

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/31/23



---

**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:**        5/23/23

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Matthew Johnson  
                    Title:        Director of BHA

**Subject:**    **21<sup>st</sup> Century Tutoring Summer Learning Plan 2022-2023**

**Description:** Heidi Bullcalf requests a contract service agreement for Tessa Wells, Assistant Coordinator for 21<sup>st</sup> Century Tutoring Summer Learning Plan (grades K-12).

**Financial Impact:** \$ 1,536.00 + fringe "Per Temporary Compensation Salary Schedule 9/23/21"

**Funding Source:** 215.68.434.1700.120.423

**Attachment(s):**

**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:** 5/23/23

**Board Approval:** 5/31/23

**Contractor:** Tessa Wells

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

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

**Type of Project/Service** (be specific): Classified Assistant Coordinator for the 21<sup>st</sup> Century Tutoring Summer Learning Plan (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21<sup>st</sup> Century Learning Summer Plan. Contractor will be working 8:00 am – 4:30 pm Monday thru Thursday. Contractor will maintain daily sign-in logs to document tutoring activity. Employee is under the supervision of Heidi BullCalf, Supervisor of the 21<sup>st</sup> Century Tutoring Program and will be responsible for all standards of employment for continued employment with the district.

**Contracted Dates:** June 12, 2023 thru June 29, 2023

Rate per hour/per day: \$16.00 per hour x 96 hours = \$1,536.00

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** = **\$1,536.00**

**Contract to be paid from:**

215.68.434.1700.120.423

**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**

\_\_\_\_\_  
Heidi BullCalf  
**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**