

Browning Public Schools
Board Agenda Request
Meeting to Be Held: December 14, 2021



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: 12/10/21

To: **Corrina Hall Guardipee**
 Superintendent

From: Everett Armstrong
 Title: Athletic Director

Subject: **New Year's Eve Coordinator 2021-2022**

Description: As the Browning Public Schools Activities Director, I am requesting to hire a New Year's Eve coordinator: As the supervisor of the New Year's Eve event, he/she will be helping with planning, set-up activities, and chaperone the out of town New Year's Eve activities for the High School Students

- Earl Tail, New Year's Eve Coordinator

Financial Impact: \$500.00

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) 338-2708

Date: December 10, 2021

Board Approval: _____

Contractor: Earl Tail

Phone: 406-309-1876

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

Browning MT 59417
City State Zip

Type of Project/Service (be specific): Contractor will coordinate services for the New Year's Eve event. Contractor will help schedule all activities that are planned during the days of December 15, 2021-January 1, 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. Will be responsible for all gear that they are entrusted with and will be responsible for all lost and damaged gear. 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: 12/15/2021-1/1/2022

Rate per hour/per day: \$16.00 per hour for a total of 31.25 hours = \$500.00
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 = **\$500.00**

Contract to be paid from:

126.64.170.1340.120

Impact Aid

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