

Browning Public Schools  
Board Agenda Request  
Meeting to Be Held: 07/9/19



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- 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
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**Date:**        07/2/19

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

**From:**        Sicily Bird  
                    Title:        Napi Principal

**Subject: Building Mentor 2018-2019 school year**

**Description:** Recommend approving a contract service agreement for Anna Armstrong for mentoring a new teacher during the 2018-2019 school year.

**Justification:** Each new teacher will have a building mentor: building mentors will be day to day management, building procedures, printing, drills, leave, instructional framework, pacing, grade level meetings, teams, infinite campus, grading, attendance, school wide activities, all 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: \$250.00**

**Funding Source (Budget/grant, etc.):** 126.30.120.2410.150

**Attachment(s):** CSA

**Comments:** \_\_\_\_\_

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**Board Action:**     N/A (Info)             Approved             Denied             Tabled to: \_\_\_\_\_

**Browning Public Schools**  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** June 19, 2019 **Board Approval:** \_\_\_\_\_

**Contractor:** Anna Armstrong **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 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:** 2/20/19 – 5/29/19.

Rate per year: <u>\$1,000.00</u>	=	<u>N/A</u>
<b>20 plus hours = \$250.00</b>	=	<b><u>\$250.00</u></b>
40 plus hours = \$500.00	=	<u>N/A</u>
60 plus hours = \$1,000.00	=	<u>N/A</u>
<b>Total Project Cost</b>	=	<b><u>\$250.00</u></b>

**Contract to be paid from:**  
**126.30.120.2410.150**

**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**

Sicily 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**