

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/10/23



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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:**     7/5/2023

**To**            School board Members

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

**Subject: CSA: Train New Child Nutrition Director and Assist OPI with Monitor & Reporting 2023-2024**

**Description:** Request to contract Lynne Keenen to train new Child Nutrition Director, and assist during the OPI Monitoring and Reporting.

**Financial Impact:** \$8,714.40 (\$36.31/hr X 30 hours per week x 8 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:** \_\_\_\_\_

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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:** 7/6/23

**Board Approval:** 7/10/23

**Contractor:** Lynne Keenan

**Phone:** \_\_\_\_\_

**Address:** Browning, MT

P.O. Box or Street Address

City, State, Zip

**Type of Project/Service** (be specific): Contractor will train new Child Nutrition Director, and assist OPI with Monitoring and Reporting.

**Contracted Dates:** July 2023 to August 2023

Rate per hour/per day: \$36.31 x 30 hrs x 8 weeks = \$8,714.40

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** = **\$8,714.40**

**Contract to be paid from:**

112.92.910.3100.330

**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**

\_\_\_\_\_  
**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