corrina Guardipee-Hall**  
Superintendent

**From:** Matthew Johnson  
**Title:** Director of Alternative Education

**Subject:** **CSA: Summer Learning Plan 2020-2021 & 2021-2022**

**Description:** Joe Jessepe, Classified Tutor Aide for the Title I tutoring program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21<sup>st</sup> Century Learning Summer Plan. Contractor 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. Program dates: June 7 to July 30, 2021.

**Financial Impact:** \$3,257.00 (+ fringe)

**Funding Source:** 215.68.434.1700.120.421

**Attachment(s):** 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) 338-2715

**Date:** 5/17/21

**Board Approval:** 5/26/21

**Contractor:** Joe Jessepe

**Phone:** \_\_\_\_\_

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

**Type of Project/Service** (be specific): Classified Tutor Aide for the Title I tutoring program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21<sup>st</sup> Century Learning Summer Plan. Contractor will be working 8:00 am – 3:00 pm Monday thru Thursday. Contractor will 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:** June 7, 2021 to July 30, 2021

Rate per hour/per day: <u>\$11.50 per hr. x 240 hrs.</u>	=	<u>\$3,257.00</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>	=	<b>\$3,257.00</b>

**Contract to be paid from:**  
215.68.434.1700.120.421

**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**

Matthew Johnson  
**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**