

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/14/2020



---

**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

---

**Date:**   12/19/2019

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

**From:**    Teri DeRoche  
                    Title:    Transportation Supervisor

**Subject:** **First Aid/ CPR**

**Description:** Request for Brenda Guardipee to put on a First Aid/CPR class for Transportation on January 15, 2020 for bus driver's that are required to have this class.

**Financial Impact:** \$420.00

**Funding Source (Budget/grant, etc.):** 110/210-96-167-2710-0330-0000

**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) 338-3200

**Date:** 12/19/19 **Board Approval:** \_\_\_\_\_

**Contract:** Brenda Guardipee **Phone:** 845-8654

**Address:** P.O. Box:1342 City: Browning State: Mt. Zip: 59417

**Type of Project/Service** (be specific): Required First Aid/ CPR training for bus driver's  
\_\_\_\_\_  
\_\_\_\_\_

**Contracted Dates:** 1/15/20 to 1/15/20

Rate per hour/per day: \$50.00/person x 6 people # of Days = \$420.00

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

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

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

**Total Project Cost** = \$ 420.00

**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**

Teri DeRoche  
**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.

December 19, 2019

Ms. Teri DeRoche  
Browning Public Schools  
Transportation Department  
Browning, MT 59417

Dear Mrs. DeRoche

Re: First Aid CPR AED Course January 15,2020

Thank you for selecting me to put on a First Aid CPR AED course on January 15, 2020 at the Transportation Dept. beginning 0830. The following is a detail of the invoice for the course:

6 students @ \$50.00 each	\$300.00
6 cards @ \$20.00 each	<u>\$120.00</u>
Total	\$420.00

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

Thank You,

Brenda Guardipee  
Instructor