

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



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: 5/19/24

To: Rebecca Rappold
Superintendent

From: Heidi Bullcalf
Title: Student Activities Coordinator

Subject: Ee Kah Kii Maht Adult Assistant Summer Program 2024-2025

Description: Request approval of a contract service agreement for Rick Hoyt, summer school adult assistant, for the EeKahKiiMaht Summer Program July 1, 2024 – July 31, 2024 (excluding July 4 and July 11); Monday through Thursday. There will be two shifts 8 AM – 4:30 PM and 1-9 PM. Shifts to be assigned by Student Activities Coordinator. Not to exceed 136 hours.

Financial Impact: \$1,768.00 (8 hours/day x 17 days x \$13.00/hr) "Per the Temporary Compensation salary Schedule 10/25/23"

Funding Source (Budget/grant, etc.): 126.64.170.1340.120

Attachment(s): Contract Service Agreement

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: 5/21/24

Board Approval: 7/26/2024

Contractor: Rick Hoyt

Phone: _____

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

Type of Project/Service (be specific): Tutor for the Ee Kah Kii Maht Summer Learning Plan (grades K-12). Contractor will provide structured Activities and other duties during the tutoring hours for the Ee Kah Kii Maht Learning Summer Plan. Contractor will work 8 am – 4:30 pm or (1-9 pm) Monday – Thursday. Contractor will maintain daily sign-in logs to document tutoring activity. Employee is under the supervision of Student Activities Coordinator who will be responsible for all standards of employment.

Contracted Dates: 7/1/24 to 7/31/24 (July 4 and 11 off)

Rate per hour/per day: \$13.00 per hour x 136 hours = \$1,768.00

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 = \$1,768.00

Contract to be paid from:

126.64.170.1340.120

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

Heidi Bullcalf
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