

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: May 28, 2025



**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:** CSA: Ee Gah Kii Maht Student Workers, Second Session Summer 2025

**Description:** Heidi BullCalf is requesting to hire students for the Ee Gah Kii Maht Elementary Summer Program: 2<sup>nd</sup> Session; July 14 – July 31, 2025 (14 days) ; 2 – 6 pm (4 hours) for a total of 56 hours.

1. Aspen Vaile
2. Cameron Wolf Tail
3. Camee Rides At The Door

**Financial Impact:** 590.80 each (\$1772.40)

**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: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** 05/20/25

**Board Approval:** 05/28/25

**Contractor:** Sample Contract

**Phone:** \_\_\_\_\_

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

MT 59  
City State Zip

**Type of Project/Service** (be specific): Student Worker for the Ee Kah Kii Maht Summer 2024 Program. Contractor will provide structured Activities and other duties during the tutoring hours for Ee Kah Kii Maht Summer Program (Grades K-12). Contractor is under the supervision of the Director of Student Activities and will be responsible for all students for continued employment with the district.

**Contracted Dates:** 7/14/25 – 7/31/25

Rate per hour/per day: \$10.55 per hour x 4 hrs/day x 14 days = \$590.80

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** = \$590.80

**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**

\_\_\_\_\_  
**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