

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/11/25



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: 11/3/25

To: Rebecca Rappold
Superintendent

From: Francis Wayne BullCalf
Title: Transportation Supervisor

Subject: CSA: 1st Aid/CPR Training 2025-2026

Description: Request to approval for a contract service agreement for Brenda Guardipee to provide BPS bus drivers with 1st Aide/CPR training. This training is required to stay in compliance with State laws.

Financial Impact: \$210.00

Funding Source (Budget/grant, etc.): 110/210-96-167-2700-330

Attachment(s): CSA/Invoice

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: 11/3/25

Board Approval Date: 11/11/25

Contractor: Brenda Guardipee

Phone: _____

Address: PO Box 1342

Browning

MT

59417

P.O. Box or Street Address

City

State

Zip

Type of Project/Service (be specific): Provide 1st Aid/CPR for driver's required by state law to drive school bus.

Contracted Dates: 11/12/25

Rate per hour/per day: \$50.00 per person + \$20.00 per card = \$210.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Fringe = \$

Total Project Cost = \$

Contract to be paid from:

110-96-167-2700-330-0000

210-96-167-2700-330-0000

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

11/3/2025

Mr. Wayne Bull Calf
Browning Public Schools
Transportation Department
Browning, MT 59417

Dear Mr. Bull Calf

Re: First Aid CPR AED Course 11/12/2025

Thank you for selecting me to put on a First Aid CPR AED course on November 12, 2025 at the Transportation Dept. beginning 08:30. The following is a detail of the invoice for the course:

3 students @ \$50.00 each	\$150.00
3 cards @ \$20.00 each	\$ 60.00
Total	<hr/> \$210.00

Please let me know if there are any changes. Thank you.

Thank You,



Brenda Guardipee
Instructor