

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 03/13/2018



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: 03/06/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: **Contract Service Agreement for PT Families In Transition Liaison**

Description: Matthew Johnson, Director of Alternative Education, is recommending a contract service agreement for Michelle Hannon as the Part-Time Families and Transition (FIT) liaison to fulfill obligations of the OPI McKinny-Vento Grant for the remainder of the school year, 2017-18.

Financial Impact: \$11.50 per hour x 4 hours per day x 65 days = \$2,990.00

Funding Source (Budget/grant, etc.): 115.90.438.2213.582.442

Attachment(s): See attached CSA o

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: March 6, 2018

Board Approval: March 13, 2018

Contractor: Michele Hannon

Phone: (406) 459-5632

Address: PO Box 31 Babb, MT 59411

P.O. Box or Street Address

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 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, referrals to partner programs (ie. Behavioral Health, Housing), and distribution of resources (ie. Food pantry and clothing closets).

Contracted Dates: March 14, 2018 – June 15, 2018

Rate per hour/per day: \$11.50 per hour x 4 hours/day x 65 days = \$2,990.00

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

Mileage: _____ miles @ _____ per mile = N/A

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

Total Project Cost = \$2,990.00

Contract to be paid from:

[115-90-438-2213-582-442](tel:115-90-438-2213-582-442)

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

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