

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 28, 2023



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: 6/22/23

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
 Title: Director of Human Resources

Subject: CSA: Human Resources & Facilities Department Support 2023-2024

Description: Requesting a contract service agreement for Dixie Guardipee to work with the Human Resources and Facilities Department in secretarial support. Dixie will be assisting with training for facilities and helping with HR transition up to 30 hours per week for 26 weeks.

Financial Impact: \$17,940 (\$690.00 x 26 weeks)

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable

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: 6/28/2023

Board Approval: 6/28/23

Contractor: Dixie Guardipee

Phone: _____

Address: _____
P.O. Box or Street Address Browning, MT 59427
City State Zip

Type of Project/Service (be specific): Contractor will be assisting with training for facilities and helping with HR transition.

Contracted Dates: July 1, 2023, thru December 29, 2023

Rate per hour/per day: <u>\$23.00 x 30 hours per week</u>	=	<u>\$17,940.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed 780 hrs</u>	=	<u>N/A</u>
Total Project Cost	=	\$17,940.00

Contract to be paid from:

Budget Split Respective Building/Dept
For HR and Facilities

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.