

Browning Public Schools  
Board Agenda Request  
Meeting To Be Held: January 8, 2019



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- Recognition:**     Students                       Staff                       Parents  
**Information:**     Building Report               Old Business               Superintendent's Report  
**Action:**         Resignations                       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:**        December 13, 2018

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

**From:**        John Salois  
**Title:**        Director of Human Resources

**Subject: Contract Service Agreements for WIDA Assessors and Writing Assessments Scorers**

**Description:** Request a contract service agreement for Zoe Johnson, Contractor will administer the Mid-year and End of Year (January & May) Aimsweb Benchmarking Assessment to Kindergarten students (45 hrs), score Aimsweb Mid-year and End of Year Benchmarking Assessment for Kindergarten, and participate in training to administer the Aimsweb Kindergarten Benchmarking Assessment in January & May.

**Financial Impact:** \$1,125.00 (\$25.00/hr x 45 hours (plus fringe))

**Funding Source (Budget/grant, etc.):** KW/Vina Discretionary 126.10.120.2410.120

**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) 338-2708

**Date:** December 20, 2018

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

**Contractor:** Zoe Johnson

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

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

**Type of Project/Service** (be specific): Contractor will: will administer the Mid-year and End of Year (January & May) Aimsweb Benchmarking Assessment to Kindergarten students (45 hrs), score Aimsweb Mid-year and End of Year Benchmarking Assessment for Kindergarten, and participate in training to administer the Aimsweb Kindergarten Benchmarking Assessment in January & May.

**Contracted Dates:** 2018-19 Academic Year

Rate per hour/per day: \$25.00/hours x 45 hours = \$1,125.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
Other costs (explain): \_\_\_\_\_ = \_\_\_\_\_  
**Total Project Cost** = \$1,125.00

**Contract to be paid from:**

[KW/VINA Discretionary](#)

126.10.120.2410.120

**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**

Rebecca A. Rappold  
\_\_\_\_\_  
**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