

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 05/29/2024



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**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

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**Date:**    05/21/2024

**To:**        Corrina Guardipee-Hall  
                 Superintendent

**From:**   Rebecca Rappold  
**Title:**    Interim Special Education Director

**Subject:** **A.W.A.R.E. Inc. Children Developmental Disabilities 2024-2025**

**Description:** Charity Symonds-Behavior Analyst Consultant and Classroom Behavior Management Strategies. Her services have been valuable in helping us to improve services to SpEd students who have behavioral and communication needs utilizing the picture exchange communication system (PECS). She also completes functional behavior analysis (FBAs) and behavior intervention plans (BIPs) for SpEd students with severe behavior problems.

**Financial Impact:** \$ 65,525.76

**Funding Source (Budget/grant, etc.):** 115-76-456-2152-330-613

**Attachment(s):** Contract Service Agreement

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** May 21, 2024

**Board Approval:** 5/29/24

**Contractor:** A.W.A.R.E., Inc.

**Phone:** (406) 563-8117

**Address:** 205 E. Park Avenue Anaconda MT 59711  
P.O. Box or Street Address City State Zip

**Type of Project/Service (be specific):** Contractor, Charity Symonds, will consult on classroom strategies with autism students, writing behavior intervention plans, and functional behavioral assessments.

**Contracted Dates:** 08/19/24 to 06/06/25

Rate per hour/per day: \$105.70 x 7 hrs. per day x 72 days = \$53,272.80

Per Diem/per day:        x        # of Days = \$ 0

Mileage: Great Falls/Browning miles@ 254 miles x 0.67 x 72 visits = \$12,252.96

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

**Total Project Cost** = \$65,525.76

**Contract to be paid from:**  
115-76-456-2152-330-613

**Independent Contractor:**

☐ Submit invoice monthly

☐ 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**

81-0360391  
**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