

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/10/23



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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:** 1/3/23

**To:** Corrina Guardipee-Hall  
Superintendent

**From:** Heidi BullCalf  
**Title:** Student Activities Coordinator

**Subject:** CSA Classified Chaperone for the New Year's Eve 2022-2023

**Description:** Contract Service Agreement for Classified Employee to Chaperone the scheduled New Year's Eve Event December 31, 2022 through January 1, 2023.

 Annette Burdeau, Classified NY Eve Chaperone

**Financial Impact:** \$182.00 (\$13.00/hr. x 14 hrs.) "Per the Temporary Compensation salary Schedule 9/23/21"

**Funding Source (Budget/grant, etc.):** 126.64.170.1340.120.424

**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) 338-2708

**Date:** 12/16/22

**Board Approval:** 1/10/23

**Contractor:** Annette Burdeau

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

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

**Type of Project/Service** (be specific): Classified Chaperone for the New Year's Eve Event will provide supervision of students starting at 5:00 p.m. December 31, 2022 until 7:00 a.m. January 1, 2023. Employee is under the supervision of Heidi Bull Calf the Coordinator of the Student Activities Coordinator and will be responsible for all standards of employment for continued employment with the district.

**Contracted Dates:** 12/31/22 to 1/1/23

Rate per hour/per day: \$13.00 per hour x 14 hours = \$182.00

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 = \$182.00**

**Contract to be paid from:**

126.64.170.1340.120.424

**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**