

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/11/18



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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:**        9/6/18

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

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

**Subject: Contract Service Agreement: Tutor Supervisor 21<sup>st</sup> Century 2018-2019**

**Description:** Recommend approving a contract service agreement for Heidi Bullcalf for the 21<sup>st</sup> Century Title 1 Tutoring Program (grades K-12). Contractor will provide structured tutoring activities, data, site supervision and other duties during tutoring hours as per the attached CSA>

**Financial Impact: \$14,000.00**

**Funding Source (Budget/grant, etc.):** 115.68.434.2100.111.419

**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) 338-3200

**Date:** 9/4/18

**Board Approval:** 9/11/18

**Contractor:** Heidi BullCalf

**Phone:** 338-3711

**Address:** P.O. Box 111 Browning, MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Classified Tutor Supervisor for the Title I tutoring program (grades K-12). Contractor will provide structure tutoring activities, data, site supervision and other duties during the tutoring hours. Contractor will be working 2:00 pm – 7:00 pm (Monday – Thursday) at Browning High School and 9:00 am 2:00 pm (Friday). 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:** 9/12/18 – 5/24/18

Rate per hour/per day: <u>\$16.00 per hour @ 25 hours per week x 35</u>	=	<u>\$14,000.00</u>
Per Diem/per day: <u>    </u> x <u>    </u> # of Days	=	<u>N/A</u>
Mileage: <u>    </u> miles @ <u>    </u> 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>=</b>	<b><u>\$14,000.00</u></b>

**Contract to be paid from:**  
[115.68.434.2100.111.419](tel:115.68.434.2100.111.419)

**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