

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



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**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

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**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 Susie Small 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:** \_\_\_\_\_

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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:** June 22, 2020

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

**Contractor:** Susie Small

**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.