

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 05/14/24



- 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:** 5/7/24

**To:** Corrina Guardipee-Hall  
Superintendent

**From:** Rebecca Rappold  
Principal-Big Sky & Glendale Schools

**Subject:** Big Sky & Glendale Colony Schools Library-Media Services 24-25 SY

**Description:** I am recommending a contract service agreement for Ruth Shea to provide library media services to the Colony Schools for the 2024-2025 SY. Mrs. Shea will work a maximum of 64-hours.

 Ruth Shea, Colony Library Media Services, MA+10/6

**Financial Impact:** \$3,378.00 +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 8, 2024

**Board Approval:** 5/14/2024

**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 24-25 SY. Instructional program will target the MT Content Standards for Library Media, grades K-8.

**Contracted Dates:** 08/19/24 to 06/06/25

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

Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_

Other costs (explain): Fringe \$676.00 = \_\_\_\_\_

**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:**

Invoice/Payment Monthly

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.