

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/30/2026



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations 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
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Date: 6/22/26

To: Rebecca Rappold
Superintendent of Schools

From: Kellen Hall
Title: Athletic Director

Subject: CSA: Amber Carwright-Training Lynx Timing System & Sequence System on Laptops

Description: Requesting approval for contract service agreement with Amber Cartwright to provide training to 5-6 BHS staff on the Lynx Timing System. Amber will also sequence the system on the laptops.

Financial Impact: \$300.00

Funding Source (Budget/grant, etc.) 226.60.720.3500.330

Attachment(s): CSA

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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

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

Date: 6/22/2026

Board Approval Date: 6/30/2026

Contractor: Amber Cartwright

Phone: (406) 845-9578

Address: 209 1st Ave NW Cut Bank MT 59427
P.O. Box or Street Address **City** **State** **Zip**

Type of Project/Service (be specific): Amber Cartwright to provide training to 5-6 BHS staff on the Lynx Timing System. Amber will also sequence the system on the laptops.

Contracted Dates: 6/25/26

Rate per hour/per day: \$300 per day x 1 day = \$300.00
Per Diem/per day: _____ x _____ # of Days = N/A
Mileage: _____ miles @ _____ per mile = N/A
Other costs (explain): Fringe = \$ _____
Total Project Cost = \$300.00

Contract to be paid from:
226.60.720.3500.330

Independent Contractor:

- Submit invoice on completion
 Other Submit payment after completion

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.

White – Contractor

Yellow – Business Office