

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: September 13, 2022



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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:**      September 6, 2022

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

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

**Subject: Contract Service Agreement: Building/Department Mentor 2022-2023 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, a cooperating agencies.

**Building/Department Mentor**

KWV: Cherie Show (up to \$1,000.00)

**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 115.90.494.2213.150.232

**Attachment(s):** CSA

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

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

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

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

**Date:** 9/6/22

**Board Approval:** 9/13/2022

**Contractor:** Cherie Show

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

**Contracted Dates:** 9/13/22-6/8/23

Rate per year:

10-19 hours \$100.00

20-39 hours \$250.00

40-59 hours \$500.00

60 plus hours \$1,000.00

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

**Contract to be paid from:**

115.90.494.2213.150.232

Title I: Schoolwide

**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**

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