

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: August 25, 2021



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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:**     August 19, 2021

**To:**        Corrina Guardipee-Hall  
                 Superintendent

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

**Subject:** **CSA: District COVID-19 Plan, Data Collection, Plan Development 2021-2022**

**Description:** Contract Service Agreement for Travis Miller to gather and collate data for the District COVID-19 plan for 2020-2021 Academic year.

**Financial Impact:** \$7,135.00 (not to exceed 180 hours x \$39.64 + fringe)

**Funding Source (Budget/grant, etc.):** 115.90.494.2213.150.230

**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:** August 19, 2021

**Board Approval:** August 25, 2021

**Contractor:** Travis Miller

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

**Address:** Box 352 East Glacier Park MT 59434  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will compile and analyze school and district level data to drive curriculum purchases, implementation of evidence-based practices, and formative assessment measures for student growth and achievement in regard to prioritizing ESSER III instructional funds.

**Contracted Dates:** 8/26/2021-6/3/2022

Rate per hour/per day: Not to exceed 180 hours x \$39.64 per hour = \$7,135.00  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A  
Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A  
Other costs (explain): Not to exceed total \$ amount = N/A  
**Total Project Cost = \$7,135.00**

**Contract to be paid from:**  
115.90.494.2213.150.230

**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.

**White – Contractor**

**Yellow – Business Office**