

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 1, 2022



---

**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:**      May 27, 2022

**To:**          **Corrina Hall Guardipee**  
                    Superintendent

**From:**      Everett Armstrong  
Title:        Activities Director

**Subject: Summer Eekahkimaht Coordinator 2021-2022 & 2022-2023**

**Description:** As the Browning Public Schools Activities Director, I am requesting the hire of the Summer Eekahkimaht Coordinator Position.

- Karleen White Grass, Summer Eekahkimaht Coordinator

**Financial Impact: \$5,184.00**

**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) 338-3200

**Date:** May 27, 2022

**Board Approval:** 6/1/22

**Contractor:** Karleen White Grass

**Phone:** 406-845-2865

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

**Type of Project/Service** (be specific): Contractor will provide services for the Summer Ee Kah Ki Maht Coordinator and Recreational Activities. The Contractor's time will run April 25-29, 2022 for 4 hours of planning, to May 2022 for 16 hours for planning Summer Activities, and will end August 12, 2022. Contractor will be planning and implementing all activities of the Summer Ee Kah Ki Maht Program. Contractor will help schedule all activities that are planned during the days of June 9, 2022 to August 12, 2022. Contractor will assist in checking in youth as they arrive and as they check out at the site and make sure all students are picked up. 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 a timesheet. 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:** 6/2/2022-8/12/2022

Rate per hour/per day: \$16.00 per hour for a total of 318 hours = \$5,088.00

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** = **\$5,088.00**

**Contract to be paid from:**

126.64.170.1340.120

EE KAH KI MAHT GRANT

**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**