

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/31/23



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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:**    5/23/23

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

**From:**    Matthew Johnson  
                  Title:    Director, Buffalo Hide Academy

**Subject:** **Ee-kah-ki-maht Summer Program Certified Assistant Coordinator 2022-2023**

**Description:** Approve a Contract Service Agreement for Melody Small, Ee-Kah-Ki-Maht Assistant Coordinator for the Ee-Kah-Ki-Maht Summer Program 2023.

**Financial Impact:** \$2,016.00 (+ Fringe)

**Funding Source:** 126.64.170.1340.120

**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:** 5/23/2023

**Board Approval:** 5/31/23

**Contractor:** Melody Small

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

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

**Type of Project/Service** (be specific): Assistant Coordinator for the Ee-Kah-Ki-Maht Program. Contractor will provide structured recreational activities for students K thru 12 Monday thru Thursday from 8:00 am until 4:30 pm. Contractor will help schedule all summer activities that are scheduled for the months of June 2023 thru July 2023. Contractor will assist in checking in youth as they arrive each day and as they check out each day at every site 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 provide assistance to the Director of Student Activities on an as needed basis. Contractor will be in charge of youth participants of the Ee-Kah-Ki-Maht Program. Contractor will need to turn in time sheets for themselves on a weekly basis. Contractor will be under the supervision of Heidi BullCalf and will be required to follow all standards for continued employment.

**Contracted Dates:** June 12, 2023, thru June 29, 2023

Rate per hour/per day: <u>\$21.00 x 96 hours</u>	=	<u>\$2,016.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
<b>Total Project Cost</b>	<b>=</b>	<b>\$2,016.00</b>

**Contract to be paid from:**

126.64.170.1340.120

**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.

**CONTRACT SERVICE AGREEMENT**

(406) 338-2715 • (406) 338-2715

**Date:** 5/23/2023

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

**Contractor:** Roy McNabb

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

**Address:** P.O. Box  
P.O. Box or Street Address

Browning,  
City

MT  
State

59417  
Zip

**Type of Project/Service** (be specific): Assistant Classified Coordinator for the Ee-Kah-Ki-Maht Program. Contractor will provide structured recreational activities for students K thru 12 Monday thru Thursday from 8:00 am until 4:30 pm. Contractor will help schedule all summer activities that are scheduled for the months of June 2023 thru July 2023. Contractor will assist in checking in youth as they arrive each day and as they check out each day at every site 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 provide assistance to the Director of Student Activities on an as needed basis. Contractor will be in charge of youth participants of the Ee-Kah-0Ki-Maht Program. Contractor will need to turn in time sheets for themselves on a weekly basis. Contractor will be under the supervision of Heidi BullCalf and will be required to follow all standards for continued employment.

**Contracted Dates:** June 12, 2023, thru July 28, 2023

Rate per hour/per day: \$16.00 x 224 hours	=	<u>\$3,584.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
<b>Total Project Cost</b>	=	<u>\$3,584.00</u>

**Contract to be paid from:**

126.64.170.1340.120

**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**

Heidi BullCalf  
**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.