

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 9, 2021



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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: 2/1/21

To: **Corrina Guardipee Hall**
 Superintendent

From: Nikki Hannon
 Title: PCOP/Childcare Director

Subject: **CSA: 1st Aid PD for Childcare Staff 2020-2021**

Description: I am requesting a CSA for Brenda Guardipee to provide Heart Saver First Aid/CPR A/C/I, AED training to two BPS Childcare staff members. This training is essential for child safety and required for BPS child care licensure.

Financial Impact: \$140.00 (\$100.00 PD + \$40.00 First Aid Cards)

Funding Source (Budget/grant, etc.): Childcare Budget # 170-72-920-3200-582

Attachment(s): See attached 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: January 21, 2021

Board Approval: _____

Contractor: Brenda Guardipee

Phone: (406) 845-5433

Address: _____
P.O. Box or Street Address

_____ Browning, MT 59417
City, State, Zip

Type of Project/Service (be specific): Contractor will provide Heart Saver First Aid/CPR A/C/I, AED training to two BPS Childcare staff members. This training is essential for child safety and required for BPS child care licensure.

Contracted Dates: February 10, 2021

Rate per hour/per day: \$100 per training + 1st Aid Cards = \$140.00

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 = **\$140.00**

Contract to be paid from:

170-72-920-3200-582

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

Nikki Hannon
Principal/Supervisor

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