

Browning Public Schools
Board Agenda Request
 Meeting to Be Held: September 14, 2021



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: September 7, 2021

To: **Corrina Guardipee-Hall**
 Superintendent

From: John Salois
Title: Director of Human Resources

Subject: Contract Service Agreement: Building Mentors 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 Mentors:

KW/Vina: Kelley Sharp, Angie Pepion, Carol Grant, Betty Brock, Brandy Bremner, Nicole Whitney; **BES:** Dana Bremner, Elizabeth Tailfeathers, Victoria McClellan, Samantha Grant, Kayla Jeckell, Dawn Marxer; **Napi:** Chase Nevarez, Kelli Burke, Tommy HeavyRunner, Anna Armstrong; **BMS:** Adriane Tailfeathers; **BHS:** Glenn Castle, Katherine Skunkcap

Financial Impact: Up to \$19,000.00

Funding Source (Budget/grant, etc.): 115.90.494.2213.150.230

Attachment(s): Sample Contract based on 60 plus hours

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: 9/7/21

Board Approval: 9/14/21

Contractor: Sample CSA

Phone: _____

Address: _____
P.O. Box or Street Address Browning, MT 59417
City State Zip

Type of Project/Service (be specific): Contractor will provide mentoring services for new teachers and coaches in during the 2021-2021 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: 8/17/21 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:
115.90.494.2213.150.230

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