

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/26/19



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: 11/20/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: Contract Service Agreement: DeLaSalle Tutor AY 2019-20

Description: CSA for Shantell Bird Rattler for DeLaSalle math tutor for the 2019-20 AY. Contractor will provide tutoring services to the students in the subject of math at DeLaSalle Blackfeet School as a part of the federal program participation agreement with Browning Public Schools. Contractor will work a maximum of twenty-five (25) hours per week for twenty-four (24) weeks commencing September 30, 2019 and ending May 29, 2020.

Financial Impact: \$6,900.00 (25 hours per week for 24 weeks at \$11.50 per hour as per BPS Temporary Employment compensation Schedule: Extended Day Activities Non-Certified (Classified Tutor) plus 18% Fringe).

Funding Source (Budget/grant, etc.): 115.48.420.2100.120.220

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) 338-3200

Date: December 2, 2019

Board Approval:

Contractor: Shantell Bird Rattler

Phone: 406 450-8291

Address: P.O. Box 3067 Browning MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide tutoring services to the students in the subject of Math at DeLaSalle Blackfeet School as a part of the federal program participation agreement with Browning Public Schools. Contractor will work a maximum of twenty-five (25) hours per week for Twenty-four (24) weeks commencing December 2, 2019 and ending May 29, 2020. Contractor will provide bi-weekly timesheets to the Superintendent or his/her designee.

Contracted Dates: 12/2/2019 – 5/29/2020

Rate per hour/per day: \$11.50 per hour X 25 hours X 24 weeks = \$6,900.00

Per Diem/per day: _____ x _____ # of Days = _____

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): _____ = _____

Total Project Cost \$6,900.00

Contract to be paid from:

115.48.420.2100.120.220

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.