

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/30/16



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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:**    11/15/16

**To:**        **John Rouse**  
                  Superintendent

**From:**    Wayne Hall  
**Title:**     Transportation Supervisor

**Subject:** **First Aid/ Cpr**

**Description:** Request for Brenda Guardipee to put on a First Aid/CPR professional development class for Transportation on a day not contracted to work as a bus driver. This class is required for bus driver endorsement.

**Financial Impact:** \$225.00

**Funding Source (Budget/grant, etc.):** Transportation 110/210-96-167-2710-0330 (60/40%)

**Attachment(s):** Contract Service Agreement

**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) 338-2708

**Date:** 11/15/16 **Board Approval:** \_\_\_\_\_

**Contract:** Brenda Guardipee **Phone:** 338-2797

P.O. Box 1342 Browning, MT 59417

**Type of Project/Service** (be specific): Contractor will put on a First Aid/CPR professional development class for Transportation on a day not contracted to work as a bus driver. This class is required for bus driver endorsement.

**Contracted Dates:** 12/1/16 to 12/1/16

Rate per hour/per day: 225.00/6 hours PD # of Days = 225.00

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

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

Other costs (explain): \_\_\_\_\_ = \_\_\_\_\_

**Total Project Cost** = \$ 550.00

**Contract to be paid from:**

110-96-167-2710-0330 -0000

210-96-167-270- 0330 -0000

**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.

Brenda Guardipee

**Contractor's Signature**

517-74-9408

**SSN/Federal ID Number/EIN**

Wayne Hall

**Principal/Supervisor**

**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.