

Browning Public Schools
Board Agenda Request
Meeting to Be Held: September 14, 2021



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: 9/13/21

To: **Corrina Hall Guardipee**
 Superintendent

From: Everett Armstrong
 Title: Athletic Director

Subject: **Eekahkimaht Evening Work 2021-2022**

Description: As the Browning Public Schools Activities Director, I am requesting contract service agreements for Eekahkimaht evening workers:

👤 Jaysen TallWhiteman, Eekahkimaht evening work

Financial Impact: \$690.00

Funding Source (Budget/grant, etc.): 126 64 170 1340 120

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 9/7/21

Board Approval: 9/14/21

Contractor: Jaysen TallWhiteman

Phone: _____

Address: _____
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 Summer Program and Recreational Activities during the evenings between August 2-14, 2021. The Contractor's time will run August 2– August 13, 2021. Contractor will be implementing all activities of the Ee Kah Ki Maht Summer Program. 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 timesheets for themselves on a weekly basis. Contractor will be under direct supervision of the Activities Director, and will be required to follow all standards for continued employment.

Contracted Dates: 8/2/21 to 8/13/21

Rate per hour/per day: \$11.50 per hour x 6 hours a day x 10 days = \$690.00

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 = **\$690.00**

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.

White – Contractor

Yellow – Business Office