

Browning Public Schools

Board Agenda Request

Meeting To Be Held: February 8, 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

Date: 2/1/2022

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Rebecca Rappold
Title: Principal-Big Sky and Glendale Schools

Subject: Contract Service Agreement: Substitute Teaching/Custodial Services 2021-2022

Description: Request approval of AN ADDITIONAL contract service agreement for Big Sky School for substitute teaching (if needed due to COVID quarantine of a classroom, staff, or school) and deep cleaning of the school facility assigned as needed by the building principal due to the lack of classroom teacher in the upper grade classroom. Big Sky School has 29 students and 1 certified teacher. This CSA allows for Enoch Wipf to substitute teacher in the afternoons when the TA is supporting Glendale School.

Financial Impact: \$6,210.00 (\$4860.00 substitute teaching & \$1350.00 cleaning)

(\$13.50/hour x 3 hrs per day x up to 120 days)-substitute teaching as assigned by the building principal

(\$13.50/hour for up to 100 hrs)-cleaning as assigned by the building principal

- Timesheets submitted regularly to building principal

Funding Source (Budget/grant, etc.): **Big Sky School 101.46.120.1700.122**

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: 11/15/21

Board Approval: 11/23/2021

Contractor: Big Sky School

Phone: _____

Address: _____

P.O. Box or Street Address

City State Zip

Type of Project/Service (be specific): Contractor will provide substitute teacher as needed and deep clean as needed due to COVID.

Contracted Dates: 2021-2022 School Year

Rate per hour/per day: \$13.50/hour x 7 hrs per day x 14 Days and 100 hrs = \$2,673.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$2,673.00 = NA

Total Project Cost = \$2,673.00

Contract to be paid from:

Big Sky School 101.46.120.1700.122

Independent Contractor:

☐ Submit invoice on completion

☒ **Other:** Submit timesheet to building principal

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

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