

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 31, 2022



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

To: Corrina Guardipee-Hall
Superintendent of Schools
From: Rebecca Rappold
Title: Director of Curriculum/Instruction

Subject: CSA: Community Mentor Coordinator 2022-2023 AY

Description: Request a contract service agreement for Colleen Wilson, Community Mentor for the 2022-2023 AY. 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 \$4,400.00

Funding Source (Budget/grant, etc.): 115.90.494.1700.150.232

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 21, 2022

Board Approval: 8/31/22

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 2022-2023 AY. Contractor will be required to submit bi-weekly timesheets.

Contracted Dates: August 16, 2022 June 8, 2023

Rate per hour/per day: \$22.00 per hour x (up to) 200 hours = \$4,400.00

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

Mileage: miles @ per mile = N/A

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

Total Project Cost = **\$4,400.00**

Contract to be paid from:

115.90.494.1700.150.232

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