

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/6/18



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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:**        8/16/18

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

**From:**   Jeri Matt  
**Title:**     Director of Curriculum & Instruction

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

**Description:** Carolann Racine will administer the WIDA (MODL) screener to incoming Kindergarten students and any Tier 3 grade 2 and 3 students, administer the WIDA ACCESS 2.0 to students and score district writing assessments

**Financial Impact:** \$8,250.00 (\$25.00/hr x 330 hours = \$8,250.000 (plus fringe)

**Funding Source (Budget/grant, etc.):** Title I School Wide 115.90.494.2100.120.119

**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:** July 25, 2018

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

**Contractor:** Carolann Racine

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

**Address:** \_\_\_\_\_  
P.O. Box or Street Address                      City                      State                      Zip

**Type of Project/Service** (be specific): Contractor will; screen incoming Kindergarten students with the MODL EL screener (10 days), screen tier 3 grade 2 and 3 students with the WIDA EL screener (5 days), administer the WIDA ACCESS 2.0 assessment (15 days), score district writing assessments (20 days)

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

Rate per hour/per day: \$25.00/hours x 330 hrs = \$8,250.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Other costs (explain): \_\_\_\_\_ = \_\_\_\_\_

**Total Project Cost** = \$8,250.00

**Contract to be paid from:**

[Title I SW](#)

**115.90.494.2100.120.119**

**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**

Jeri Matt  
**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.