

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/26/2022



-
- 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: October 17, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Hiring: 21st Century Tutor Coordinator 2022-2023

Description: Heidi Bullcalf requests a contract service agreement for Roy McNabb, 21st Century Tutor Coordinator, Pending Successful Completion of Pre-hiring Process.

Financial Impact: \$12,960.00

Funding Source (Budget/Grant, etc): 21st Century Program [215.68.434.2100.112.422](#)

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) 338-2708

Date: 10-17-2022

Board Approval: 10/26/22

Contractor: Roy McNabb

Telephone: _____

Address: P.O. Box City: Browning State: Mt. Zip: 59417

Type of Project/Service (be specific): Type of Project/Service (be specific): 21st Century Tutor Coordinator for the Title I Tutoring Program (grades K-12). Contractor will provide structured tutoring activities, data, site supervision and other duties during the tutoring hours. Contractor will be working 10:00 am – 5:30 pm Monday thru Thursday at the Browning Public Schools (Grades 2nd thru the 12th grade). 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: 10/27/22 – 6/07/23

Rate per hour/per day: \$16.00 per hour @ 30 hours per week x 27 = \$12,960.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): _____ = _____

Total Project Cost = \$ 12,960.00

Contract to be paid from:

[215.68.434.2100.112.422](https://www.browning.k12.mt.us/finance/215.68.434.2100.112.422)

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

Heidi Bull Calf

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.