

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 26, 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: 5/18/21

To: **Corrina Guardipee Hall**
 Superintendent

From: John E Salois
Title: Human Resources Director

Subject: CSA: Eekahkiimaht Summer Youth Activities Supervisor 2020-2021 to 2021-2022

Description: Everett Armstrong, Activities Director, is recommends hiring Karleen Whitegrass as the summer youth activities supervisor, June 7, to July 30, 2021.

Financial Impact: \$4,096.00 (As per Temporary Employment Compensation Schedule: \$16.00 per hour x 8 hours a day = \$92.00 x 36 days)

Funding Source (Budget/grant, etc.): 126.64.170.1340.120

Attachment(s): 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: May 17, 2021

Board Approval: 5/26/21

Contractor: Karleen Whitegrass

Phone: 406-845-2865

Address: P.O Box 631
P.O. Box or Street Address

Browning MT 59417
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. The Contractor's time will run June 7 – July 30, 2021. Contractor will be implementing all activities of the Ee Kah Ki Maht Summer Program. Contractor will help schedule all summer activities that are planned during the months of June and July. 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 Director of Student Activities and will be required to follow all standards for continued employment.

Contracted Dates: 6/7/21 to 7/30/21

Rate per hour/per day: \$16.00 per hour x 8 hours a day x 36 days = \$ 4,096.00

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 = \$ 4,096.00

Contract to be paid from:

115.68.434.1700.117.421

EE KAH KI MAHT

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

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