

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/27/18



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- 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
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Date: 9/24/18

To: **Corrina Guardipee Hall**
 Superintendent

From: Tony Wagner
 Title:

Subject: **Contract Service Agreement: High School Concession Sponsor 2018-2019**

Description: Recommend approving a contract service contract for Angel Tail as the High School Concession Sponsor for the 2018-2019 school year.

Financial Impact: \$6,400.00

Funding Source (Budget/grant, etc.): 226 60 720 3500 150

Attachment(s): CSA

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Concession Sponsor CSA 2018-2019 – Hours

Wednesday October 3, 2018	2 hours	Thursday October 4, 2018	2 hours
Saturday October 6, 2018	12 hours	Tuesday October 9, 2018	10 hours
Wednesday October 10, 2018	2 hours	Thursday October 11, 2018	12 hours
Friday October 12, 2018	12 hours	Wednesday October 17, 2018	2 hours
Thursday October 18, 2018	2 hours	Wednesday October 24, 2018	2 hours
Thursday October 25, 2018	2 hours	Monday October 29, 2018	4 hours
Tuesday October 30, 2018	4 hours	Wednesday October 31, 2018	2 hours
Thursday November 1, 2018	4 hours	Friday November 2, 2018	4 hours
Wednesday December 5, 2018	2 hours	Thursday December 6, 2018	8 hours
Wednesday December 12, 2018	2 hours	Thursday December 13, 2018	8 hours
Friday December 14, 2018	12 hours	Saturday December 15, 2018	12 hours
Wednesday December 19, 2018	2 hours	Thursday December 20, 2018	8 hours
Saturday December 22, 2018	12 hours	Wednesday January 2, 2019	2 hours
Thursday January 3, 2019	10 hours	Friday January 4, 2019	12 hours
Saturday January 5, 2019	12 hours	Wednesday January 9, 2019	2 hours
Thursday January 10, 2019	10 hours	Friday January 11, 2019	10 hours
Wednesday January 16, 2019	2 hours	Thursday January 17, 2019	10 hours
Monday January 21, 2019	8 hours	Wednesday January 23, 2019	2 hours
Thursday January 24, 2019	2 hours	Friday January 25, 2019	12 hours
Wednesday January 30, 2019	8 hours	Thursday January 31, 2019	2 hours
Wednesday February 6, 2019	2 hours	Thursday February 7, 2019	10 hours
Saturday February 9, 2019	12 hours	Monday February 25, 2019	8 hours
Tuesday February 26, 2019	8 hours	Wednesday February 27, 2019	8 hours
Thursday February 28, 2019	8 hours		

Sub Total 304 hours

Estimation of approximately 96 more hours for unforeseen work that may need to be done.

Total Hours 400 x 16.00 = \$6,400.00

Browning Public Schools
CONTRACT SERVICE AGREEMENT
 (406) 338-2715 • (406) 338-3200

Date: September 24, 2018

Board Approval: _____

Contractor: Angel Tail

Phone: 406-229-5416

Address: P.O Box 2681
 P.O. Box or Street Address

Browning MT 59417
 City State Zip

Type of Project/Service (be specific): Summary of Functions

The Concessions Manager is responsible for managing concession stands of Browning High School and ensuring that all operations are carried out successfully.

Essential Duties and Responsibilities

General

- 1) Maintains communications lines with school management for effective event planning.
- 2) Maintains optimum standards of sanitation and safety in accordance with all applicable regulations.
- 3) Ensures accuracy and accountability of all cash handling procedures of the food and beverage department.
- 4) Schedules, trains, and directs all Concession staff.
- 5) Identifies marketing opportunities and develops strategies to achieve greater sales volume.
- 6) Maintains proper inventory levels for scheduled events by working with warehousing staff.
- 7) Ensures compliance with all regulations
- 8) Ensures adequate levels of product by continual supervision of stock levels.
- 9) Ensures concession stands are set up for each business day.
- 10) Upholds and enforces hospitality standards through daily reminders, training, observations, follow-up; investigates food quality and service complaints.
- 11) Maintains positive client and customer relations.
- 12) Develops a highly engaged team and cultivates and employee first culture.
- 13) Prepares various operational reports.
- 14) This position will be responsible for prepping, cooking and baking.

Supervisory Responsibility

- Manages and supervises staff, volunteers and students during events.
- Responsible for the overall management and coordination of concession employees
- Carries out supervisory responsibilities in accordance with the school district policies and applicable laws.
- Responsibilities include training, planning, assigning, and directing work and addressing complaints and resolving problems
- This job will have periodic access to confidential data including financial statements, company records and/or minutes, customer quotes, and company plans, designs, and programs.

See Attached days of work

Contracted Dates: 10/01/18 to 2/28/19

Rate per hour/per day: \$16.00 per hour x 400 hours = \$6,400.00

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

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$6,400.00

Contract to be paid from:

226 60 720 3500 150

Independent Contractor:

Submit time sheet at the end of each week

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

Tony Wagner
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