

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



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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:**      6/20/24

**To:**        Rebecca Rappold  
                 Superintendent

**From:**   Heidi Bullcalf  
                 Title:      Director of Alternative Education

**Subject:** 21<sup>st</sup> Century Assistant - Summer Program 2023-2024

**Description:** Request approval of a contract service agreement for Rick Hoyt, summer school adult assistant, for the 21<sup>st</sup> Century Summer Program June 5, 2024 – June 27, 2024 Monday through Thursday. There will be two shifts 8 AM – 4:30 PM and 1-9 PM. Shifts will be assigned by Student Activities Coordinator. Not to exceed 112 hours.

**Financial Impact:** \$1,456.00 (8 hours/day x 14 days x \$13.00/hr) "Per the Temporary Compensation salary Schedule 10/25/23"

**Funding Source (Budget/grant, etc.):** 215 68 434 2100 120 422

**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:** 6/20/24

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

**Contractor:** Rick Hoyt

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

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

**Type of Project/Service** (be specific): Tutor for the 21<sup>st</sup> Century Tutoring Summer Learning Plan (grades K-12).  
Contractor will provide structured Activities and other duties during the tutoring hours for the 21<sup>st</sup> Century 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 will be responsible for all standards of employment.

**Contracted Dates:** 6/5/24 to 6/27/24

Rate per hour/per day: \$13.00 per hour x 112 hours = \$1,456.00

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 = \$1,456.00**

**Contract to be paid from:**

215 68 434 2100 120 422

**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