

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: 7/26/17



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: 7/13/17

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Hiring Mentor Teachers

Description: As discussed in the July 11 board meeting, I am requesting to revamp our mentoring program for new teachers and utilize retired teachers as mentors. There will be 5 mentors of regular education teachers and 1 special education retired teacher. The PCS's for this will be \$18 an hour per our committee work Temporary Compensation Schedule. The Chair of the Mentoring will be paid \$22 an hour to organize training and put together packets for the mentors and mentees.

👤 Carol Ann Racine - (\$18 hr X 300 hrs X 18% fringe) = \$6,372.00

Financial Impact: \$6,372.00 (similar to the mentoring program has budgeted in the past which is \$40,120.)

Funding Source (Budget/grant, etc.): Title I Grant 115.90.494.2213.150.118

Attachment(s): Sample CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

CONTRACT SERVICE AGREEMENT

(406) 338-2715 • (406) 338-3200

Date: August 22, 2017

Board Approval: _____

Contractor: Carol Ann Racine

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 during the 2015-2016 academic year. Contractor will be required to turn in a time sheet bi weekly documenting total hour of mentoring services.

Contracted Dates: 8/22/2017 - 5/30/2018

Rate per hour/per day: \$18 per hour X 300 hrs = \$5400.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$ 5400.00

Contract to be paid from:

115.90.494.2213.150.118

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

Emorie Davis-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