

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 29, 2020



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: March 20, 2020

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Grant Writer for Montana Comprehensive Literacy State Development Program

Description: Request a contract service agreement for Rebecca Rappold to write the MCLSDP (Montana Comprehensive Literacy State Development Program), 2020-2024 grant proposal for all schools of the district. This work will include analysis of district and school-level student data, compiling Comprehensive Needs Assessment results, grant writing draft, revisions, edits, and final proposal, as well as submission.

Financial Impact: 54 hours @ \$40.00/hour (40 x \$40.00) = **\$2,160.00**

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against athletic budget for respective building/department/program/grant as applicable.

Attachment(s): CSA

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

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

Date: April 13, 2020

Board Approval: _____

Contractor: Rebecca Rappold

Phone: (406) 472-3211

Address: PO Box 106 Dupuyer, MT 59432
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will: write the MCLSDP (Montana Comprehensive Literacy State Development Program), 2020-2024 grant proposal for all schools of the district. This work will include analysis of district and school-level student data, compiling Comprehensive Needs Assessment results, grant writing draft, revisions, edits, and final proposal, as well as submission.

Contracted Dates: April 2020 to April 2020

Rate per hour/per day: \$40/hour x 54 hours = \$2,160.00

Per Diem/per day: _____ x _____ # of Days = NA

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$2,160.00 = NA

Total Project Cost = \$2,160.00

Contract to be paid from:

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 - BusinessOffice