

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: May 25, 2022



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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:**    5/17/2022

**To:**        Corrina Hall Guardipee  
                 Superintendent

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

**Subject: BPS Master of Ceremonies (MC) for Annual School Powwow 2021-2022**

**Description:** As the Browning Public Schools Activities Director, I am requesting the hire of the MC for the Browning Public Schools Annual Powwow

 Arlan Edwards, Master of Ceremonies, BPS Powwow

**Financial Impact: \$300.00**

**Funding Source (Budget/grant, etc.):** 115 90 365 1700 120

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**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:** May 17, 2022

**Board Approval:** 5/25/22

**Contractor:** Arlan Edwards

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

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

Browning MT 59417  
City State Zip

**Type of Project/Service** (be specific): Contractor will provide services for the Browning Public Schools Annual Powwow. The Contractor's time will run May 20, 2022-May 21, 2022. Contractor will be the Master of Ceremonies and make any and all announcements for and during the powwow. Contractor will help schedule and announce any changes during all activities that are planned during the days of May 20, 2022-May 21, 2022. Contractor will assist in keeping the powwow active and moving forward. Contractor will provide assistance to the Director of Student Activities on an as needed basis. Contractor will help with youth and adult participation of the powwow. 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:** 5/20/2022-5/21/2022

Rate per hour/per day: \$100 per session for 3 sessions = \$300.00

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** = **\$300.00**

**Contract to be paid from:**

115 90 365 1700 120

Powwow Budget

**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.