

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 29, 2024



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: 5/22/24

To: Corrina Guardipee-Hall
 Superintendent

From: Heidi BullCalf
 Title: Director of Student Activities

Subject: **CSA: 21st Century Student Workers Summer 2023-2024**

Description: Heidi BullCalf is requesting to hire the following students for the 21st Century Summer Program, June 5 – June 27, 2024; 8 AM – 4:30 PM; Monday thru Thursday. Not to exceed 112 hours ea.

1. Aaron McLean Jr, \$1,153.60
2. Royce MadPlume, \$1,153.60
3. Madison Henderson, \$1,153.60
4. Sierra Freedenburg, \$1,153.60

Financial Impact: **\$4,614.40** (\$10.30 x 112hours, Per DOL Min Wage Requirements)

Funding Source (Budget/grant, etc.): 215.68.434.1700.120.424

Attachment(s): Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 05/22/24

Board Approval: 5/29/24

Contractor: Sample Contract

Phone: _____

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

Type of Project/Service (be specific): Student Tutor Worker for the 21st Century Summer Program, 2024 (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the 21st Century Summer Program (grades K-12). Contractor is under the supervision of the Director of Student Activities and will be responsible for all students for continued employment with the district. Program Dates: June 5 – June 27, 2024; 8 AM – 4:30 PM Monday thru Thursday, for a total of 14 days (not to exceed 112 hours).

Contracted Dates: 6/05/24 through 6/27/24

Rate per hour/per day: <u>\$10.30 per hour x 8 hrs/day x 14 days</u>	= <u>\$1,153.60</u>
Per Diem/per day: _____ x _____ # of Days	= <u>N/A</u>
Mileage: _____ miles @ _____ per mile	= <u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	= <u>N/A</u>
Total Project Cost =	\$1,153.60

Contract to be paid from:
215.68.434.1700.120.422

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

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