

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/29/23



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: 11/21/23

To: Corrina Guardipee-Hall
Superintendent

From: Matthew Johnson
Title: Director of Alternative Education

Subject: CSA: Ee-Kah-Ki-Maht Afterschool Tutor-Student Workers SY 2023-2024

Description: I am requesting to approve contract service agreements for the Ee-Kah-Ki-Maht Afterschool Student Workers:

1. Jadys Skunkcap \$1,910.00
2. Danaia Moreno \$1,910.00

Financial Impact: \$3,820.00 (\$9.95) hour x 8 hours per week x 24 weeks) "Per the Temporary Compensation salary Schedule 10/25/23"

Funding Source (Budget/grant, etc.): 126.64.170.1340.120

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) 338-2708

Date: 10/3/23

Board Approval: 11/29/23

Contractor: Sample Request

Phone: _____

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

Type of Project/Service (be specific): Student Tutor Worker for the Ee-Kah-Ki-Maht Afterschool Program (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the Ee-Kah-Ki-Maht Afterschool Program (grades K-12). Contractor is under the supervision of the Director of Alternative Education and will be responsible for all students of employment for continued employment with the district.

Contracted Dates: 10/11/23 to 5/30/24

Rate per hour/per day: \$9.95 per hour x 8 hrs/day per week x 24 weeks = \$1,910.00

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 = \$1,910.00

Contract to be paid from:

126.64.170.1340.120

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

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