

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/9/20



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: 6/2/20

To: **Corrina Guardipee-Hall**
 Superintendent

From: Matthew Johnson
 Title: Director of Alternative Education

Subject: Contract Service Agreement: Online Distance Learning 21st Century Summer Plan 2019-2020 & 2020-2021

Description: Matthew Johnson, Director of Alternative Education is requesting an contract service agreement for Heidi Bullcalf Classified Tutor Supervisor for the Online Distance 21st Century Learning Summer Plan from June 10, 2020 to July 2, 2020 (\$20.00 hr. X 70 hrs. plus 18% fringe).

Financial Impact: \$1,400.00

Funding Source (Budget/grant, etc.): 215.68.434.1700.112.420

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: 6/4/20

Board Approval: 6/9/20

Contractor: Heidi Bullcalf

Phone: _____

Address: _____
P.O. Box or Street Address City, State, Zip

Type of Project/Service (be specific): Type of Project/Service (be specific): Classified Tutor Supervisor for the Title I tutoring program (grades K-12). Contractor will provide structured Online Distance Tutoring Activities and other duties during the tutoring hours for the 21st Century Learning Summer Plan. Contractor will be working 8:00 am – 1:00 pm Monday thru Thursday. Contractor will provide bi-weekly timesheets to the Director of Alternative Education and 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: 6/10/20 to 7/2/20

Rate per hour/per day: 20.00/hr x 70 hrs # of Days = \$1,40000

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$1400.00 = NA

Total Project Cost = \$1,400.00

Contract to be paid from:
115.68.434.2100.111.420

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

Corrina Guardipee-Hall
Principal/Supervisor

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.