

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 14, 2026



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: 04/7/26

To: Rebecca Rappold
 Superintendent of Schools

From: Beverly Sinclair
Title: Director of Human Resources

Subject: CSA: Ee-Kah-Kii-Maht After-School Program, BMS/BHS 2025-2026

Description: Requesting Contract Service Agreements for Ee-Kah-Kii-Maht BMS/BHS Open Gym After-School Program -- Adult Assistant April 15, 2026 – June 4, 2026.

 Annette Burdeau, BMS/BHS

Financial Impact: 3 hours/day x 29 days = 87 hours x \$14.00/hour = \$1,218.00 (Per Temporary Compensation Schedule, 10/25/23)

Funding Sources: 126.64.170.1340.120 (Impact Aid)

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled: _____

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

Date: 4/7/26

Board Approval: 4/14/26

Contractor: Annette Burdeau

Phone: _____

Address: _____ MT 59
 P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide structured recreational activities for students during work hours. Contractor will help schedule all after-school activities and assist in checking in youth as they arrive each day and as they check out each day, at every site, on a daily basis. Contractor will complete activities with youth and always be engaged and willing to do physical fitness drills. Contractor will be responsible for all gear they are entrusted with and be responsible for all lost and damaged gear. Contractor will provide assistance to the Student Activities Coordinator on an as-needed basis and be in charge of youth participants of the Ee-Kah-Kii-Maht Program. Contractor will turn in time sheets for themselves on a weekly basis. Contractor will be under the supervision of Jessie Salway and will be required to follow all standards for continued employment.

Contracted Dates: 4/15/26-6/4/26

Rate per hour/per day: \$14.00 per hour x 87hours = \$1,218.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): _____ = N/A

Total Project Cost = \$1,218.00

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

Principal/Supervisor

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.