

Browning Public Schools
Board Agenda Request
Meeting To Be Held:8/26/25



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:8/21/25

To: Rebecca Rappold
 Superintendent

From: Dalaina Grant
Title: Food Service Director

Subject: First Aid/CPR Class-Food Service 2025-2026

Description: Request approval of a Contract Service Agreement for Brenda Guardipee to put on a First Aid/CPR class 8/22/25 for Food Service employees.

Financial Impact: \$770.00

Funding Source (Budget/grant, etc.):112.92.910.3100.610

Attachment(s):

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: 8/12/25

Board Approval Date: _____

Contractor: Brenda Guardipee

Phone: 406-338-2952

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

Type of Project/Service (be specific): First aid/CPR training for all cooks for the 2025-2026 School Year.

Contracted Dates: August 22, 2025

Rate per hour/per day: \$50 per person + \$20 per card x 11 people = \$770.00

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

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

Other costs (explain): Fringe = \$

Total Project Cost = \$770.00

Contract to be paid from:

112.92.910.3100.610

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