

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/11/2018



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

Date: 8/31/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
Title: Human Resources Director

Subject: **Contracts Service Agreement - Emergency Preparedness School Safety Plan**

Description: Corrina Guardipee Hall, Superintendent, is recommending a Contract Service Agreement to keep the district's emergency plan updated and to date, have a district staff on the TERK Committee to plan and coordinate drills, and to work quarterly with the Instructional Leadership Team to schedule emergency preparedness drills for our schools.

- Dee Ann Kipp 60 hours X \$22 per hour (Committee Chair Rate) = \$1,320.00 plus 18% fringe

Financial Impact: \$1,320.00

Funding Source (Budget/grant, etc.): 126/226.90.890.3300.120

Attachment(s): Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

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

Date: August 29, 2018

Board Approval: 9/11/2018/

Contractor: Barbara DeeAnn Kipp

Phone: 338-5448

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

Browning MT 59417
City State Zip

Type of Project/Service (be specific): Contract will provide professional services to ensure BPS is best prepared for an emergency. The contract will provide sixty (60) hours of service to update the districts emergency plan and submit the new plan to the Superintendent for school board approval upon completion. Contract will meet four (4) times over the school year with the Instructional Leadership Team to review the safety plan, plan drills, and facilitate table top exercises for a total of eight (8) hours. Contractor will meet monthly with the TERK Committee to ensure community resources are coordinated in the result of an emergency for sixteen (16) hours

Contracted Dates: 8/01/2018-5/30/2019

Rate per hour/per day: \$22 per hour (committee rate) X 60 hrs = \$1,320.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$1,320.00

Contract to be paid from:

126.90.890.3300.120 (75%)

226.90.890.3300.120 (25%)

Independent Contractor:

Submit invoice on completion

Other _____

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.