

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 6/24/20



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: 6/22/20

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: Summer EeKahKiMaht Activities 6-12

Description: Everett Armstrong, Activities Director, recommend the following contract service agreement for Jessica Salois to support Summer EeKahKiMaht Activities 6-12. Contractor will manage and supervise staff, volunteers and students during Summer EeKahKiMaht Activities and will carry out employee responsibilities in accordance with the school district policies and applicable laws. Responsibilities include helping with training, planning, assigning, directing work and addressing minor complaints and resolving minor problems.

Financial Impact: \$2,208.00

Funding Source: 226.64.720.3500.120

Attachment(s): CSA

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

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

Date: June 22, 2020

Board Approval: _____

Contractor: Jessica Salois

Phone: _____

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

Type of Project/Service (be specific): Maintains communications lines with school management for effective event planning and scheduling of all 6-12 Grade Activities; Maintains optimum standards of sanitation and safety in accordance with all applicable regulations especial with the COVID19 regulations; Will help coordinate with schedules, staff training, and directs staff that is helping with the 6-12 grade Summer EeKahKiMaht Program; Ensures compliance with all regulations ; Ensures adequate activity guidelines are followed with CDC and Tribal Regulations, Procedures, and Policies; Ensures safety for all students and staff 6-12; Maintains positive staff and student relations; Develops a highly engaged team and cultivates safety first for all participants including staff; Prepares various operational reports. Contractor will work with the Immediate Supervisor and Director of Student Activities.

Contracted Dates: 6/10/2020 to 7/30/2020

Rate per hour/per day: \$11.50/hr x 8 hrs x 4 days x 6 wks = \$2,208.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to Exceed \$2,208.00 = _____

Total Project Cost = **\$2,208.00**

Contract to be paid from:

226 64 720 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.