

Browning Public Schools
Board Agenda Request
Meeting to Be Held: January 10, 2023



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 ☒ High School/District Wide


Date: 1/3/23

To: Corrina Guardipee-Hall
 Superintendent

From: Heidi BullCalf
 Title: Student Activities Coordinator

Subject: **CSA: Certified Chaperone for the New Year's Eve 2022-2023**

Description: Contract Service Agreement for Certified Employee to Chaperone the scheduled New Year's Eve Event December 31, 2022 through January 1, 2023.

 Michele Calftail, NY Eve Chaperone

Financial Impact: **\$294.00** (\$21.00/hr. x 14 hrs.) "Per Temporary Compensation Salary Schedule 9/23/21"

Funding Source (Budget/grant, etc.): 126.64.170.1340.120.424

Attachment(s): Contract Service Agreement

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

Comments: _____

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

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

Date: 1/3/23

Board Approval: 1/10/23

Contractor: Michele Calftail

Phone: _____

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

Type of Project/Service (be specific): Certified Chaperone for the New Year's Eve Event will provide supervision of students starting at 5:00 p.m. December 31, 2022 until 7:00 a.m. January 1, 2023. Employee is under the supervision of Heidi Bull Calf, the Coordinator of the Student Activities Coordinator, and will be responsible for all standards of employment for continued employment with the district.

Contracted Dates: 12/31/22 to 1/1/23

Rate per hour/per day: \$21.00 per hour x 14 hours = \$294.00

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 = \$294.00

Contract to be paid from:

126.64.170.1340.120.424

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