

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: November 9, 2021



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**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

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**Date:**        11/2/21

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        John Salois  
**Title:**        Director of Human Resources

**Subject: CSA: Building Mentor-KW Vina 2021-2022**

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

**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

**Building Mentor:**

🚩 Marci Burd, KW Vina

**Financial Impact: Up to \$1,000.00**

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

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

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

**Date:** 9/11/21

**Board Approval:** 11/9/21

**Contractor:** Marci Burd

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

**Address:** PO Box 97 Browning, MT 59417  
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 2021-2022 AY. Contractor will be required to submit a bi-weekly time sheets documenting total hours of mentoring services. Amount will be prorated if less than 60 hours.

**Contracted Dates:** 11/9/21 through 6/3/22

Rate per year: \$1000.00 for 60 plus hours	= \$1000.00
10-19 hours \$100.00	= N/A
20-39 hours \$250.00	= N/A
40-59 hours \$500.00	= N/A

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

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

**Contract to be paid from:**

115.90.494.2213.150.231

**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