

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/10/22



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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:** 4/19/22

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

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

**Subject: CSA: 21<sup>ST</sup> Century Summer Learning Plan Program**

**Description:** Joe Jessepe, Classified Tutor Aide for the 21<sup>st</sup> Century Summer Learning Plan Program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21<sup>st</sup> Century Learning Summer Plan. Contractor 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. Program dates: June 6, 2022 to July 29, 2022.

**Financial Impact:** \$3,003.00 (+ fringe)

**Funding Source:** 215.68.434.1700.120.422

**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) 338-2708

**Date:** 5/11/21

**Board Approval:** 5/10/22

**Contractor:** Joe Jessepe

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

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

**Type of Project/Service** (be specific): Classified Tutor Aide for the Title I tutoring program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21<sup>st</sup> Century Learning Summer Plan. Contractor will be working 8:00 am – 3:00 pm Monday thru Thursday. Contractor will 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:** June 6, 2022 to July 29, 2022

Rate per hour/per day: \$13.00 per hour x 231 hours = \$3,003.00

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** = \$3,003.00

**Contract to be paid from:**

215.68.434.1700.120.422

**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**

Matthew Johnson  
**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**