

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/11/23



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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:**    October 3, 2023  
**To:**        Corrina Guardipee-Hall                      **From:**    John Salois  
                    Superintendent of Schools                      **Title:**     Director of Human Resources

**Subject: Ee-Kah-Ki-Maht Assistant Worker 2023-2024**

**Description:** Heidi Bullcalf requests a contract service agreement for Shaun StillSmoking as Ee-Kah-Ki-Maht Assistant Worker 2023-2024.

**Financial Impact:** \$7,540.00 + fringe

**Funding Source (Budget/Grant, etc.):** 215.68.434.2100.112.422 (Ee-Kah-Ki-Maht)

**Attachment(s):** None

**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: 10/3/24

Board Approval: 10/10/23

Contractor: Shaun StillSmoking

Telephone: \_\_\_\_\_

Address: P.O. Box City: Browning State: Mt. Zip: 59417

**Type of Project/Service** (be specific): Contractor will provide structured recreational afterschool activities. Contractor will be working 4:00 am –9:00 pm Monday thru Thursday at the Browning Public Schools (Grades K-12). Contractor will provide bi-weekly timesheets to the Heidi Bullcalf and maintain daily sign-in logs to document tutoring activity. Employee is under the supervision of the Heidi Bullcalf and will be responsible for all standards of employment for continued employment with the district.

**Contracted Dates:** 10/11/23 – 5/30/24

Rate per hour/per day: \$13.00 per hour @ 20 hours per week x 29 = \$7,540.00

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** = **\$7,540.00**

**Contract to be paid from:**

[215.68.434.2100.112.422](https://www.browningmontana.gov/215.68.434.2100.112.422)

**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**

\_\_\_\_\_  
**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.