

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 7/14/2020



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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:**        7/7/2020

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

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

**Subject: Building Mentor CSA 2019-2020 AY**

**Description:** Each new teacher will have a building mentor that 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. Each mentor will receive a stipend based on the following;

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

Maureen Stott is requesting that Ginny Crawford-SPED, receive pay for mentoring the new School Psychologist for the 2019-2020. Ginny was assigned duties that are considered mentoring for the 2019-2020 AY. She completed and documented hours beyond her regular work hours.

**Financial Impact: up to \$1,000.00**

**Funding Source (Budget/grant, etc.):** 115.76.456.1700.113.610 (SPED)

**Attachment(s):** 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:** July 14, 2020

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

**Contractor:** Ginny Crawford

**Phone:** \_\_\_\_\_

**Address:** PO Box 26 Heart Butte, MT 59448  
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:** August 20, 2019-June 3, 2020

Rate per year: <u>up to \$1000.00 for 60 plus hours</u>	=	\$1,000.00
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>
Other Costs (Explain) _____	=	<u>N/A</u>
<b>Total Project Cost</b>	=	<u>\$1,000.00</u>

**Contract to be paid from:**

[SPED](#)

115.76.456.1700.113.610

**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**

Maureen Stott  
\_\_\_\_\_  
**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**