

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/26/2019



---

**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:**        9/19/2019

**To:**            **Browning School Board**  
                    Members

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

**Subject:**    **CSA - SAMHSA Grant Implementation**

**Description:** I am asking the board to approve a contract service agreement for Jason Andreas to work with our administrative team on implementation plans for the SAMHSA grant we received. Jason will work approximately 40 hours outside of school hours from September 26 through October 26, 2019.

**Financial Impact:** \$2,000.00 (not to exceed)

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

**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) 338-3200

**Date:** 9/9/19

**Board Approval:** 9/26/19

**Contractor:** Jason Andreas

**Phone:** 406-249-9572

**Address:** P.O. Box 270 East Glacier, MT 59434  
P.O. Box or Street Address, City, State, Zip

**Type of Project/Service** (be specific): Work with administration to implement plans, work with finance director to amend budget to reflect program expenses as per grant, work with HR director to develop job descriptions as per grant.

**Contracted Dates:** 9/26/19 to 10/26/19

Rate per hour/per day: <u>\$50.00</u> x <u>40 hrs</u> # of Days	=	
Per Diem/per day: _____ x _____ # of Days	=	<u>\$2,000.00</u>
Mileage: _____ miles @ _____ per mile	=	_____
Other costs (explain): <u>Not to exceed \$2,000.00</u>	=	_____
<b>Total Project Cost</b>	=	<u>\$2,000.00</u>

**Budget to be paid from:**

126.90.100.2213.330

226.90.100.2213.330

**Independent**

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.