

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/26/19



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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:**    9/19/19

**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 Lenore Matt for DeLaSalle reading tutor for the 2019-20 AY. Contractor will provide tutoring services to the students in the subject of Reading 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 thirty-seven (37) weeks commencing September 30, 2019 and ending May 29, 2020.

**Financial Impact:** **\$10,638.00** (25 hours per week for 37 weeks at \$11.50 per hour as per BPS Temporary Employment compensation Schedule: Extended Day Activities Non-Certified (Classified Tutors) \$10,638.00 plus 18% Fringe)

**Funding Source (Budget/grant, etc.):** 115.48.420.1700.120.220

**Attachment(s):** CSA

**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:** September 27, 2019

**Board Approval:**

**Contractor:** Lenore Matt

**Phone:** 406.338.7931

**Address:** P.O. Box 417  
P.O. Box or Street Address

Browning MT 59417  
City State Zip

**Type of Project/Service** (be specific): Contractor will provide tutoring services to the students in the subject of Reading 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 thirty-seven (37) weeks commencing September 30, 2019 and ending May 29, 2020. Contractor will provide bi-weekly timesheets to the Superintendent or his/her designee.

**Contracted Dates:** 9/30/2019 – 5/29/2020

Rate per hour/per day: \$11.50 per hour X 25 hours X 37 weeks = \$10,638.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A.

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): Fringe @ 18% \$1,915.00 = N/A

**Total Project Cost** \$10,638.00

**Contract to be paid from:**

115.48.420.1700.120.220

**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.