

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/10/18



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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:**      7/3/18

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

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

**Subject: CSA for Julie Hayes to complete data upload for Ellavation**

**Description:** OPI requires us to monitor all EL students. Currently we are using folders which is not effective. We purchased a database called Ellavation which will house all our EL student data, schedules, teachers, schools, etc. If approved, Julie will upload all current EL data (approximately 660 student records), school, teacher and district information so we can better serve and monitor our EL students

**Financial Impact: \$6,938.40**

**Funding Source (Budget/grant, etc.):** Title III. 115.90.432.1700.120.318

**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 2, 2018

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

**Contractor:** Julie Hayes

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

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

**Type of Project/Service** (be specific): Contractor will complete all district, school (s), teacher, schedules and student EL data into the new Ellavation system designed to monitor our EL students.

**Contracted Dates:** July 2, 2018- August 20, 2018

Rate per hour/per day: \$21/per hour, not to exceed 280 hours = \$5,880.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): fringe @ 18% = 1,058.40

**Total Project Cost** = 6,938.40

**Contract to be paid from:**

115.90.432.1700.120.318

**Title III**

**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**