

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 9/11/18



- 
- 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:**        9/4/18

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

**From:**        Nikki Hannon  
**Title:**        PCOP Director

**Subject:**    **CSA for JoRae Rattler**

**Description:** Request a contract service agreement for JoRae Rattler as the part time Families In Transition Liaison to fulfill obligations of the OPI McKinney-Vento grant for academic year 2018-2019.

**Financial Impact:** \$11.00 per hour x 3 hours per day x 160 days = \$5,280

**Funding Source (Budget/grant, etc.):** 115.90.438.1700.120.442

**Attachment(s):** See Attached 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) 338-3200

**Date:** September 4, 2018

**Board Approval:** 9/11/18

**Contractor:** JoRae Rattler

**Phone:** 338-7854

**Address:** \_\_\_\_\_  
P.O. Box or Street Address

\_\_\_\_\_ Browning, Montana  
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:** September 12, 2018 to May 16, 2019

Rate per hour/per day: \$11.00 x 3 hours x 160 # of Days = \$5,280.00

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** = \$5,280.00

**Contract to be paid from:**

100% 115.90.438.1700.120.442

\_\_\_\_\_

**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.