

Browning Public Schools  
Board Agenda Request  
Meeting To Be Held: July 14, 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:**        July 7, 2020

**To:** Browning School Board

**From:** Corrina Guardipee-Hall ED.S.

**Title:** Superintendent

**Subject:** Grant Writer for Montana Indian Language Preservation Grant

**Description:** Request a contract service agreement for Lea Whitford to write the MILP Grant proposal for all schools of the district. This work will include analysis of district and school-level needs, grant writing draft, revisions, edits, and final proposal, as well as submission.

**Financial Impact:** 54 hours @ \$40.00/hour (54 x \$40.00) = **\$2,160.00**

**Funding Source (Budget/grant, etc.):** Title VI (115.90.413.2213.320.522)

**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:** July 7, 2020

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

**Contractor:** Lea Whitford

**Phone:** (406) 338-2715

**Address:** PO Box 610 Browning, MT 59417  
Address City State Zip

**Type of Project/Service** (be specific): Contractor will: write the MILP (Montana Indian Language Preservation Grant, grant proposal for all schools of the district. This work will include analysis of district and school-level language needs, grant writing draft, revisions, edits, and final proposal, as well as submission.

**Contracted Dates:** July 2020 to July 2020

Rate per hour/per day: \$40/hr x 54 hours = \$2,160.00

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

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

Other costs (explain): Not to exceed \$2,160.00 = NA

**Total Project Cost** = \$2,160.00

**Contract to be paid from:**

Title VI  
115.90.413.2213.320.522

**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.

Corrina Guardipee-Hall

**Contractor's Signature**

**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.

White-Contractor

Yellow - Business Office