

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/12/23



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: 8/30/2023

To School board Members

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

Subject: Contract Service Agreement - Wellness Coordinator 2023-2024

Description: The following Wellness Coordinator is being recommended to coordinate district wellness coaches and activities. He will assist in working with both staff and students on their wellness activities throughout the district. He will work closely with wellness coaches, principals and directors to promote our Strategic Plan for wellness.

 Robert Miller, Wellness Coordinator

Financial Impact: \$5,000.00 + fringe

Funding Source (Budget/grant, etc.): 115.90.775.2100.120.632 ESSER

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: 9/5/2023

Board Approval: September 12, 2023

Contractor: Robert Miller

Phone: _____

Address: <u>P.O. Box</u>	<u>Browning,</u>	<u>MT</u>	<u>59417</u>
P.O. Box or Street Address	City	State	Zip

Type of Project/Service (be specific): Contractor will assist BPS staff and students in finding new ways to inspire healthier habits through health and wellness. Will work closely with BPS administration, building principals, and directors in promoting wellness and helping individuals realize their personal best. Will organize and coordinate wellness coaches and district wellness activities. Under the supervision of the Assistant Superintendent.

Contracted Dates: 9/13/2023 through 5/30/2024

Rate per hour/per day: \$5,000.00/AY = \$5000.00

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 = **\$5000.00**

Contract to be paid from:

115.90.775.1700.120.632

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.

White – Contractor

Yellow – Business Office