

**Browning Public Schools
Board Agenda Request**

Meeting To Be Held: September 28, 2022



- 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: 9/20/22

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Rebecca Rappold
 Title: Principal-Big Sky and Glendale Schools

Subject: Contract Service Agreement: Substitute Teaching-Big Sky School 2022-2023

Description: Request approval of contract service agreement for Big Sky School for substitute teaching (if needed due teacher absence) as assigned by the building principal.

Financial Impact: up to \$1,372.00 (\$14.00/hour x 7 hrs per day x up to 14 days) substitute teaching as assigned by the building principal.

- Timesheets submitted quarterly to building principal

Funding Source (Budget/grant, etc.): [Big Sky Colony School 101.46.120.1700.122](#)

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) 338-2708

Date: 9/20/22

Board Approval: 9/28/2022

Contractor: Big Sky School

Phone: _____

Address: _____

P.O. Box or Street Address

City State Zip

Type of Project/Service (be specific): Big Sky School will provide substitute teaching as assigned by building principal.

Contracted Dates: 2022-2023 School Year

Rate per hour/per day: up to \$14.00/hour x 7 hrs/day x 14 days = \$1,372.00

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

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

Other costs (explain): Not to exceed \$1,372.00 = N/A

Total Project Cost = **\$1,372.00**

Contract to be paid from:

[101.46.120.1700.122](#)

Independent Contractor:

Submit invoice on completion

Other _____

Employee:

Submit timesheet through payroll **Quarterly**

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

Rebecca Rappold

Principal/Supervisor

N/A
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