

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/11/2022



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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: 1/4/2022

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: **Contract Service Agreement - School Safety Plan 2021-2022**

Description: Corrina Guardipee Hall, Superintendent, is recommending a Contract Service Agreement for Barbara Dee Ann Kipp to keep the district's emergency plan updated and to date, and have a district staff on the TERC Committee to plan and coordinate drills, and to work as needed with the Instructional Leadership Team to schedule emergency preparedness drills for our schools. Planning hours should be not exceed 150 hours and rate of pay should be \$22.00 per hour for Committee Chair per Temporary Employment Compensation Schedule.

Financial Impact: **\$3,300.00** (Not to exceed 150 hours at \$22.00/hour plus fringe)

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

Attachment(s): CSA

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) 338-32708

Date: January 11, 2022

Board Approval: January 11, 2022

Contractor: Barbara Dee Ann Kipp

Phone: 406-338-5448

Address: P. O. Box 2014 Browning MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide professional service to ensure BPS is best prepared for an emergency. The contractor will provide up to 150 hours of service. 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/professional development. Contractor will meet with the TERC to ensure community resources are coordinated in the result of an emergency.

Contracted Dates: 8/1/2021 - 6/3/2022

Rate per hour/per day: \$22.00 X not to exceed 150 hrs = \$3,300.00

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

Mileage: miles @ per mile = N/A

Other costs (explain): _____ = N/A

Total Project Cost **\$3,300.00**

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.