

Browning Public Schools  
**Board Agenda Request**  
 Meeting to Be Held: 8/13/24



- 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:**        8/7/24

**To:**            Rebecca Rappold  
                     Superintendent

**From:**        Bev Sinclair  
                     Title:        HR Director

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

**Description:** Request 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 x 5 days of training.

	<b>New Teacher</b>	<b>Amount</b>
1.	Dianne McDonald	\$500.00
2.	Kara DeRoche	\$500.00
	<b>Financial Impact</b>	<b>\$1,000.00</b>

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

**Attachment(s):**    Contract Service Agreements

**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 7, 2024

**Board Approval:** 8/13/24

**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 am – 3 pm each day. No partial payment will be made for daily participation in professional development under 6 hours in duration.

**Contracted Dates:** 8/12/24 to 8/16/24

Rate per hour/per day: \$100.00 per day x 5 days = \$500.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

**Total Project Cost = \$500.00**

**Contract to be paid from:**

115 50 471 1000 119 662 (40%)

115 60 471 1000 119 664 (60%)

**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**

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