

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: September 30, 2020



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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 22, 2020

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

**From:**        Dennis Juneau  
**Title:**        Asst. Superintendent/Dir. of Instruction

**Subject:** **Contract Service Agreement: BPS Building Mentor 2020-2021 AY**

**Description:** Request a CSA for Travis Miller to mentor at BHS for the 2020-2021 AY.

**Justification:** 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

**Funding Source (Budget/grant, etc.):** 115.90.494.2213.150.120 (Title I Grant OPI)

**Attachment(s):** CSA based on 60 plus hours

**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:** September 22, 2020

**Board Approval:** 9/30/20

**Contractor:** Travis Miller

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

**Address:** \_\_\_\_\_ Browning MT 59417  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Contractor will provide mentoring services for new teachers and coaches in their designated buildings during the 2020-2021 AY. Contractor will submit bi-weekly time sheets documenting total hours of mentoring services.

**Contracted Dates:** Aug. 10, 2020 to May 31, 2021

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

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

**Contract to be paid from:**

[Title 1 SW](#)

**115.90.494.2213.150.120**

**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**