

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 2; July 14 – July 31, 2025; Monday through Thursday; 2-6 PM (total 56 hours):

1. Justine Steward

**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:** 7/14/25 – 7/31/25

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**