

**Browning Public Schools**  
**Board Agenda Request**  
 Meeting To Be Held: February 23, 2022



- 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:**        February 15, 2022

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

**From:**        Rebecca Rappold  
 Title:            Director of Curriculum/Instruction

**Subject: Contract Service Agreement: Building/Department Mentor 2021-2022 SY**

**Description:** Each new teacher will have a building/department 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.

Building/Department Mentor

Ginny Crawford, School Psychologist for Nathalie Cardwell (first year school psychologist)

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

**Funding Source (Budget/grant, etc.):** Title I: Schoolwide 115.90.494.2213.150.231

**Attachment(s):** 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:** 2/15/22

**Board Approval:** 2/23/2022

**Contractor:** Ginny Crawford

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

**Address:** \_\_\_\_\_  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide mentoring support to newly hired teachers in their designated building/department for the remainder of the 21-22 SY. Contractor will submit timesheets to supervisor for pay documenting the total number of mentoring hours.

**Contracted Dates:** 8/23/21-6/3/22

Rate per year: \_\_\_\_\_ = \$1000.00

10-19 hours \$100.00 = N/A

20-39 hours \$250.00 = N/A

40-59 hours \$500.00 = N/A

\$1000.00 for 60 plus hours

Other costs (explain) Not to exceed total \$ amount.

**Total Project Cost = \$1,000.00**

**Contract to be paid from:**

**Title I: Schoolwide 115.90.494.2213.150.231**

**Independent Contractor:**

Submit invoice on completion

\_\_\_\_\_

**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**

Rebecca A. Rappold  
**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