

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: March 8, 2022



---

**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:**        3/1/22

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

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

**Subject:** **CSA 21<sup>st</sup> Century Certified Tutor SY 2021-2022**

**Description:** Contract Service Agreement for Courtney Spotted Eagle, Classified Tutor for the 21st Century Tutoring Program for the 2021-2022 SY.

**Financial Impact:** **\$1,320.00** (\$15.00/hour x 8 hours per week x 11 weeks)

**Funding Source (Budget/grant, etc.):** 215.68.494.1700.112.422

**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:** 3/1/22

**Board Approval:** 3/8/22.

**Contractor:** Courtney Spotted Eagle

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

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

**Type of Project/Service** (be specific): Classified Tutor for the 21st Century Tutoring Program. Contractor will provide structured student tutoring (Monday–Thursday from 3:30 pm – 5:30 pm) for Browning Middle 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:** 3/8/22 to 6/2/22

Rate per hour/per day: \$15.00 per hour x 8 hours per week x 11 weeks = \$1,320.00

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 = \$1,320.00**

**Contract to be paid from:**

215.68.494.1700.112.422

**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**

Heidi Bullcalf  
**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**