

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 6/26/24



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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:**        6/19/24

**To:**           Rebecca Rappold  
                    Superintendent

**From:**      Bev Sinclair  
                    Title:      HR Director

**Subject:**    **CSA: Inventory and Prepare iPads – BES Elementary 2024-2025**

**Description:** Requesting contract service agreements for Shawnee Skunkcap to inventory and prepare iPads at Browning Elementary for the 2024-25 school year. Not to exceed 40 hours between 6/27/24 – 7/31/24.

**Financial Impact:** \$840.00 (40 hours x \$21.00)

**Funding Source (Budget/grant, etc.):** 126 20 120 2400 150

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

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

**Date:** 6/19/24

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

**Contractor:** Shawnee Skunkcap

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

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

**Type of Project/Service** (be specific): Inventory and prepare iPads at Browning Elementary for the 2024-25 school year. Not to exceed 40 hours

**Contracted Dates:** 6/27/24 to 7/31/24

Rate per hour/per day: \$21.00 per hour x 40 hours = \$840.00

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = N/A

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): Not to exceed 40 hours = N/A

**Total Project Cost = \$840.00**

**Contract to be paid from:**

126 20 130 2400 150

**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