

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 10/10/17



- 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: 10/10/17

To: **Corrina Guardipee-Hall**
 Superintendent

From: Emorie Davis-Bird
 Title: Director of Human Resource

Subject: **Contract Service Agreement for Writing Assessment Assessor for the SY 2017-18**

Description: Jeri Matt, Curriculum Instructor Director, is recommending the approval of a Writing Assessment Assessor, Sharon Magee, beginning October 16 through October 27, 2017 (10 days) and February 12 through February 23, 2018 (10 days) for 160 total hours at \$18.00 per hour, per compensation schedule for retired certified instructors, as follows:

✚ Sharon Magee - \$18.00 per hour X 160 hours = \$2,880.00 X 18% (Fringe)

Financial Impact: **\$2,880.00**

Funding Source (Budget/grant, etc.): **115.90.494.2000.120/200.118**

Attachment(s): Contract Service Agreements

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: October 3, 2017

Board Approval: October 10, 2017

Contractor: Sharon Magee

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide twenty (20) full eight (8) hour days of Writing Assessment scoring during the 2017-18 school year. Contractor will be required to turn in a time sheet at the conclusion of each activity documenting the total number of hours of services provided. Contractor will be compensated at the board approved committee rate of \$18.00 per hour.

Contracted Dates: 10/16-27/2017& 2/12-23/2018

Rate per hour/per day: <u>\$18.00 per hour X 160 hours</u>	=	<u>\$2,880.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): _____ Not to exceed total \$ amount _____	=	<u>N/A</u>
Total Project Cost	=	<u>\$2,880.00</u>

Contract to be paid from:
115.90.494.2000.120/200.118

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.

White – Contractor

Yellow – Business Office