

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/13/19



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: 8/6/19

To: **Corrina Guardipee-Hall**
 Superintendent

From: John E Salois
 Title: Human Resources Director

Subject: **Contract Service Agreement - Community Mentor 2019-2020 AY**

Description: Recommend approving a contract service agreement for Laura Gervais for continuation of the community mentoring program for the 2019-2020 school year. Retired educators are the community mentors that provide support for new teacher. They will support new teachers in classroom setup, classroom management, and emotional support when/if needed. They work closely with the building administrators to provide additional support to their building as needed.

✚ Laura Gervais: \$18.00 per hour up to 200 hours

Financial Impact: up to \$3,600.00

Funding Source (Budget/grant, etc.): 115.90.494.2213.150.120 (Title I Grant OPI)

Attachment(s): None

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 13, 2019

Board Approval: _____

Contractor: Laura Gervais

Phone: _____

Address: _____
 P.O. Box or Street Address

Browning, MT 59417
 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: 8/20/19 to 6/3/20

Rate per hour/per day: \$18.00/hr x 200 hrs # of Days = \$3,600.00

Per Diem/per day: _____ x _____ # of Days = _____

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): plus airfare, motel and per diem = _____

Total Project Cost = \$ 3,600.00

Contract to be paid from:

Title I SW

115.90.494.2213.150.120

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

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