

Browning Public Schools  
**Board Agenda Request**  
 Meeting To Be Held: 07/31/24



**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:**        07/23/24

**To:**            Board of Trustees  
 Browning Public Schools

**From:**       Rebecca Rappold  
**Title:**        Superintendent

**Subject: CSA: New Teacher Orientation Stipends 2024-2025 SY**

**Description:** I am requesting the approval of contact services agreements for the New Teacher Orientation which will occur between August 12-16, 2024. New teachers will be paid at the daily paid rate of \$100 for each of the 5 days of training.

	<b>New Teacher</b>	<b>Amount</b>
<b>1.</b>	Bobbi Jo Powell	\$500.00
<b>2.</b>	Cicily Henderson	\$500.00
<b>3.</b>	Samantha Devereaux	\$500.00
<b>4.</b>	Shelby Hannon	\$500.00
<b>5.</b>	Myron HeavyRunner	\$500.00
<b>5.</b>	Vibekke Carpenter	\$500.00
<b>Financial Impact</b>		<b>\$3,000.00</b>

**Funding Source (Budget/grant, etc.):** 126.90.100.2213.150 (75%); 226.90.100.2213.150 (25%)

**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:** August 12, 2024

**Board Approval:** July 31, 2024

**Contractor:** Sample CSA

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will participate in 5 full days of professional development (August 12-16, 2024) as part of new teacher orientation from 8:00am to 3:00pm. No partial payment will be made for daily partial participation in professional development under 6 hours in duration.

**Contracted Dates:** 8/12/2024 - 8/16/2024

Rate per hour/per day: \$100 per day X 5 days = \$500.00

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

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

Other costs (explain): Not to exceed total \$ amount = \_\_\_\_\_

**Total Project Cost** = **\$500.00**

**Contract to be paid from:**

126.90.100.2213.150 (75%)

226.90.100.2213.150 (25%)

**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**

\_\_\_\_\_  
**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**