

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 14, 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: August 7, 2018

To: **Corrina Guardipee-Hall ED.S.** **From:** Emorie Bird
 Superintendent Title: HR Director

Subject: **Contract Service Agreement: Tutor For KW/VC Elementary**

Description: Tonia Tatsey, is recommending a contract service agreement for Colleen Wilson who will do pull out and tutor KW Vina TIER 3 ELA students for intervention, beginning first quarter of school year 2018-2019.

Financial Impact: \$5,932.50

Funding Source (Budget/grant, etc.): 126.10.120.2410.120

Attachment(s): Contract Service Agreement

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: August 6, 2018

Board Approval:

Contractor: Colleen Wilson

Phone: 406-573-2851

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

Type of Project/Service (be specific): Tutoring Tier 3 ELA intervention students at KW Vina Elementary.

Contracted Dates: September 17, 2018 – May 10, 2019

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

Rate per hour/per day: 1st Qtr. 1st Grade \$21.00 X 30 hrs = \$630.00

2nd Qtr. K&1st Grade \$21.00 X 84.5 hrs = \$1774.50

3rd Qtr. K&1st Grade \$21.00 X 94.50 hrs = \$1984.50

4th Qtr. K&1st Grade \$21.00 X 73.5 hrs = \$1543.50 = \$5,932.50

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

Other costs (explain): _____ = NA

Total Project Cost \$5,932.50

Contract to be paid from:

126.10.120.2410.120

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

Tonia M. Tatsey

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