

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 1, 2022



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: May 27, 2022

To: Corrina Hall Guardipee
 Superintendent

From: Everett Armstrong
Title: Activities Director

Subject: Summer Eekahkimaht Coordinator

Description: As the Browning Public Schools Activities Director, I am requesting the hire of the Summer Eekahkimaht Coordinator Position.

- Joyce Watts, Summer Eekahkimaht Coordinator

Financial Impact: \$5,088.00 + fringe (Not to exceed)

Funding Source (Budget/grant, etc.): 126.64.170.1340.120

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) 338-2708

Date: June 1, 2022

Board Approval: 6/1/22

Contractor: Joyce Watts

Phone: 406-890-8983

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 Summer Ee Kah Ki Maht Coordinator and Recreational Activities. The Contractor's time will run April 25-29, 2022 for 4 hours of planning, to May 2022 for 16 hours for planning Summer Activities, and will end August 12, 2022. Contractor will be planning and implementing all activities of the Summer Ee Kah Ki Maht Program. Contractor will help schedule all activities that are planned during the days of June 9, 2022 to August 12, 2022. Contractor will assist in checking in youth as they arrive and as they check out at the site and make sure all students are picked up. 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 a timesheet. Contractor will be under direct supervision of the Director of Student Activities and will be required to follow all standards for continued employment.

Contracted Dates: 6/2/2022-8/12/2022

Rate per hour/per day: \$16.00 per hour for a total of 318 hours = \$5,088.00

Per Diem/per day: x # of Days = N/A

Mileage: miles @ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = **\$5,088.00**

Contract to be paid from:

126.64.170.1340.120

Impact Aid

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

Everett Armstrong
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