

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 8, 2023



- 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: 8/2/2023

To: Corrina Guardipee-Hall
 Superintendent of Schools

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

Subject: CSA: Substitute Teaching - Glendale School 2023-2024 SY

Description: Request approval of contract service agreement for Glendale School for substitute teaching (if needed due to teacher absence) as assigned by the building principal.

Financial Impact: **\$1,372.00** (Not to Exceed: \$14.00/hour x 7 hrs per day x 14 days) 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: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 8/2/23

Board Approval: 8/8/2023

Contractor: Glendale School

Phone: _____

Address: _____

P.O. Box or Street Address

City State Zip

Type of Project/Service (be specific): Contractor will provide substitute teaching as assigned by building principal up to 7 hours per day @ 14 days. Timesheets will be submitted quarterly.

Contracted Dates: 2023-2024 School Year

Rate per hour/per day: up to \$14.00/hour x 7 hrs per day x 14 Days = \$1,372.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): Not to exceed \$1,372.00 = NA

Total Project Cost = **\$1,372.00**

Contract to be paid from:

[101.44.120.1700.122](https://www.fedex.com/ship/101.44.120.1700.122)

Independent Contractor:

Submit invoice on completion

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