

CONTRACT FOR SERVICES

07/01/24-06/30/25

This contract is between Yellowstone County Detention Facility (YCDF) and the Billings Adult Education Center of Billings Public Schools (BPS) and reflects the coordination of services for YCDF participants whose academic achievement requires prescriptive tutoring.

1. The Yellowstone County Detention Facility will:
 - a. Provide physical environment for classroom, i.e. classroom tables, chairs, desk, etc.
 - b. Provide request forms to inmates
 - c. Make referrals to education coordinator.
 - d. YCDF shall return materials to education coordinator for those inmates released and who may have had educational materials in their cells. If not returned, YCDF shall provide replacement.

2. The Adult Education Center will:
 - a. Provide necessary education services for students in the form of one full-time teacher, classroom computers, software, books, paper, pens pencils, etc.
 - b. Design program of study for each student
 - c. Escort students to and from classroom.
 - d. Provide enrollment list to YCDF as requested.
 - e. Provide on-site GED testing as scheduled twice per month with a minimum of four hours of testing per session.
 - f. Provide YCDF staff computer in-service as time permits and requested.

3. Student Protocol:
 - a. Incoming inmates informed of educational services available.
 - b. Inmate request form returned to education coordinator.


- c. Education coordinator consults with YCDF staff on appropriateness of inmate request.
- d. (Depending on class load) education coordinator makes inmate contact to discuss starting dates.
- e. Education coordinator enrolls and tests inmates.
- f. Education coordinator designs individual program based on test results and inmate needs.
- g. Education coordinator terminates inmates due to: lack of progress, failure to follow teacher instructions, or violation of classroom rules.
- h. Education coordinator provides enrollment forms, termination list, and an updated database to Adult Education Center and YCDF Administrator upon request.

Yellowstone County agrees to pay the Billings Adult Education Center four quarterly payments totaling \$64,518.00 during the contract period for the following service of a full-time teacher (187 days) according to the current BPS/BEA Negotiated Contract Provisions. Contract period shall be from July 1, 2024, through June 30, 2025.

IN WITNESS WHEREOF, the party sets their hands this _____ day of _____, 2024.

Billings Adult Education Center

BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA



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