

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/11/2018



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: 9/4/2018

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: Building Mentor: Certified Teachers 2018-2019

Description: Corrina Guardipee Hall, Superintendent, is recommending the hiring of Egan Black, Betty Brock at KW/Vina Building and Genevieve Wilson Bragg at Napi as building mentors for the 2018-19 academic year. Each new teacher will have a building mentor to assist with the day-to-day management, building procedures, printing, drills, leave, instructional framework, pacing, grade level meetings, teams, infinite campus, grading, attendance, school wide activities and related 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: \$3,000.00 (+fringe)

Funding Source (Budget/grant, etc.): Title 1 115.90.494.2213.150.119

Attachment(s): Sample 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) 338-3200

Date: September 12, 2018

Board Approval: September 11, 2018

Contractor: Sample contract

Phone: _____

Address: _____
P.O. 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 2018-2019 academic year. Contractor will be required to submit bi-weekly timesheets documenting total hours of mentoring services.

Contracted Dates: September 12, 2018 through May 30, 2018

Rate per hour/per day: <u>\$18.00 per hour X 300 Hours</u>	=	\$1,000.00
Per Diem/per day: _____ x _____ # of Days	=	_____ N/A _____
Mileage: _____ miles @ _____ per mile	=	_____ N/A _____
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	_____ N/A _____
Total Project Cost =		<u>\$1,000.00</u>

Contract to be paid from:

Title 1

115.90.494.2213.150.119

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

Corrina Guardipee Hall
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