

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/29/2026



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: 9/23/26

To: Rebecca Rappold
Superintendent of Schools

From: Reid Regan
Title: Maintenance Director

Subject: CSA: Construct Walls, Prepare and Paint Office at Administration Building

Description: Requesting approval of a Contract Service Agreement with Kelly Edwards to construct walls, prepare, and paint an office at the School Administration Building. Materials are included in the quoted price.

Financial Impact: \$4000.00

Funding Source (Budget/grant, etc.) 126/226.90.168.4500.725.89

Attachment(s): CSA

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

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

Date: 9/23/26

Board Approval Date: 9/29/2026

Contractor: Kelly Edwards

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Kelly Edwards to construct walls, prepare, and paint an office at the School Administration Building. Materials are included in the quoted price.

Contracted Dates: 09/30/2026 – 10/09/2026

Rate per hour/per: _____ = \$ _____
Per Diem/per day: _____ x _____ # of Days = N/A
Mileage: _____ miles @ _____ per mile = N/A
Other costs (explain): Materials and Labor = \$4,000.00 NTE
Total Project Cost = \$4,000.00 NTE

Contract to be paid from:
126/226.90.168.4500.725.89

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

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