

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 11/13/18



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: 11/8/18

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Director of Human Resources

Subject: **Hiring: Adult Works for the Afterschool Ee Kah Ki Maht Program 2018-2019**

Recommendation: Tony Wagner, Activities Director, recommends hiring Vernon Marceau as a Adult Worker for the After School EE KAH KI MAHT Program.

Financial Impact: \$7,232.00

Financial Source: 126.64.170.1340.120

Attachment(s): CSA-After School Program Days/Hours

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: November 8, 2018

Board Approval: _____

Contractor: Vernon Marceau

Phone: 406-338-3050

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

Type of Project/Service (be specific): Contractor will provide services for the After School Ee Kah Kii Maht Program. Contractor will be in a Supervisory Position of the Ee Kah Kii Maht after school program staff. Contractor will be coordinating and overseeing all activities of the Ee Kah Kii Maht after school program. Contractor will schedule all after school activities that are planned for the current school year. Contractor will be in charge of all data input at every site and make sure all it is done on a weekly basis. Contractor will make sure all students are enrolled. He will provide assistance to the Director of Student Activities on an as needed basis. Contractor will be in charge of adult the Ee Kah Kii Maht after school program. Contractor will need to turn in timesheets for himself, and adult staff to the Director of Student Activities on a weekly basis. He will be under direct supervision of the Director of Student Activities and will be required to follow all standards for continued employment. See Attached days of work for school year 2018-2019

Contracted Dates: 11/14/18 to 5/9/19

Rate per hour/per day: <u>\$16.00 per hour x 5 hours a day x 84 days</u>	= <u>\$6,720.00</u>
<u>\$16.00 per hour x 16 hours a day x 2 days</u>	= <u>\$ 512.00</u>
Per Diem/per day: _____ x _____ # of Days	= <u>N/A</u>
Mileage: _____ miles @ _____ per mile	= <u>N/A</u>
Total Project Cost	= <u>\$7,232.00</u>

Contract to be paid from:
126 64 170 1340 120
EE KAH KII MAHT

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

Tony Wagner
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

Ee Kah Kii Maht After School Program Coordinator – Days and Hours

November 2018

11/14/18 – 5hrs	11/15/18 – 5hrs	
11/19/18 – 5hrs	11/20/18 – 5hrs	11/26/18 – 5hrs
11/27/18 – 5hrs	11/28/18 – 5hrs	11/29/18 – 5hrs

December 2018

12/3/18 – 5hrs	12/4/18 – 5hrs	12/5/18 – 5hrs
12/6/18 – 5hrs	12/10/18 – 5hrs	12/11/18 – 5hrs
12/12/18 – 5hrs	12/13/18 – 5hrs	12/17/18 – 5hrs
12/18/18 – 5hrs	12/31/18 – 16hrs	

January 2019

1/7/19 – 5hrs	1/8/19 – 5hrs	1/9/19 – 5hrs
1/10/19 – 5hrs	1/14/19 – 5hrs	1/15/19 – 5hrs
1/16/19 – 5hrs	1/17/19 – 5hrs	1/21/19 – 5hrs
1/23/19 – 5hrs	1/24/19 – 5hrs	1/28/19 – 5hrs
1/29/19 – 5hrs	1/30/19 – 5hrs	1/31/19 – 5hrs

February 2019

2/4/19 – 5hrs	2/5/19 – 5hrs	2/6/19 – 5hrs
2/7/19 – 5hrs	2/12/19 – 5hrs	2/13/19 – 5hrs
2/18/19 – 5hrs	2/19/19 – 5hrs	2/20/19 – 5hrs
2/25/19 – 5hrs	2/26/19 – 5hrs	2/27/19 – 5hrs
2/28/19 – 5hrs		

March 2019

3/4/19 – 5hrs	3/5/19 – 5hrs	3/6/19 – 5hrs
3/11/19 – 5hrs	3/12/19 – 5hrs	3/13/19 – 5hrs
3/14/19 – 5hrs	3/18/19 – 5hrs	3/19/19 – 5hrs
3/20/19 – 5hrs	3/21/19 – 5hrs	3/25/19 – 5hrs
3/26/19 – 5hrs	3/27/19 – 5hrs	3/28/19 – 5hrs
3/30/19 – 16hrs		

April 2019

4/1/19 – 5hrs	4/3/19 – 5hrs	4/4/19 – 5hrs
4/8/19 – 5hrs	4/9/19 – 5hrs	4/10/19 – 5hrs
4/11/19 – 5hrs	4/15/19 – 5hrs	4/16/19 – 5hrs
4/17/19 – 5hrs	4/18/19 – 5hrs	4/22/19 – 5hrs
4/23/19 – 5hrs	4/24/19 – 5hrs	4/25/19 – 5hrs
4/29/19 – 5hrs	4/30/19 – 5hrs	

May 2019

5/1/18 – 5hrs	5/2/19 – 5hrs	5/6/19 – 5hrs
5/7/19 – 5hrs	5/8/19 – 5hrs	5/9/19 – 5hrs

84 days x 5hrs = 420 x \$16.00 = \$6,720.00

2 days x 16hrs = 32 x \$16.00 = \$512.00

Total \$7,232.00