

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/27/26



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: 1/14/26

To: Rebecca Rappold
 Superintendent

From: Francis Wayne Bull Calf
 Title: Transportation Supervisor

Subject: **CSA: 1st Aid/CPR Training 2025-2026**

Description: Request to approve a contract service agreement for Brenda Guardipee to provide BPS bus drivers with 1st Aid/CPR training on 1/28/26, training is required to stay in compliance with State Laws

Financial Impact: \$210.00

Funding Source (Budget/grant, etc.):110/210-96-167-2700-330

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) 338-3200

Date: 1-14-2026

Board Approval: _____

Contract Brenda Guardipee

Address: 1342 Browning, Mt 59417
P.O. Box or Street Address, City, State, Zip

Type of Project/Service (be specific): Provide 1st Aid/ CPR Class for Driver's required to drive school bus.

Contracted Dates: 1/28/26

Rate per hour/per day: 50.00 per person x \$20.00per card x 3 people = \$210.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): _____ = _____

Total Project Cost = \$ 210.00

Contract to be paid from:

110-96-167-2700-0330 -0000

210-96-167-2700- 0330 -0000

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.

Brenda Guardipee

Contractor's Signature

517-74-9408

SSN/Federal ID Number/EIN

Francis Wayne Bull Calf

Principal/Supervisor

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.

1-14-2026

Mr. Wayne Bull Calf
Browning Public Schools
Transportation Department
Browning, MT 59417

Dear Mr. Bull Calf

Re: First Aid CPR AED Course 01-28-2026

Thank you for selecting me to put on a First Aid CPR AED course on January 28th, 2026 at the Transportation Dept. beginning 08:30. The following is a detail of the invoice for the course:

3 students @ \$50.00 each	\$150.00
3 cards @ \$20.00 each	\$ 60.00
Total	<hr/> \$210.00

Please let me know if there are any changes. Thank you.

Thank You,

Brenda Guardipee
Instructor