

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/8/19



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: 10/2/19

To: **Corrina Guardipee Hall**
Superintendent

From: Nikki Hannon
Title: PCOP Director

Subject: **CSA for JoRae Rattler**

Description: Request approval to hire JoRae Rattler as the part time Families In Transition Liaison to fulfill obligations of the OPI McKinney-Vento grant for academic year 2019-2020.

Financial Impact: \$11.50 per hour x 5 hours per day x 150 days = \$8625.00

Funding Source (Budget/grant, etc.): 115-90-438-1700-120-444

Attachment(s): See Attached 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: October 2, 2019

Board Approval: _____

Contractor: JoRae Rattler

Phone: 338-7854

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

Type of Project/Service (be specific): Contractor will provide student support services and advocacy for students registered with the BPS Families In Transition-McKinney Vento program. Contractor will be responsible for providing a full scope of case management services for students and to collaborate with community resources. Support services may include, but will not be limited to, home visits for attendance, transportation to school and appointments, referrals to partner programs (ie. Behavior Health, Housing) and distribution of resources (ie. food pantry and clothing closets.)

Contracted Dates: October 9, 2019 to June 3, 2020

Rate per hour/per day: \$11.50 x 5 hours x 150 # of Days = \$8,625.00

Per Diem/per day: _____ x _____ # of Days = 0

Mileage: _____ miles @ _____ per mile = 0

Other costs (explain): Not to exceed total \$ amount = 0

Total Project Cost = \$8,625.00

Contract to be paid from:

115-90-438-1700-120-444

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

Nikki Hannon, PCOP Director

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.