

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 26, 2020



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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:**     5/19/20

**To**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**   Tonia Tatsey  
Title:     KW Vina Principal

**Subject: Contract Service Agreements for Spaces & Places Professional Development**

**Description:** Request to approve a contract service agreement for Anne Schuscke for Professional Development Activity, Spaces & Places: Clean, Clutter Free Classrooms to Increase Attention & Engagement, Decrease Behavior, and Promote Safety for Students and Staff

The KW/Vina SLT would like to provide two additional contract days to our certified staff on June 4 & 5, 2020. These two additional days would include professional development in how to sort through, prioritize, and filter outdated materials accumulated over years in the classroom. The PD will extend to designing effective spaces for classroom instruction, such as literacy and mathematics whole group, small group, and stations to decrease distraction, maximize engagement, support smooth transitions, and promote student/staff safety.

**Financial Impact: \$200.00**

**Funding Source (Budget/grant, etc.):** KW/Vina MCLP K-1 (115.10.423.2213.150.650)

**Attachment(s):** CSA

**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) 338-2708

**Date:** May 21, 2020

**Board Approval:** \_\_\_\_\_

**Contractor:** Anne Schuske

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
P.O. Box or Street Address      City      State      Zip

**Type of Project/Service** (be specific): Professional Development Activity: Spaces & Places: Clean, Clutter Free Classrooms to Increase Attention & Engagement, Decrease Behavior, and Promote Safety for Students and Staff

The KW/Vina SLT would like to provide two additional contract days to our certified staff on June 4 & 5, 2020. These two additional days would include professional development in how to sort through, prioritize, and filter outdated materials accumulated over years in the classroom. The PD will extend to designing effective spaces for classroom instruction, such as literacy and mathematics whole group, small group, and stations to decrease distraction, maximize engagement, support smooth transitions, and promote student/staff safety.

**Contracted Dates:** 2019-2020 Academic Year

Rate per hour/per day: \$100/day x 2 = \$200.00

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

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

Other costs (explain): Fringe 18% = \_\_\_\_\_

**Total Project Cost** = \$200.00

**Contract to be paid from:**

[KW/VINA MCLP-K/1](#)

115.10.423.2213.150.650

**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**

Rebecca Rappold  
**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.

White-Contractor

Yellow – BusinessOffice