

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/29/24



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: 5/19/24

To: Corrina Guardipee-Hall
 Superintendent

From: Heidi Bullcalf
 Title: Student Activities Coordinator

Subject: 21st Century Summer Program Adult Assistant 2023-2024 & 2024-2025

Description: Request approval of a contract service agreement for Rick Hoyt, summer school adult assistant, for the 21st Century Summer Program, June 5, 2024 – June 27, 2024 (July 4, 11, & 12 off); Monday through Thursday; total 112 hours. There will be two shifts; 8 AM – 4:30 PM and 1-9 PM. Heidi will assign shifts to staff.

Financial Impact: \$1,456.00 (8 hours/day x 14 days x \$13.00/hr) "Per the Temporary Compensation salary Schedule 10/25/23"

Funding Source (Budget/grant, etc.): 215 68 434 2100 120 422

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: 5/21/24

Board Approval: _____

Contractor: Rick Hoyt

Phone: _____

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

Type of Project/Service (be specific): Tutor for the 21st Century Tutoring Summer Learning Plan (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 am – 4:30 pm, Monday – Thursday. Contractor will maintain daily sign-in logs to document tutoring activity. Employee is under the supervision of Heidi BullCalf, Supervisor of the 21st Century Tutoring Program, and will be responsible for all standards of employment for continued employment with the District.

Contracted Dates: 6/5/24 to 6/27/24

Rate per hour/per day: \$13.00 per hour x 112 hours = \$1,476.00

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 = \$1,475.00

Contract to be paid from:

215 68 434 2100 120 422

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

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