

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: Nov. 16, 2023



**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


**Date:** Nov. 14, 2023

**To:** Corrina Guardipee-Hall  
Superintendent of Schools

**From:** Rebecca Rappold  
Title: Director of Curriculum/Instruction

**Subject: CSA: DeLaSalle Tutor SY 2023-2024**

**Description:** CSA for to provide ELA tutoring for the remainder of the 2023-2024 SY. Contractor will provide tutoring services for students in the subject of mathematics for the DeLaSalle Blackfeet School as part of the non-public school's participation in the ESEA federal grants programs administered through Browning Public Schools. Contract will work a maximum of 40 hours/week. Timesheets will be submitted to direct building supervisor and BPS Supervisor-Rebecca Rappold weekly.

 Karlene Whitegrass, ELA Tutor-DeLaSalle  
**Pending Successful Background Check**

**Financial Impact:** \$14,560.00 (\$13.00.00/hour @ up to 40 hours/week from October 26, 2023-May 30, 2024 +20% Fringe) Extended Day Activities-Noncertified Tutor

**Funding Source (Budget/grant, etc.):** [Title I Part A Basic-115.48.420.1700.112.223](#)

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

**Board Action:** ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: \_\_\_\_\_

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

**Date:** 10/17/23

**Board Approval:** 11/16/2023

**Contractor:** Karlene White grass

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

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

P.O. Box or Street Address

City State Zip

**Type of Project/Service** (be specific): CSA for Karleen White grass will provide math tutoring for the remainder of the 23-24 SY. Contractor will provide tutoring services for students in the subject of ELA for the DeLaSalle Blackfeet School as part of the non-public school's participation in the ESEA federal grants programs administered through Browning Public Schools. Contractor will work a maximum of 40 hours/week. Timesheets will be submitted to direct building supervisor and BPS Supervisor-Rebecca Rappold weekly.

**Contracted Dates:** 10/26/23-5/30/24

Rate per hour/per day: \$13.00/hr x 40 hrs/week up to 28 weeks = \$14,560.00

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

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

Other costs (explain): 20% Fringe = N/A

**Total Project Cost** = **\$14,560.00**

**Contract to be paid from:**

[Title I Part A Basic-115.48.420.1700.112.223](#)

**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**

\_\_\_\_\_  
**Rebecca Rappold**  
**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