

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/11/2019



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**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

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**Date:**    6/5/19

**To:**        **Corrina Guardipee Hall**  
                 Superintendent

**From:**    John Salois  
**Title:**     Human Resources Director

**Subject: Contracts Service Agreement - Emergency Preparedness School Safety Plan**

**Description:** Corrina Guardipee Hall, Superintendent, is recommending a Contract Service Agreement to keep the district's emergency plan updated and to date, have a district staff on the TERK Committee to plan and coordinate drills, and to work quarterly with the Instructional Leadership Team to schedule emergency preparedness drills for our schools.

- DeeAnn helps the district, all building principals and directors with Emergency preparedness and school safety plans.

**Financial Impact: \$902.00**

**Funding Source (Budget/grant, etc.): 126/226.90.890.3300.120**

**Attachment(s):**    Contract Service Agreement

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** June 6, 2019

**Board Approval:** 6/11/19

**Contractor:** Barbara DeeAnn Kipp

**Phone:** 338-5448

**Address:** P.O Box 2014  
P.O. Box or Street Address

Browning MT 59417  
City State Zip

**Type of Project/Service** (be specific): Contract will provide professional services to ensure BPS is best prepared for an emergency. The contract will provide sixty (60) hours of service to update the districts emergency plan and submit the new plan to the Superintendent for school board approval upon completion. Contract will meet four (4) times over the school year with the Instructional Leadership Team to review the safety plan, plan drills, and facilitate table top exercises for a total of eight (8) hours. Contractor will meet monthly with the TERK Committee to ensure community resources are coordinated in the result of an emergency for sixteen (16) hours

**Contracted Dates:** 8/01/2018-5/30/2019

Rate per hour/per day: \$22 (committee rate) x 41 hours = 902.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Other costs (explain): Not to exceed total \$ amount = N/A

**Total Project Cost** = 902.00

**Contract to be paid from:**

**126.90.890.3300.120 (75%)**

**226.90.890.3300.120 (25%)**

**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**

Corrina Guardipee-Hall  
**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.