

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/25/2018



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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: 7/25/2018

To: **Browning School Board**
 Members

From: Corrina Guardipee-Hall ED.S.
 Title: Superintendent

Subject: **CSA: Professional Development for Administrators and Directors**

Description: Joe McKay will train the administrators and directors on the legal procedures for: documentation of disciplinary procedures, disciplinary steps, just cause, due process, evaluations, legal topics that he is aware of that has affected BPS, expulsions, safety/personnel and building issues are potential legal issues. This training will help avoid complaints in building from staff, parents or community members and also to decrease the human rights complaints in the future; this year we have some of each due to various reasons. The wish is to provide the training from a legal local perspective. It is also necessary to allow our directors to have training that hasn't been offered in the past, and although the principals have all had some form of training this will increase their knowledge and skill set in the future.

Financial Impact: \$1,500.00

Funding Source (Budget/grant, etc.): Superintendent Professional Services 126-90-160-2320-330 (75%); 226-90-160-2320-330 (25%)

Attachment(s): CSA agreement

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: August 14, 2018

Board Approval: 7/2518

Contractor: Joe McKay

Phone: 338-7262

Address: Browning, Montana

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

Type of Project/Service (be specific): Contractor will train all administrators on legal procedures for: 1) Documentation of disciplinary procedures 2) Disciplinary steps 3) Just Cause 4) Due Process 5) Evaluations 6) Legal topics that he is aware of that has affected BPS 7) Expulsions 8) Safety/personnel/building issues that are potential legal issues

Contracted Dates: August 14, 2018 to August 14, 2018

Rate per hour/per day: \$150.00 x 10 hours # of Days = \$1,500.00

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

Mileage: _____ miles @ _____ per mile = _____

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

Total Project Cost = \$\$1,500.00

Contract to be paid from:

75% = 126.90.160.2320.330

25% = 226.90.160.2320.330

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

517-69-3101

SSN/Federal ID Number/EIN

Corrina Guardipee-Hall, Superintendent

Principal/Supervisor

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.