

Browning Public Schools
Board Agenda Request
Meeting to Be Held: May 28, 2025



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: May 25, 2025

To: Board of Trustees

From: Rebecca Rappold
Title: Superintendent

Subject: Big Sky & Glendale Colony Schools Library-Media Services 25-26 SY

Description: Rebecca Rappold, Colony Schools Principal is recommending Ruth Shea to provide library media services to the Colony Schools for the 2025-2026 SY. Mrs. Shea will work a maximum of 64-hours.

Financial Impact: \$3,378.00 (\$52.78+Fringe not to exceed 64 hours)

Funding Source (Budget/grant, etc.): 101.44.420.1000.112.223 (50%);101.46.420.1000.112.223 (50%)

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: May 28, 2025

Board Approval: 05/28/2025

Contractor: Ruth Shea

Phone: _____

Address: _____
P.O. Box or Street Address,

_____ Cut Bank, Montana 59427
City, State, Zip

Type of Project/Service (be specific): Contractor will provide library-media services to Big Sky & Glendale Schools during the 25-256SY. Instructional program will target the MT Content Standards for Library Media, grades K-8.

Contracted Dates: 8/18/25-6/05/26

Rate per hour/per day: \$52.78 x 64 (hrs.) = \$3,378.00

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

Mileage: NA miles @ NA per mile = NA

Other costs (explain): N/A = NA

Total Project Cost = **\$3,378.00**

Contract to be paid from:

101.44.420.1000.112.223 (50%)

101.46.420.1000.112.223 (50%)

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.