

Browning Public Schools
Board Agenda Request
Meeting To Be Held: June 30, 2022



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: June 7, 2022

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Everett Armstrong
Title: Activities Director

Subject: EekahKiMaht Student Summer Workers 2021-2022 & 2022-2023

Description: As the Browning Public Schools Human Resource Director, I am requesting the hire of the following EeKahKiMaht Summer Student Workers.

🏳️ Emmett Carlson \$2,355.00

Financial Impact: \$2,355.00 + Fringe

Funding Source (Budget/grant, etc.): 126.64.170.1340.120 Impact Aid

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: June 27, 2022

Board Approval: 6/29/2022

Contractor: Sample CSA

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be Specific): Contractor will provide service for the Summer Ee Kah Kii Maht Summer Program and Recreational Activities. The Contractor's time will run June 13, 2022 to August 12, 2022. Contractor will be implementing all activities of the Ee Kah Kii Maht Summer Program. Contractor will help schedule all summer activities that are planned for during the mons of June-August 2022. Contractor will assist in checking in youth as they arrive each day and as they check out each day at every sire and make sure it is done on a daily basis. Contractor will do activities with youth and always be engaged and willing to do physical fitness drills. Will be responsible for all gear that they are entrusted with and will be responsible for all lost and damaged gear. Contractor will be in charge of youth participates of the Ee Kah Kii Maht program. Contractor will need to turn in timesheets for themselves on a weekly basis. Contractor will be under direct supervision of Karleen White Grass and Joyce Watts and will be required to follow all standards for continued employment. Contractor will provide assistance to the Director of Student Activities on an as needed basis.

Contracted Dates: 6/13/2022-8/12/2022

Rate per hour/per day: \$9.20/hour x 8 hrs/day x 32 days (256 hours) = \$2,355.00

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 = **\$2,355.00**

Contract to be paid from:

126.64.170.1340.120

Impact Aid

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