

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/9/20



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: 6/2/20

To: **Corrina Guardipee-Hall**
 Superintendent

From: Matthew Johnson
Title: Director of Alternative Education

Subject: Contract Service Agreement: Online Distance Learning 21st Century Summer Plan 2019-2020 & 2020-2021

Description: Matthew Johnson, Director of Alternative Education is requesting a contract service agreement for Joe Jessepe Tutor Aide for the Title I for the online Distance Tutoring activities from June 10, 2020 to July 2, 2020 (\$11.50 hr. X 68 hrs. plus 18% fringe)

Financial Impact: \$805.00

Funding Source (Budget/grant, etc.): 215.68.434.1700.112.420

Attachment(s): CSA

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) 338-3200

Date: 6/4/20

Board Approval: 6/9/20

Contractor: Joe Jessepe

Phone: _____

Address: _____
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 Online Distance Tutoring Activities and other duties during the tutoring hours for the 21st Century Learning Summer Plan. Contractor will be working 8:00 am – 1:00 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: 6/10/20 to 7/2/20

Rate per hour/per day: 11.50/hr x 70 hrs # of Days = \$805.00

Per Diem/per day: _____ x _____ # of Days = NA

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$782.00 = NA

Total Project Cost = \$805.00

Contract to be paid from:

215.68.434.1700.112.420

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

Corrina Guardipee-Hall
Principal/Supervisor

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.