

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 1/09/18



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: 8/11/2017

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
Title: Human Resources Director

Subject: 2017-2018 Community Mentoring Program Lead/Chairperson

Description: Corrina Guardipee-Hall is recommending Colleen Wilson as the lead mentor for all new teachers and chairperson for the District's building mentors for 2017-2018 school year.

Financial Impact: \$6,600.00 (\$22.00 X 300 hours = \$6,600.00 X 18% Fringe = \$7,788.00)

Funding Source (Budget/grant, etc.): 115.90.494.2213.150.118

Attachment(s): See attached list of participant information

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) 338-3200

Date: January 9, 2017

Board Approval: 01/09/2018

Contractor: Colleen Wilson

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 2015-2016 academic year. Contractor will be required to turn in a time sheet bi weekly documenting total hour of mentoring services.

Contracted Dates: 01/09/2018- 5/30/2018

Rate per hour/per day: <u>\$22.00 X 300 hours</u>	=	<u>\$6,600.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>N/A</u>
Mileage: _____ miles @ _____ per mile	=	<u>N/A</u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>N/A</u>
Total Project Cost	=	<u>\$6,600.00</u>

Contract to be paid from:
[115.90.494.2213.150.118](#)

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	<u>Corrina Guardipee-Hall</u> 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.

(3) Copies, Contractor, Human Resources, Business Office