

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 29, 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: June 22, 2022

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: 21st Century Adult Summer Tutor 2021-2022 & 2022-2023

Description: Recommend the following hire for the 21st Century Summer Tutor Program:

➡ Shaun Still Smoking, 21st Century Summer Tutor Program

Financial Impact: \$1,658.00 +Fringe

Funding Source (Budget/Grant, etc): 126.64.170.1340.120 (IA)

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: June 22, 2022

Board Approval: 6/29/2022

Contractor: Shaun Still Smoking

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be Specific): Classified Tutor for the 21st Century Tutoring Program. Contractor will provide structured student tutoring Monday through Thursday, grades K-12 and maintain daily sign-in logs to document tutoring activity. 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: 7/5/22 - 7/28/22

Rate per hour/per day: \$13.00/hour x 7.5 hrs/day x 17 days (128 hours) = \$1,658.00

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 = **\$1,658.00**

Contract to be paid from:

126.64.170.1340.120

Impact Aid

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

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