

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 5/28/25



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: 05/20/25

To: Rebecca Rappold
Superintendent

From: Bev Sinclair
Title: HR Director

Subject: Ee Gah Kii Maht Classified Assistant-Elementary Summer Program 2025

Description: Requesting CSAs for individuals listed below, Adult Assistants, for Ee Gah Kii Maht Elementary Summer Program: Session 1; June 9, 2025 – June 26, 2025; Monday through Thursday; 2-6 PM (total 56 hours):

Justine Steward \$784.00

Financial Impact: \$784.00

Funding Source (Budget/grant, etc.): 126 64 170 1340 120 (70%); 226 64 170 1340 120 (30%)

Attachment(s): Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 5/20/25

Board Approval: 5/28/25

Contractor: Justine Steward

Phone: _____

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

Type of Project/Service (be specific): Adult Assistant for the Ee-Kah-Kii-Maht Summer Program. Contractor will provide structured recreational activities for students K-12; Monday thru Thursday from 2 – 6 pm. Contractor will help schedule all summer activities that are scheduled for this Summer Session. Contractor will assist in checking in youth as they arrive each day and as they check out each day, at every site, on a daily basis. Contractor will complete 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-Kii-Maht Program. Contractor will need to turn in time sheets for themselves on a weekly basis. Contractor will be under the supervision of Heidi BullCalf and will be required to follow all standards for continued employment.

Contracted Dates: 6/9/25 to 6/26/25

Rate per hour/per day: \$14.00 per hour x 56 hours = \$784.00

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 = \$784.00

Contract to be paid from:

126 64 170 1340 120 (70%)

226 64 170 1340 120 (30%)

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