

Browning Public Schools
Board Agenda Request
Meeting to Be Held: March 26, 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: March 19, 2025

To: Rebecca Rappold
 Superintendent

From: Robert Hall
Title: BNAS Director

Subject: CSA: Hide Tanning Workshop 2024-2025

Description: Request a contract service agreement for Andrew Gussmann to help lead a 4-day hide tanning workshop for Browning High School. Contractor will supply all materials.

Financial Impact: \$1,800.00

Funding Source (Budget/grant, etc.): 115.90.374.2213.320.510

Attachment(s): CSA

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: 3/19/25

Board Approval: 3/26/25

Contractor: Andrew Gussmann

Phone: _____

Address: _____ Browning, MT 59417

P.O. Box or Street Address

City, State, Zip

Type of Project/Service (be specific) Contractor will work with students during a 4-day hide tanning workshop at BHS and will supply all necessary equipment: Frames, scrapers, softening disc, etc. Hides will be prepped ahead of the workshop and additional deer hides.

Contracted Dates: April 8-10, 2025

Rate per hour/per day: \$450 x 4 # of Days = \$1,800.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): _____ = _____

Total Project Cost = **\$1,800.00**

Contract to be paid from:

115.90.374.2213.320.510

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

Robert Hall
Principal/Supervisor

92-2652733
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