

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/11/2018



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: 8/23/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: **Contract Service Agreement: DeLaSalle Tutor SY 2018-2019**

Description: Jeri Matt, Curriculum & Instructor Director, recommends a contract service agreement for Lenore Matt as the DeLaSalle Reading Tutor for the 2018-2019 school year.

Financial Impact: 25 hours per week @ \$11.50 per hour x 39 weeks \$11,213.00 (+ fringe)

Funding Source (Budget/grant, etc.): Title I, Basic 115.48.420.1700.120.219

Attachment(s): See attached list of participant information

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: September 3, 2018

Board Approval: August 29, 2018

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-nine (39) weeks commencing September 03, 2018 and ending May 30, 2019. Contractor will provide bi-weekly timesheets to the Superintendent or his/her designee.

Contracted Dates: 9/3/2018 – 5/30/2019

Rate per hour/per day: \$11.50 per hour X 25 hours X 39 weeks = \$11,213.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Fringe @ 18% = _____

Total Project Cost \$11,213.00

Contract to be paid from:

115.48.420.1700.120.219

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.