

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/26/21



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: 5/13/21

To: **Corrina Guardipee-Hall**
Superintendent

From: Matthew Johnson
Title: Director of Alternative Education

Subject: **CSA: Summer Learning Plan 2020-2021 & 2021-2022**

Description: Sarah Flammond, Classified Tutor Aide for the Title I tutoring program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21st Century Learning Summer Plan. Contractor 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. Program dates: June 7 to July 30, 2021.

Financial Impact: \$3,257.00 (+ fringe)

Funding Source: 215.68.434.1700.120.421

Attachment(s): CSA

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) 338-2715

Date: 5/17/21

Board Approval: 5/26/21

Contractor: Sarah Flammond

Phone: _____

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

Type of Project/Service (be specific): Classified Tutor Aide for the Title I tutoring program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21st Century Learning Summer Plan. Contractor will be working 8:00 am – 3:00 pm Monday thru Thursday. Contractor will 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: June 7, 2021 to July 30, 2021

Rate per hour/per day: <u>\$11.50 per hr. x 240 hrs.</u>	=	<u>\$3,257.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost	=	\$3,257.00

Contract to be paid from:
215.68.434.1700.120.421

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

Matthew Johnson
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