

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 06/26/19



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: 06/17/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: Sicily Bird
Title: Napi Principal

Subject: Building Mentor 2018-2019 school year

Description: Recommend approving a contract service agreement for Anna Armstrong for mentoring a new teacher during the 2018-2019 school year.

Justification: Each new teacher will have a building mentor: building mentors will be day to day management, building procedures, printing, drills, leave, instructional framework, pacing, grade level meetings, teams, infinite campus, grading, attendance, school wide activities, all instructional/building related questions.

Each mentor will receive a stipend for mentoring based on the following:

20 plus hours for the year = \$250.00
40 plus hours for the year = \$500.00
60 plus hours for the year = \$1,000.00

Financial Impact: \$250.00

Funding Source (Budget/grant, etc.): 126.30.120.2410.150

Attachment(s): CSA

Comments: _____

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

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: June 19, 2019

Board Approval: _____

Contractor: Anna Armstrong

Phone: _____

Address: _____
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide mentoring services for a new teacher in their designated buildings during the 2018 - 2019 academic year. Contractor will be required to submit bi-weekly timesheets documenting total hours of mentoring services.

Contracted Dates: 2/20/19 – 5/29/19.

Rate per year: \$1,000.00 = N/A

20 plus hours = \$250.00 = \$250.00

40 plus hours = \$500.00 = N/A

60 plus hours = \$1,000.00 = N/A

Total Project Cost = \$250.00

Contract to be paid from:

126.30.120.2410.150

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

Sicily Bird
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