

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/26/16



---

**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:**        10/18/16

**To:**            **John Rouse**  
                    Superintendent

**From:**        Jason Andreas  
**Title:**        Executive Director

**Subject:** New Teacher Mentors

**Description:** Jason Andreas, Executive Director, is requesting new teacher mentors for the 2016/17 SY for the following teachers. The \$1000.00 stipend is the total amount less deductions required by law (18%).

New Teacher	Mentor	Cost
Kay Phillips	Elsie Ground	\$1000

**Financial Impact:** \$1,000.00 less payroll deductions

**Funding Source (Budget/grant, etc.):** 115.90.494.2213.150.117

**Attachment(s):** New Teacher Mentor 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) 338-2708

**Date:** August 18, 2016

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

**Contractor:** Sample CSA

**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 2016-2017 academic year. Contractor will be required to turn in a time sheet at the conclusion of the academic year documenting total hours of mentoring services to meet the minimum number of hours outlined in the BPS District Mentoring Handbook. Contractor understands that if the teacher that they are assigned does not complete the academic year, they will not be eligible for compensation under this contract service agreement.

**Contracted Dates:** 8/22/2016 - 6/9/2017

Rate per hour/per day: \$820 + 18% fringe \$120) per year = \$1000.00

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** = \$ 1000.00

**Contract to be paid from:**

115.90.494.2213.150.117

**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**

Jason Andreas  
**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**