

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: January 9, 2018



- 
- 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:**        January 9, 2018

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Toni Tatsey  
**Title:**        KW/VINA Elementary Principal

**Subject:**     Tutor for KW Vina

**Description:** Tonia Tatsey, is recommending the approval of Colleen Wilson who will do pull-out and tutor our TIER 3 ELA students for intervention, beginning January 23 through May 10, 2018 (16 weeks x 3 days per week 4 hours day @ \$21.00 per hour).

**Financial Impact:** \$4032.00

**Funding Source (Budget/grant, etc.):** 126.10.120.2410.320

**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:** January 9, 2017

**Board Approval:**

**Contractor:** Colleen Wilson

**Phone:** 406-573-2851

**Address:** \_\_\_\_\_  
P.O. Box or Street Address

Browning MT 59417  
City State Zip

**Type of Project/Service** (be specific): Tutoring Tier 3 ELA intervention students at KW Vina Elementary.

**Contracted Dates:** 1/23/2018 – 5/10/2018

Rate per hour/per day: \$21.00 X 4 hrs = \$84.00 X 3 = \$252.00 X 16 Weeks = \$4,032.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_  
Other costs (explain): \_\_\_\_\_ = \_\_\_\_\_  
**Total Project Cost** \$4,032.00

**Contract to be paid from:**  
126.10.120.2410.320

**Independent Contractor:**

- Submit invoice on completion  
 Other Time sheet

**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**

Tonia M. Tatsey  
**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.