

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: Grant Writing 2023-2024**

Description: Corrina Guardipee-Hall is requesting a contract service agreement for Lea Whitford to write a grant for BNAS/BPS. This will include data analysis, identifying needs, grant draft, edits, revisions and final product. She will also assist with the grant submission.

Financial Impact: **\$2,836.00**

Funding Source: 126 / 226-90-160-2134-320 (Impact Aid)

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: Lea Whitford

Phone: 406-450-4057

Address: 22 Ed Williams Rd
P.O. Box or Street Address

Cut Bank, MT 59427
City State Zip

Type of Project/Service (be specific): Contractor will write a grant for BNAS/BPS. This will include data analysis, identifying needs, grant draft, edits, revisions and final product. She will also assist with the grant submission.

Contracted Dates: July 1, 2023, thru August 11, 2023

Rate per hour/per day: <u>\$47.27 for up to 60 hours</u>	=	<u>\$2,836.00</u>
Per Diem/per day: <u> </u> x <u> </u> # of Days	=	<u>N/A</u>
Mileage: <u> </u> miles @ <u> </u> per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost	=	\$2,836.00

Contract to be paid from:
126 / 226-90-160-2134-320

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.