

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/12/23



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: 8/18/2023

To Corrina Guardipee-Hall ED.S.
 Superintendent

From: Rebecca Rappold
Title: Director of CIA

Subject: CSA: Community Mentor for BPS Mentoring Program 2023-2024 SY

Description: Request a contract service agreement for Mabel Running Fisher to provide Community Mentor support for new teachers during the 2023-2024 SY. Continuation of community mentoring program. Retired educators are the community mentors and 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.

 Mabel Running Fisher, Community Mentor

Financial Impact: \$5,000.00

Funding Source (Budget/grant, etc.): 115.90.494.1700.150.234

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: 8/18/23

Board Approval: 9/12/23

Contractor: Mabel Running Fisher

Phone: _____

Address: PO Box 1631 Browning MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor is the chair of the community mentor program and will provide support for new teachers and mentoring staff as well as working with the building administrators, submitting timesheets and documenting data for the mentoring program during the 2023-2024 SY. Contractor will be required to submit bi-weekly timesheets.

Contracted Dates: 9/13/23 through 5/30/24

Rate per hour/per day: \$25.00 per hour x (up to) 200 hours = \$5,000.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): _____ Not to exceed total \$ amount _____ = N/A

Total Project Cost = **\$5,000.00**

Contract to be paid from:

115.90.494.1700.150.234

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

Rebecca 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