

MONROE COUNTY COMMUNITY SCHOOL CORPORATION

Office of the Comptroller
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CONTRACT BETWEEN MONROE COUNTY COMMUNITY SCHOOL CORPORATION,
BLOOMINGTON MONTESSORI SCHOOL AND RACHEL SUEKOFF
FOR TUTORING SERVICES TO BE PROVIDED TO
STUDENTS ATTENDING BLOOMINGTON MONTESSORI SCHOOL

Term: November 4, 2009 – June 15, 2010

TUTOR: Rachel Suekoff

TAX ID-NUMBER: (Number to be inserted when the contract is executed)

ADDRESS: 2200 W. Sudbury Dr. Apt A-7
Bloomington, Indiana 47403

CONTRACT PERIOD: November 4, 2009 – June 15, 2010

CONTRACT AMOUNT: Maximum of 452.50 based on a rate of \$20 per hour actually worked

CONTRACT TERMS: See Below

1. This Contract will be administered in accordance with Indiana State Board of Accounts' guidelines and the laws of the United States and the State of Indiana.
2. Rachel Suekoff (Tutor) agrees to provide tutoring services to students attending Bloomington Montessori (the School) during time periods outside of the regular school day. Time periods during which tutoring services will be provided, students to receive the tutoring services and the location where the tutoring services will be provided shall be determined by the School.
3. The Monroe County Community School Corporation will pay Tutor at the rate of \$20 per hour for a number of hours not to exceed 22 hours. Payments will be approved during the regular meetings of the School Board on the 1st and 3rd Tuesdays of each month (unless the date of the meeting is rescheduled due to extenuating circumstances). Vouchers received by the MCCSC less than 10 working days prior to the next meeting of the School Board will be approved at the following meeting of the Board.
4. The School agrees to monitor the time worked by the Tutor, prepare and certify an MCCSC accounts payable voucher detailing dates and times worked, and to mail the vouchers on the 15th and 30th day of each month (or the nearest work day). All vouchers must be submitted by June 15 to be paid. Vouchers should be submitted to:

MCCSC Administration Center
401 E. Miller Drive
Bloomington, Indiana 47401
ATTN: Shelly Garvin, Accounts Payable

5. The School agrees to, at its sole cost and expense, obtain and maintain in full force and effect, during the continuance of this Agreement, general liability insurance to do business in the State of Indiana, with minimum limits of \$1,000,000 per person for bodily injury, \$1,000,000 per occurrence for bodily injury, and \$100,000 per occurrence for property damage. A copy of proof of liability insurance on file. Coverage shall be in effect while the Tutor is providing services on behalf of the School and its students. School is responsible for ensuring that the Tutor and the MCCSC are added to the School's insurance policy.

6. The Tutor understands and agrees that no payroll taxes will be withheld and that payments made under the terms of this agreement will be reported to the IRS on Form 1099 Misc.

As indicated by signatures appearing below, it is understood that the School, the Tutor and the MCCSC accept the terms and conditions of the contract as set forth above.

Authorized Representative
Bloomington Montessori

Date

Tutor

Date

Grant Coordinator, Monroe County Community
School Corporation

Date

President, Monroe County Community
School Corporation Board of School Trustees

Date