

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



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**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

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**Date:**        May 25, 2025

**To:**            Board of Trustees

**From:**       Rebecca Rappold

**Title:**        Superintendent

**Subject:** **Aimsweb ELA Assessment for BMS & BHS 2025-2026**

**Description:** Recommend a contract service agreement for Ruth Shea to complete Aimsweb ELA ORF assessment at BMS & BHS during the fall, winter, & spring benchmarking periods of the 25-26 school year.

**Financial Impact:** \$6,000.00 (up to 240 hours @ \$25.00/hr + Fringe)

**Funding Source (Budget/grant, etc.):** 115.90.494.2213.150.234

**Attachment(s):** Contract Service Agreement

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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**Board Action:**    ☐ N/A (Info)              ☐ Approved              ☐ Denied              ☐ Tabled to: \_\_\_\_\_

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

**Date:** May 28, 2025

**Board Approval:** 05/28/2025

**Contractor:** Ruth Shea

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

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

**Type of Project/Service** (be specific): Contractor will complete Aimsweb ELA ORF at BMS & BHS during the 25-26 SY . Contractor will complete the Oral Reading Fluency (ORF) individual student assessment for students in grades 6-12 that indicate a need based on their subtest scores.

**Contracted Dates:** 8/18/25-6/05/26

Rate per hour/per day: \$25.00 x 240 (hrs.) = \$6,000.00

Per Diem/per day: NA x NA # of Days = NA

Mileage: NA miles @ NA per mile = NA

Other costs (explain): N/A = NA

**Total Project Cost** = **\$6,000.00**

**Contract to be paid from:**

115.90.494.2213.150.234

\_\_\_\_\_

**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.