

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 11/14/17



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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:**    10/20/17

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

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

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

**Description:** Brenda Guardipee was approved for a contract service agreement to provide a First Aid/Cpr class for Transportation on November 20, 2017 for bus drivers. Due to an error in the writing of her contract, Ms. Guardipee was paid only half of the required costs.

\$50.00 per card x 10 people + \$6.00 per card x 10 less \$250.00 (already approved) = \$310.00

**Financial Impact:** **\$310.00**

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

**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) 338-3200

**Date:** 11/20/17

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

**Contract** Brenda Guardipee

**Phone:** \_\_\_\_\_

**Address:** P.O. Box 1342

Browning Mt. 59417

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

\_\_\_\_\_

\_\_\_\_\_

**Contracted Dates:** 11/20/17 to 11/20/17

Rate per hour/per day: 50.00/card x 5 people x 6.00/card x 10 # of Days = 310.00

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

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

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

**Total Project Cost** = \$ 310.00

**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.

Payroll-White

Canary-Administrator

Pink-Contractor