

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 04/09/24



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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:**    04/03/24

**To:**        Corrina Guardipee-Hall  
                  Superintendent

**From:**    Bev Sinclair  
                  Title:    Director of Alternative Education

**Subject:** **CSA: June Leadership Week 2023-20024**

**Description:** Rebecca Rappold is requesting a CSA for Shanna Little Dog-Leon to support Certified Staff at BES with CSIC, ISAP Development, and SLT Planning Committee.

**Financial Impact:** \$720.00 (per Temporary Employment Compensation Schedule)

**Funding Source (Budget/grant, etc.):** 115.90.787.1700.150.634

**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:** 04/4/24

**Board Approval:** 4/9/24

**Contractor:** Shanna Little Dog-Leon

**Phone:** 406-450-2152

**Address:** Box 704 Browning, MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will support certified staff with CSIC, ISAP Development, and SLT Planning Committee.

**Contracted Dates:** 06/04/24 – 06/10/24

Rate per hour/per day: \$18.00 per hour x 40 hours per week x 1 week = \$720.00

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 = \$720.00**

**Contract to be paid from:**

115.90.787.1700.150.634

**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**