

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 03-07-2023



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: 3-1-2023

To: Corrina Guardipee-Hall
 Superintendent

From: Francis Wayne Bull Calf
 Title: Transportation Supervisor

Subject: **First Aid/ CPR Class – Transportation 2022-2023**

Description: Request approval of a contract service agreement for Brenda Guardipee to put on a 1st Aid/CPR class on 3-8-2023 for bus driver's that are required to have this class.

Financial Impact: \$420.00

Funding Source (Budget/grant, etc.):126 / 226-96-167-2710-0330

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: 3-1-2023

Board Approval: 3/7/23

Contractor: Brenda Guardipee

Phone: _____

Address: 1342
P.O. Box or Street Address

Browning, MT
City State Zip

Type of Project/Service (be specific): Required 1st Aid/ CPR Class for Bus Driver's

Contracted Dates: 3-8-2023 to 3-8-2023

Rate per hour/per day: 50.00+cards-20.00 x 6 people # of Days = \$420.00

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

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

Other costs (explain): _____ = N/A

Total Project Cost = **\$420.00**

Contract to be paid from:

126-96-167-2710-0330

226-96-167-270- 0330

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.

Brenda Guardipee
Contractor's Signature

Francis Wayne Bull Calf
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.

3-1-2023

Mr. Wayne Bull Calf
Browning Public Schools
Transportation Department
Browning, MT 59417

Dear Mr. Bull Calf

Re: First Aid CPR AED Course 3-2-2023

Thank you for selecting me to put on a First Aid CPR AED course on March 08, 2023 at the Transportation Dept. beginning 08:30. The following is a detail of the invoice for the course:

6 students @ \$50.00 each	\$300.00
6 cards @ \$20.00 each	\$120.00
Total	<hr/> \$420.00

Please let me know if there are any changes. Thank you.

Thank You,

Brenda Guardipee
Instructor