

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May13, 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: May 6, 2025

To: Rebecca Rappold
 Superintendent

From: Robert Hall
Title: BNAS Director

Subject: Contract Service Agreement: BNAS Online Assessment 2024-2025

Description: Request a contract service agreement for Sierra Matt-Heptner to help complete the BNAS Online Assessment. Contractor will help students in Blackfoot language specials and students in Blackfoot Immersion classes to take the Blackfoot language assessment created by the BNAS department. BNAS Instructional Coach will work with contractor and help them navigate the digital landscape of logging on and taking the assessment properly.

Financial Impact: \$2,000.00

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

Attachment(s): N/A

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: 05/6/2025

Board Approval: 5/13/25

Contractor: Sierra Matt-Heptner

Phone: N/A

Address: _____

P.O. Box or Street Address

City, State, Zip

Type of Project/Service (be specific): Contractor will help students in Blackfoot language specials and students in Blackfoot immersion classes to take the Blackfoot language assessment created by the BNAS department. BNAS Instructional Coach would work with contractor and help them navigate the digital landscape of logging on and taking the assessment properly

Contracted Dates: 5/05/25 to 05/16/25

Rate per hour/per day: \$25.00 x 8 hrs x 20 # of Days = \$2,000.00

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 = **\$2,000.00**

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

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.