

# Browning Public Schools Board Agenda Request

Meeting To Be Held: November 12, 2024



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**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:**        11/4/24

**To:**            Board of Trustees

**From:**        Rebecca Rappold

**Title:**         Superintendent of Schools

**Subject: CSA: Substitute Teaching - Big Sky School 2024-25**

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

**Financial Impact: up to \$1,372.00** (up to \$14.00/hour x 7 hrs per day x up to 14 days) Timesheets submitted quarterly to building principal

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

**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:** 11/4/24

**Board Approval:** 12/12/24

**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 teaching as assigned by building principal. Timesheets submitted quarterly to building principal

**Contracted Dates:** 2024-2025 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:**  
101.46.120.1700.122

**Independent Contractor:**

Submit invoice on completion

**Submit timesheet to building principal**

**Employee:**

Submit timesheet to building principal

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**

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