

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 10/10/23



---

**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:** 10/10/23

**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:** 9/28/23 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.