

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/9/2020



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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:**        6/2/2020

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

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

**Subject:**    **Contract Service Agreement - Emergency Preparedness School Safety Plan 2020-2021**

**Description:** I recommend a Contract Service Agreement for DeeAnn Kipp to keep the district's emergency plan updated and current, and to meet with TERK Committee to plan and coordinate drills, and work quarterly with the Instructional Leadership Team to schedule emergency preparedness drills for our schools. I am recommending an additional 60 hours for Ms. Kipp's services due to COVID.

**Financial Impact:** \$2,640.00 (Not to exceed 120 hours a@ \$22.00/hour)

**Funding Source (Budget/grant, etc.):** 126.90.890.3300.120 (75%); 226.90.890.3300.120 (25%)

**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) 338-2708

**Date:** August 19, 2020

**Board Approval:** 8/26/20

**Contractor:** Barbara Dee Ann Kipp

**Phone:** 406-338-5448

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

Browning MT 59417  
 City State Zip

**Type of Project/Service** (be specific): Contractor will provide professional service to ensure BPS is best prepared for an emergency. Contractor will meet as needed with the Instructional Leadership Team and/or individual departments to review the safety plan, plan drills, and facilitate table top exercises. Contractor will continue to meet monthly with the TERC to ensure community resources are coordinated in the result of an emergency.

**Contracted Dates:** August 2020 to June 2021

Rate per hour/per day: \$22.00 x 120 hrs (not to exceed) = \$2,640.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): \_\_\_\_\_ = \$

**Total Project Cost** \$2,640.00

**Contract to be paid from:**

126.90.890.3300.120 (75%)

226.90.890.3300.120 (25%)

**Independent Contractor:**

Submit invoice on completion

Other Time sheet

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.