

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/11/23



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: 10/3/23

To: Corrina Guardipee-Hall
 Superintendent

From: Matthew Johnson
 Title: Director of Alternative Education

Subject: **CSA: 21st Century Certified Tutor-BHS SY 2022-2023**

Description: Request a contract service agreement for a certified teacher for 21st Century Tutoring Program:

✚ Katie McDonald, Certified Tutor for the 21st Century Tutoring Program

Financial Impact: **\$4,872.00** (\$21.00/hour x 8 hours per week x 29 weeks Per the Temporary Compensation Salary Schedule 9/23/21)

Funding Source (Budget/grant, etc.): 215.68.434.1700.112.422

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: 10/3/23

Board Approval: 10/10/23

Contractor: Katie McDonald

Phone: _____

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

Type of Project/Service (be specific): Certified Tutor for the 21st Century Tutoring Program. Contractor will provide structured student tutoring (Monday–Thursday from 3:30 pm – 5:30 pm) for Browning High School. 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: 10/11/23 to 5/30/24

Rate per hour/per day: \$21.00 per hour x 8 hours per week x 29 weeks = \$4,872.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$4,872.00

Contract to be paid from:

215.68.434.1700.112.422

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

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