

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 12/17/19



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<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	

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**Date:** 12/10/2019

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

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

**Subject: Contract Service Agreement: 2018-2019 Building Mentor**

**Description:** Jennifer Wagner, High School Principal, recommends a contract service agreement for Katherine Skunkcap as a teacher mentor at BHS for the 2019-2020 school year.

**Justification:** Each new teacher will have a building mentor. Building mentors will 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.

**Financial Impact:**

10-19 hours \$100.00  
20-39 hours \$250.00  
40-59 hours \$500.00  
60 plus hours \$1,000.00

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

**Attachment(s):** See attached 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:** December 18, 2019

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

**Contractor:** Katherine Skunkcap

**Phone:** 338-5228

**Address:** PO Box 1294                      Browning,                      MT                      59417  
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 2019-2020 AY. Contractor will submit bi-weekly time sheets documenting total hours of mentoring services.

**Contracted Dates:** December 18, 2019-June 3, 2020

Rate per year: <u>up to \$1000.00 for 60 plus hours</u>	=	\$1000.00
10-19 hours \$100.00	=	<u>N/A</u>
20-39 hours \$250.00	=	<u>N/A</u>
40-59 hours \$500.00	=	<u>N/A</u>
<b>Total Project Cost</b>	=	<u>\$1000.00</u>

**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  
**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