

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/28/19



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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:**        8/21/19

**To:**            **Corrina Guardipee-Hall**  
                    Superintendent

**From:**        John E Salois  
                    Title:        Human Resources Director

**Subject: Building Mentor CSA 2019-2020 AY**

**Description:** Recommend approve a contract service agreement for Melissa Henderson, Browning Elementary School, to provide mentoring service for new teacher in the designated building for the 2019-2020 AY.

Each new teacher will have a building mentor to assist new teachers with day to day management, building procedures, printing, drills, leave, instructional framework, pacing, grade level meetings, teams, infinite campus, grading, attendance, school wide activities, and instructional/building level questions.

Each mentor will receive a stipend based on the following:

10-19 hours    \$100.00  
20-39 hours    \$250.00  
40-59 hours    \$500.00  
60 plus hours   \$1,000.00 (not to exceed)

**Funding Source (Budget/grant, etc.):** 115.90.494.2213.150.120 (Title I Grant OPI)

**Attachment(s):** Contract Service Agreement

**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:** August 28, 2019

**Board Approval:** \_\_\_\_\_

**Contractor:** Melissa Henderson

**Phone:** 845-4524

**Address:** PO Box Browning, MT 59434  
PO Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide mentoring services for new teachers in their designated buildings during the 2019-2020 AY. Contractor will submit bi-weekly time sheets documenting total hours of mentoring services.

**Contracted Dates:** August 20, 2019-June 3, 2020

Rate per year: up to \$1,000.00 = \$1000.00

10-19 hours \$100.00

20-39 hours \$250.00

40-59 hours \$500.00

60 plus hours \$1,000.00 (not to exceed)

**Total Project Cost** = \$1000.00

**Contract to be paid from:**

**Title I SW**

**115.90.494.2213.150.120**

**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**

Jeri Matt / John Salois

**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**