

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: 7/25/18



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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:** 7/17/18

**To:**    **Board of Trustees**  
          Browning Public Schools

**From:** Corrina Guardipee-Hall  
**Title:** Superintendent

**Subject:** 2018-2019 Strategic Planning Session-Virginia Tribe

**Description:** Virginia Tribe will Plan, Prepare and Facilitate the Board Retreat scheduled for August 15-16, 2018

**Justification:** Focus on leadership and student achievement.

**Financial Impact:** \$2,161.21 School Board; \$2,161.21 Administrators

**Attachment(s):** Contract

**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) 338-3200

**Date:** 7/25/18 **Board Approval:** \_\_\_\_\_  
**Contractor:** Virginia Tribe **Phone:** 721-8893  
**Address:** 305 Pattee Canyon Missoula MT 59803  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Plan, Prepare and Facilitate the Strategic Planning Session for school board members and superintendent; as well as prepare final draft of Strategic Plan.

**Contracted Dates:** August 15 to August 16, 2017

Rate per hour/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_  
Mileage: \_\_\_\_\_ miles @ .545 per mile = \_\_\_\_\_  
Other costs (explain): training, mileage, lodging, admin costs = \$2,061.22  
**Total Project Cost** = \$ 2,061.22

**Contract to be paid from:**  
126.90.160.2310.330 (75%)  
226.90.160.2310.330 (25%)

**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**  
  
\_\_\_\_\_  
EIN/Tax ID Number 81-0513443  
SSN/Federal ID Number/EIN

Corrina Guardipee-Hall  
**Superintendent Signature**  
  
\_\_\_\_\_  
**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.

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P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Plan, Prepare and Facilitate the Strategic Planning Session for administrators, superintendent, and school board members as well as prepare final draft of Strategic Plan.

**Contracted Dates:** August 15 to August 16, 2017

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