

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/17/2020



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

Date: 8/13/2020

To: **Browning School Board**
 Members

From: Corrina Guardipee-Hall ED.S.
 Title: Superintendent

Subject: **Request to pay Inside Lakes Learning Institute for work with STOP grant**

Description: Inside Lakes Learning Institute – Dr. Lester Johnson helped with a number of revisions for the STOP grant working with the Department of Justice. He had the original amount on his contract and turned in the information after June 30, 2020 therefore we are asking to extend his original contract and pay the invoice attached for helping with the revisions to the STOP Grant.

Financial Impact: \$997.50

Funding Source (Budget/grant, etc.): 126 / 226.90.100.2213.330

Attachment(s): CSA/Invoice

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 8/13/20

Board Approval: 8/17/20

Contractor: Inside Lakes Learning Institute

Phone: _____

Address: _____
P.O. Box or Street Address City, State, Zip

Type of Project/Service (be specific): Worked with Department of Justice with revisions for the STOP grant 2020-2021

Contracted Dates: August 2020 to August 2020

Rate per hour/per day: 42.00 x 23.75 hrs # of Days = \$997.50

Per Diem/per day: _____ x _____ # of Days = NA

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed 997.50 = NA

Total Project Cost = \$997.50

Contract to be paid from:

126.90.100.2213.330

22690.100.2213.330

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

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.

**Inside Lakes Learning
Institute**

PO Box 1245
Browning, Montana 59417
406-450-8273

Invoice No. 2020-002

INVOICE

Customer

Name Browning Public Schools
Address PO Box 809
City Browning State MT ZIP 59417
Phone _____

Misc

Date 7/21/2020
Order No. 21-July-00020
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
23.75	Polices and Research and Drafting for STOP Grant April 23, 2020 Budget Summary Revisions, March 19-26, 2020 Grant revisions- January 10-February 12, 2020. Amendments for BHS and Award Letter October 11-December 13, 2020	\$ 42.00	\$ 997.50

SubTotal	\$ 997.50
Shipping	
TOTAL	\$ 997.50

Payment

Select One...

Comments Please make checks payable to: Inside Lakes Learning Institute LLC
Name Tax ID Number 83 3211498
CC # _____
Expires _____

Discount(s)

Office Use Only

Thank You! Remember Inside Lakes Learning Institute LLC for all of your training needs.