

Browning Public Schools  
Board Agenda Request  
Meeting To Be Held: 2/26/2020



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**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

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**Date:**    2/18/2020

**To:**        Corrina Guardipee-Hall  
                  Superintendent of Schools

**From:**    John E Salois  
**Title:**     Director of Human Resources

**Subject: Hiring Concession Sponsor for school year 2019/2020**

**Description:** Director of Student Activities (Everett Armstrong) recommends hiring the following individual as the concession sponsor for the school year 2019/2020

✚ Theresa Mischel, Concession Sponsor, High School

**Financial Impact: \$4,800.00** (300 hrs x \$16.00)

**Funding Source (Budget/grant, etc.):** 226.60.720.3500.120

**Attachment(s): Hiring Selection Report/Dates & Hours Estimation:** The total estimate of hours is 275 hours, which covers the following months August 2019-March 2020 and totals \$4,800.00. We do have two home events for softball and are planning on having limited concessions sold at the field. The concession sponsor will be helping out the concession area before/during/after prom, and any event where the concession area will be utilized. Concession sponsor is also in charge of seasonal deep cleaning to keep the area rodent proof.

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

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

**Date:** February 17, 2020

**Board Approval:** \_\_\_\_\_

**Contractor:** Theresa Mischel

**Phone:** 406-260-0132

**Address:** PO Box 467 East Glacier MT 59434  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): The Concessions Manager is responsible for managing concession stand for Browning High School activities and ensuring that all operations are carried out as per job description.

**Contracted Dates:** August 2019 to May 2020

Rate per hour/per day: \$16.00/hr x 300 hours # of Days = \$4,800.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = NA

Other costs (explain): Not to exceed \$336.00 = NA

**Total Project Cost** = \$4,800.00

**Contract to be paid from:**

226.60.720.3500.120

**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.

\_\_\_\_\_  
**Contractors 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