

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8-9-2022



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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:**        07/29/2022

**To:**            Corrina Guardipee-Hall  
                  Superintendent

**From:** Francis Wayne Bull Calf  
                  Title: Transportation Supervisor

**Subject:** **First Aid/ CPR Class 2022-2023**

**Description:** Request approval of a contract service agreement for Brenda Guardipee to put on a First Aid/CPR class for Transportation on August 17 and 18, 2022 for bus driver's that are required to have this class.

**Financial Impact:** \$1,400.00

**Funding Source (Budget/grant, etc.):**126/226-96-167-2710-330

**Attachment(s):** CSA

**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:** 7-29-2022

**Board Approval:** 8/9/22

**Contractor** Brenda Guardipee

**Address:** P.O. Box or Street Address:1342 City: Browning State: MT Zip: 59417

**Type of Project/Service** (be specific): First Aid/ CPR Class for Driver's required to drive school bus.

**Contracted Dates:** 8-17-2022to 8-18-2022

Rate per hour/per day: 50.00+cards-20.00 x 20 people # of Days = \$1,400.00

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

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

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

**Total = \$1,400.00**

**Contract to be paid from:**

126-96-167-2710-0330

226-96-167-2710-0330

**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**

Francis Wayne Bull Calf

**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.

July 29, 2022

Mr. Francis Wayne Bull Calf  
Browning Public Schools  
Transportation Department  
CPR Coordinator  
Browning, MT 59417

Dear Mr. Bull Calf

Re: First Aid CPR AED Course August 17<sup>th</sup> and 18<sup>th</sup>

Thank you for selecting me to put on a First Aid CPR AED course on August 17<sup>th</sup> and 18<sup>th</sup> at the Transportation Dept. beginning 0830. The following is a detail of the invoice for the course:

20 students @ \$50.00 each	\$1,000.00
20 cards @ \$20.00 each	\$400.00
Total	<u>\$1400.00</u>

Please let me know if there are any changes. Thank you.

Thank You,

Brenda Guardipee  
Instructor