

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: May 9, 2020



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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:**        4/28/20

**To:**            **Corrina Hall Guardipee**  
                    Superintendent

**From:**        Everett Armstrong  
                    Title:    Athletic Director

**Subject: BPS Teepee Poles, Pins, and Buttons for 2019-2020 Graduation**

**Description:** Request a contract service agreement for Ross DeRoche to provide 2019-2020 Graduation Ceremonies with two sets of Teepee Poles, pins, and buttons. BPS Activities will be purchase the teepees and other items from Activities and Athletics budget.

**Financial Impact: \$2,000.00**

**Funding Source (Budget/grant, etc.):** 226 60 720 3500 120

**Attachment(s):** CSA

**Superintendent Action:**    Approved    Denied    Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)    Approved    Denied    Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** May 15, 2020

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

**Contractor:** Ross DeRoche **Phone:** 406-845-5845

**Address:** P.O. Box 2161 Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will use his own equipment, tools, vehicles, and gas/oil to gather and peel teepee poles as well as gather the pins and buttons for two teepees.

**Contracted Dates:** 5/20/20 to 5/25/20

Rate per hour/per day: \_\_\_\_\_ x \_\_\_\_\_ = NA

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ . # of Days = NA

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = NA

Other costs (explain): see invoice for breakdown to provide services = \$2,000.00

**Total Project Cost** = \$2,000.00

**Contract to be paid from:**  
226 60 720 3500 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.

\_\_\_\_\_  
**Contractors 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