

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: October 8, 2024



- 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:**        October 2, 2024

**To:**            Board of Trustees

**From:** Rebecca Rappold  
Title:        Superintendent

**Subject: Contract Service Agreement: Building/Department Mentor 2024-2025 SY**

**Description:** Each new teacher will have a building, department, and or community 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. Department mentors will support new teachers with department specific support and community mentors will provide support to building positive relationships with families, the community, and cooperating agencies.

**Building/Department Mentor**

**Napi:** Jessica Shauf

**BHS:** Katherine Kitty Skunkcap

**BHS:** Sonya Gobert

**BHS:** Brian Harrell

**Big Sky:** Jackie Gregoire

**Each mentor will receive a stipend based on the following:**

10-19 hours \$250.00

20-39 hours \$500.00

40-59 hours \$1000.00

60 plus hours \$1,500.00

**Financial Impact:** up to \$1,500.00/Mentor

**Funding Source (Budget/grant, etc.):** [Title I: Schoolwide 115.90.494.2213.150.233](#)

**Attachment(s):** CSA

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

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

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** 10/1/24

**Board Approval:** 10/8/24

**Contractor:** SAMPLE

**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 23-24 SY. Contract will submit timesheets to supervisor for pay documenting the total number of mentoring hours.

**Contracted Dates:** 8/28/25-6/1/25

Rate per year:

10-19 hours \$250.00

20-39 hours \$500.00

40-59 hours \$1000.00

60 plus hours \$1,500.00

**Total Project Cost = up to \$1500.00**

**Contract to be paid from:**

115.90.494.2213.150.233

Title I: Schoolwide

**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**

\_\_\_\_\_  
**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