

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/29/2020



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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:**      7/21/20

**To:**          **Corrina Guardipee-Hall**  
                    Superintendent

**From:**      John E Salois  
                    Title:      Human Resources Director

**Subject:**   **CSA for District COVID-19 Plan data collection and plan development 2020-2021**

**Description:** Contract Service Agreement for Jason Krane to gather and collate data for the District COVID-19 plan for 2020-2021 Academic year.

✚ Jason Krane, not to exceed 60 hours \$33.06 x 60 = \$1,984.00 (+ fringe)

**Financial Impact:** \$1,984.00 (+Fringe)

**Funding Source (Budget/grant, etc.):** 115.90.494.2213.150.120

**Attachment(s):**    Contract Service Agreement

**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:** July 29, 2020

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

**Contractor:** Jason Krane

**Phone:** \_\_\_\_\_

**Address:** Box 352 East Glacier Park MT 59434  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will gather and collate data for the District COVID-19 plan for 2020-2021 Academic year. Will develop plan documents for distribution to District employees and community members. Contractor will submit a timesheet for hours worked.

**Contracted Dates:** 7/23/2020-7/29/2020

Rate per hour/per day: <u>60 hours x \$33.06 per hour (Not to exceed total)</u>	=	<u>\$1,984.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): _____	=	<u>N/A</u>
<b>Total Project Cost</b>		<b>= <u>\$1,984.00</u></b>

**Contract to be paid from:**

115.90.494.2213.150.120

**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**

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.

**White – Contractor**

**Yellow – Business Office**