

# Browning Public Schools

## Board Agenda Request

Meeting To Be Held: October 11, 2022



**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:** 10/4/22

**To** **Corrina Guardipee-Hall**  
Superintendent

**From:** Rebecca Rappold & Ginny Crawford  
**Title:** Director of C&I & Special Services Director

**Subject: Contract Service Agreement: Special Education Services - BHS 2022-2023**

**Description:** The Special Services Director and Director of Curriculum & Instruction would like to request a contract service agreement for Zach Grigsby to provide special education services to BHS students including; caseload management, writing individualized educational plans, conducting IEP meetings, planning and coordinating primary and related services, communicating with families, TAs and PCAs to meet student's instructional needs.

\*Independent contractor will provide documentation of individual contractor's license, W-9, and Blackfeet Tribal Business license for pay. Contractor will also provide documentation of MT Special Education Teacher Licensure by December 1, 2023 or this contract will become null and void.

**Financial Impact: \$66,738.00**

**Funding Source (Budget/grant, etc.):** 126.76.280.1700.320

**Attachment(s):** CSA

**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) 338-2708

**Date:** 10/3/22

**Board Approval:** 10/11/2022

**Contractor:** Zach Grigsby

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

**Address:** \_\_\_\_\_  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide special education services to BHS students including: caseload management, writing individualized educational plans, conducting IEP meetings, planning and coordinating primary and related services, communicating with families, TAs and PCAs to meet student's instructional needs.

**Contracted Dates:** 10/12/22-6/8/22

Rate per hour/per day: \$454/day at 147 days = \$66,738.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Other costs (explain): \_\_\_\_\_ = \_\_\_\_\_

**Total Project Cost = \$66,738.00**

**Contract to be paid from:**

\_\_\_\_\_

**Independent Contractor:**

☐ Submit invoice on completion

☒ Other Submit invoice thru A/P Bi-Weekly

**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**

Ginny Crawford  
**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