

Browning Public Schools Board Agenda Request

Meeting To Be Held: November 12, 2024



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: 11/4/24

To: Board of Trustees
Superintendent of Schools

From: Rebecca Rappold
Title: Superintendent of Schools

Subject: **CSA: Substitute Teaching - Glendale School 2024-2025**

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

Financial Impact: up to \$1,372.00 (up to \$14.00/hour x 7 hrs per day x up to 14 days) Timesheets submitted quarterly to building principal

Funding Source (Budget/grant, etc.): [Glendale Colony School 101.44.120.1700.122](#)

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: 11/4/24

Board Approval: 11/12/24

Contractor: Glendale School

Phone: _____

Address: _____

P.O. Box or Street Address

City State Zip

Type of Project/Service (be specific): Contractor will provide substitute teaching as assigned by building principal. Timesheets submitted quarterly to building principal

Contracted Dates: 2024-2025 School Year

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

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$1,372.00 = NA

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

Contract to be paid from:

[101.44.120.1700.122](https://www.101.44.120.1700.122)

Independent Contractor:

Submit invoice on completion

Submit timesheet to building principal

Employee:

Submit timesheet to building principal

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 A. Rappold

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.

White – Contractor

Yellow – Business Office