

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: May 25, 2022



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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:**    4/27/2022

**To:**        **Corrina Hall Guardipee**  
                  Superintendent

**From:**    Everett Armstrong  
                  Title:    Activities Director

**Subject:** **Eekahkimaht Adult Summer Worker 2021-2022 & 2022-2023**

**Description:** As the Browning Public Schools Activities Director, I am requesting the hire of the Eekahkimaht Summer Program.

- Megan Sansevere, Eekahkimaht Adult Summer Worker

**Financial Impact:** \$3,952.00 + fringe

**Funding Source (Budget/grant, etc.):** 126.64.170.1340.120 Impact Aid

**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) 338-3200

**Date:** April 27, 2022

**Board Approval:** 5/25/22

**Contractor:** Megan Sansevere

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

**Address:** P.O Box Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide services for the Ee Kah Ki Maht Summer Program and Recreational Activities. The Contractor's time will run June 13, 2022-August 12, 2022. Contractor will be implementing all activities of the Ee Kah Ki Maht Summer Program. Contractor will help schedule all activities that are planned during the days of June 10, 2022-August 12, 2022. Contractor will assist in checking in youth as they arrive and as they check out at the site and make sure all students are picked up. Contractor will do activities with youth and always be engaged and willing to do physical fitness drills. Will be responsible for all gear that they are entrusted with and will be responsible for all lost and damaged gear. Contractor will provide assistance to the Director of Student Activities on an as needed basis. Contractor will help with youth participation of the Ee Kah Ki Maht program. Contractor will need to turn in a timesheet. Contractor will be under direct supervision of the Director of Student Activities and Summer EekahkiMaht Coordinators Joyce Watts and Karleen White Grass will be required to follow all standards for continued employment.

**Contracted Dates:** 6/10/2022-8/12/2022

Rate per hour/per day: \$13.00/hour x 32 hours/week (304 hours) = \$3,952.00

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** = \$3952.00

**Contract to be paid from:**

126.64.170.1340.120

Impact Aid

**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**

Everett Armstrong  
**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.

**White – Contractor**

**Yellow – Business Office**