

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 2/26/20



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: 7/25/19

To: **Corrina Guardipee-hall**
 Superintendent

From: John Salois
Title: Human Resources Director

Subject: Extend CSA - Emergency Preparedness School Safety Plan 2019-2020

Description: Corrina Guardipee-Hall is recommending to extend the contract service agreement with Dee Ann Kipp to include an additional 30 hours to keep the district's emergency plan updated and to date, meet with 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: \$630.00 not to exceed

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: 7/30/19

Board Approval: 8/13/19

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): Contractor will provide professional service to ensure BPS is best prepared for an emergency. The contractor will provide up to an additional 30 hours of service beyond the Contract Service Agreement approved by the BPS #9 Board of Trustees on August 13, 2019. Contractor will meet as needed with the Instructional Leadership Team and/or individual departments to review the safety plan, plan drills, and facilitate table top exercises. Contractor will continue to meet monthly with the TERC to ensure community resources are coordinated in the result of an emergency.

Contracted Dates: 1/23/20-5/10/2020

Rate per hour/per day: <u>\$21 per hour x 30 hrs</u>	=	<u>\$630.00</u>
Per Diem/per day: _____ x _____ # of Days	=	_____
Mileage: _____ miles @ _____ per mile	=	_____
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost	=	<u>\$630.00</u>

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.