

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 26, 2024



**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:**        6/20/24

**To:**            Rebecca Rappold  
                    Superintendent

**From:**       Heidi Bullcalf  
                    Title:        Student Activities Coordinator

**Subject: CSA: Certified EE Kah Kii Maht Summer Program Assistants 2024-2025**

**Description:** Request approval of contract service agreements for Certified Ee Kah Kii Maht Summer Program Assistants. Monday through Thursday, July 1 – July 31, 2024 (excluding July 4 and 11). There will be two shifts 8 AM – 4:30 PM and 1PM - 9 PM which will be assigned by the Student Activities Coordinator.

1. Jade Guardipee; Adult Assistant
2. Geneieve Wilson-Bragg; Adult Assistant
3. Ashley BullCalf; Adult Assistant
4. Andrea Sangray; Assistant Coordinator
5. Douglas Blackman; Assistant Coordinator

**Financial Impact:** **\$14,280.00** (8 hours/day x 17 days x \$21.00/hr = \$2,856.00 ea) "Per the Temporary Compensation salary Schedule 10/25/23"

**Funding Source (Budget/grant, etc.):** 126.64.170.1340.120

**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:** 6/20/24

**Board Approval:** 6/26/24

**Contractor:** Sample Contract

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

**Address:** \_\_\_\_\_ Box Browning, MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Certified Assistant for the Ee Kah Kii Maht Tutoring Summer Learning Plan (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the Ee Kah Kii Maht Learning Summer Plan. Contractor will be working 8 am – 4:30 pm, Monday – Thursday. Contractor will maintain daily sign-in logs to document tutoring activity. Employee is under the supervision of the Student Activities Coordinator who is responsible for all standards of employment.

**Contracted Dates:** 7/1/24 to 7/31/24 (July 4 & 11 off)

Rate per hour/per day: \$21.00/hour x 136 hours = \$2,856.00

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 = \$2,856.00**

**Contract to be paid from:**

126.64.170.1340.120

**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