

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 30, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
	<input type="checkbox"/>		<input type="checkbox"/>
Action:	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input checked="" type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide	

Date: August 22, 2023

To: **Corrina Guardipee-Hall**
Superintendent

From: Rebecca Rappold
Title: Director of CIA

Subject: **CSA: Mentor Program Facilitator 2023-2024 SY**

Description: Request a contract service agreement for Colleen Wilson, Community Mentor Facilitator for the 23-24 SY. Continuation of community mentoring program. Retired educators are the community mentors and provide support for new teacher. They will support new teachers in classroom setup, classroom management, and emotional support when/if needed. They work closely with the building administrators to provide additional support to their building as needed.

Financial Impact: up to \$5000.00

Funding Source (Budget/grant, etc.): 115.90.494.1700.150.234

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: August 22, 2023

Board Approval: 8/30/23

Contractor: Colleen Wilson

Phone: 336-2850

Address: PO Box 836 Cut Bank, MT 59427
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor is the chair of the community mentor program and will provide support for new teachers and mentoring staff as well as working with the building administrators, submitting timesheets and documenting data for the mentoring program during the 2023-2024 SY. Contractor will be required to submit bi-weekly timesheets.

Contracted Dates: August 10, 2023- May 31, 2024

Rate per year: \$25.00 per hour x (up to) 200 hours = \$5,000.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): Not to exceed total \$ amount = _____

Total Project Cost = \$5000.00

Contract to be paid from:

115.90.494.1700.150.234

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

N/A

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