

# 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

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**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-Glendale School 2022-2023**

**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** (\$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.):** Glendale Colony School 101.44.120.1700.122

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**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:** Glendale School

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

**Address:** \_\_\_\_\_

P.O. Box or Street Address

City State Zip

**Type of Project/Service** (be specific): Glendale 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:**

[101.44.120.1700.122](tel:101.44.120.1700.122)

**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 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