

Browning Public Schools
Board Agenda Request
Meeting To Be Held:



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: August 15, 2025

To: Rebecca Rappold
 Superintendent

From: Brittany Burns
 Title: Childcare Coordinator

Subject: CSA: First Aid/CPR Class-Childcare 2025-2026

Description: Request approval of Contract Service Agreement for Brenda Guardipee to facilitate First Aid & CPR training for 7 Childcare employees on August 19th, 2025

Financial Impact: \$490.00

Funding Source (Budget/grant, etc.): 170.72.920.3200.320

Attachment(s): CSA

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

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

Date: 8/15/25

Board Approval Date: 8/26/25

Contractor: Brenda Guardipee

Phone: 406-229-0949

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

Type of Project/Service (be specific): First Aid and CPR Training for Childcare employees per state licensure.

Contracted Dates: 8/19/25

Rate per hour/per day: \$50.00 + \$20.00 card x 7 people = \$ 490.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Fringe = \$

Total Project Cost = \$490.00

Contract to be paid from:

170.72.920.3200.320

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

81-6000470

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.

White – Contractor

Yellow – Business Office