

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: Nov. 6, 2017



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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:**        November 2, 2016

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

**From:**        Dennis Juneau  
**Title:**        Middle School Principal

**Subject:** Approval of BMS/BHS AVID Tutor

**Description:** Approval to contract Carole Ann Harwood as part of the BMS & BHS AVID program. BPS is required to provide tutor support to our AVID students. This position will be a temporary part-time position providing tutorial services to all of our AVID students, grades 7-12.

**Financial Impact:** \$6,440.00

**Funding Source (Budget/grant, etc.):** BMS and BHS Gear Up grant

**Attachment(s):**

**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:** 11/2/2017 **Board Approval:** 11/6/17  
**Contractor:** Carole Ann Harwood **Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ Browning \_\_\_\_\_ MT \_\_\_\_\_ 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): AVID tutor for BMS and BHS AVID programs. This position will be funded by building discretionary budgets, Impact Aid.

**Contracted Dates:** 11/6/17 to 6/9/17 # of Days = N/A  
Rate per hour/per day: \$11.50/hr x 16 hrs/week x 35 weeks = \$6,440.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A  
Other costs (explain): \_\_\_\_\_ = N/A  
**Total Project Cost = \$6,440.00**

**Contract to be paid from:**  
126.50.130.1700.120 (40%)  
226.60.150.1700.120 (60%)

**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**