

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/11/23



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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:**        10/3/23

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Matthew Johnson  
                    Title:        Director of Alternative Education

**Subject:**    **CSA: 21<sup>st</sup> Century Certified Tutor-BMS SY 2023-2024**

**Description:** Request to approve a contract service agreement for a certified teacher for 21st Century Tutoring Program:

🚩 Brittany Burns, Certified Tutor, 21st Century Tutoring Program 2023-2024 SY

**Financial Impact:** \$4,872.00 (\$21.00/ hour x 8 hours per week x 29 weeks Per the Temporary Compensation salary Schedule 9/23/21)

**Funding Source (Budget/grant, etc.):** 215.68.434.1700.112.422

**Attachment(s):**    Contract Service Agreement

**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) 338-2708

**Date:** 10/3/23

**Board Approval:** 10/10/23

**Contractor:** Brittany Burns

**Phone:** \_\_\_\_\_

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

**Type of Project/Service** (be specific): Certified Tutor for the 21st Century Tutoring Program. Contractor will provide structured student tutoring (Monday–Thursday from 3:30 pm – 5:30 pm) for Browning Middle School. 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:** 10/11/23 to 5/30/24

Rate per hour/per day: \$21.00 per hour x 8 hours per week x 29 weeks = \$4,872.00

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 = \$4,872.00**

**Contract to be paid from:**

215.68.434.1700.112.422

**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