

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 4/26/23



**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:** 4/17/23

**To:** Corrina Guardipee-Hall  
Superintendent

**From:** Heidi BullCalf  
Title: Ee-Kah-Ki\_Maht, Coordinator

**Subject:** **CSA: Classified Chaperone for After Prom Event 2022-2023**

**Description:** Contract Service Agreement for Classified Employee to Chaperone the scheduled After Prom Event April 15, 2023, through April 16, 2023.

👤 Annette Burdeau, After Prom Chaperone

**Financial Impact:** \$71.50 (\$13.00/ hour x 5.5 hours) Per Temporary Compensation salary Schedule 9/23/21

**Funding Source (Budget/grant, etc.):** 126.64.170.1340.120.424 EeKahKiMaht

**Attachment(s):** Contract Service Agreement

**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:** 4/17/23

**Board Approval:** 4/26/23

**Contractor:** Annette Burdeau

**Phone:** \_\_\_\_\_

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

**Type of Project/Service** (be specific): Classified Chaperone Employee for the After Prom Event 2023. Chaperone will provide supervision of students starting at 6:00 p.m. April 15, 2023, until 7:00 a.m., April 16, 2023. Classified Employee will be under the supervision of Heidi BullCalf, Coordinator of the Ee-Kah-Ki-Maht Program. Employee will be responsible for all standards of employment for continued employment with the district.

**Contracted Dates:** 4/15/23 to 4/16/23

Rate per hour/per day: <u>\$13.00 per hour x 5.5 hrs</u>	=	<u>\$71.50</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
<b>Total Project Cost =</b>		<b>\$71.50</b>

**Contract to be paid from:**  
126.64.170.1340.120.424  
EeKahKiMaht

**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**

\_\_\_\_\_  
**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