

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/26/17



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: 7/13/17

To: **Corrina Guardipee Hall**
 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.

🌈 Barbara Dee Ann Kipp 60 hours X \$18 per hour (Committee Rate) X 18% = \$1275.00

Financial Impact: \$1,275.00

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: July 27, 2017

Board Approval: _____

Contractor: Barbara DeeAnn Kipp

Phone: 338-5448

Address: P.O Box 2014 Browning MT 59417
P.O. Box or Street Address 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 exercises 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 60 hrs = \$1080.00

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

Total Project Cost = \$1080.00

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

Corrina Guardipee
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.