

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 9/13/16



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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:**   9/6/16

**To:**     **John Rouse**  
                    Superintendent

**From:**   Jason Andreas  
**Title:**    Executive Director

**Subject: Contracts Service Agreement - School Safety Plan**

**Description:**   Jason Andreas, Executive Director, is recommending a Contract Service Agreement to keep the district's emergency plan updated and to date, have a district staff on the 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 64 hours X \$18 per hour (Committee Rate) = \$1152.00

**Financial Impact: \$1,152.00**

**Funding Source (Budget/grant, etc.): Impact Aid 126/226.90.890.3300.120**

**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) 338-3200

**Date:** September 13, 2016

**Board Approval:** \_\_\_\_\_

**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): Contract will provide professional services to ensure BPS is best prepared for an emergency. The contract will provide forty (40) hours of service to update the districts emergency plan and submit the new plan to the school board upon completion. Contract will meet four (4) times over the school year with the Instructional Leadership Team to review the safety plan, plan drills, and facilitate table top excersies for a total of eight (8) hours. Contract will meet month with the TERK Committee to ensure community resources are coordinated in the result of an emergency for sixteen (16) hours

**Contracted Dates:** 1/12/16- 6/30/16

Rate per hour/per day: \$18 per hour (committee rate) X 64 hours = \$1152.00

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

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

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

**Total Project Cost** = **\$1152.00**

**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**

Carrie Hirst  
**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.