

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/10/23



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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:**        10/2/23

**To:**            Board of Trustees  
                    Browning School Board

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

**Subject:** **Contract Service Agreement: District #9 School Safety Plan 2023-2024**

**Description:** I am recommending a contract service agreement for Barbara DeeAnn 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.

**Financial Impact:** **\$4000.00** (not to exceed 160 hrs x \$25.00/hour; Committee Chair rate per board approved Temporary Employment Compensation Schedule)

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

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** 10/4/23

**Board Approval:** 10/10/23

**Contractor:** Barbara Dee Ann Kipp

**Phone:** 406-338-5448

**Address:** Box 2014  
P.O. Box or Street Address

Browning MT 59417  
City State Zip

**Type of Project/Service** (be specific): Contractor will provide professional services to ensure BPS is best prepared for any emergency. The contractor will provide up to 160 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 TERC to ensure community resources are coordinated in the result of an emergency.

**Contracted Dates:** 8/10/2023-6/8/2023

Rate per hour/per day: \$25.00 x not to exceed 160 hrs = \$4,000.00

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

Mileage:        miles @        per mile =   N/A  

Other costs (explain): =   N/A  

**Total Project Cost**      **\$4,000.00**

**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**

\_\_\_\_\_  
**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.