

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 8, 2021



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: 5/19/21

To: Corrina Guardipee Hall
 Superintendent

From: Teri DeRoche
Title: Director of Transportation

Subject: **CSA: 1st Aid PD / CPR 2020-2021**

Description: Request a CSA for Brenda Guardipee to provide First Aid/CPR training for bus drivers who are required to have this class. This training is essential for child safety and required for BPS child care licensure.

Financial Impact: \$420.00 (\$50.00 x 6 + \$20.00 ea for First Aid Card)

Funding Source (Budget/grant, etc.): 110 / 210-96-167-2710-0330

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: May 19, 2021

Board Approval: 6/8/21

Contractor: Brenda Guardipee

Phone: (406) 845-5433

Address: PO Box 1342
P.O. Box or Street Address

Browning, MT 59417
City, State, Zip

Type of Project/Service (be specific): Contractor will provide First Aid/CPR training to bus drivers required to drive school bus.

Contracted Dates: 6/11/2021

Rate per hour/per day: \$50x6 + \$20 ea (Cards) = \$420.00

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 = **\$420.00**

Contract to be paid from:

110-96-167-2710-0330

210-96-167-2710-0330

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

Teri DeRoche
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

May 19, 2021

Ms. Teri DeRoche
Browning Public Schools
Transportation Department
CPR Coordinator
Browning, MT 59417

Dear Mrs. DeRoche

Re: First Aid CPR AED Course June 11, 2021

Thank you for selecting me to put on a First Aid CPR AED course on June 11th 2021 at the Transportation Dept. beginning 0830. The following is a detail of the invoice for the course:

6 students @ \$50.00 each	\$300.00
6 cards @ \$20.00 each	\$120.00
Total	<hr/> \$420.00

Please let me know if there are any changes. Thank you.

Thank You,

Brenda Guardipee
Instructor