

**Browning Public Schools**  
**Board Agenda Request**  
 Meeting To Be Held: 11/14/23



- 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:**        November 1, 2023

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

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

**Subject: Contract Service Agreement: Building/Department Mentor 2023-2024 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, and cooperating agencies.

**Building/Department Mentor**

BES: Shawnee Skunkcap  
 BMS: April Jiminez

**Each mentor will receive a stipend based on the following:**  
 10-19 hours \$250.00  
 20-39 hours \$500.00  
 40-59 hours \$1000.00  
 60 plus hours \$1,500.00

**Financial Impact: up to \$1,500.00/mentor**

**Funding Source (Budget/grant, etc.): Title I: Schoolwide 115.90.494.2213.150.234**

**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:** 11/1/23

**Board Approval:** 11/14/23

**Contractor:** Shawnee Skunkcap

**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 23-24 SY. Contract will submit timesheets to supervisor for pay documenting the total number of mentoring hours.

**Contracted Dates:** 8/15/23-5/31/24

Rate per year:

10-19 hours \$250.00  
20-39 hours \$500.00  
40-59 hours \$1000.00  
60 plus hours \$1,500.00

**Total Project Cost = up to \$1500.00**

**Contract to be paid from:**

Title I: Schoolwide 115.90.494.2213.150.234

**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

92-2652733  
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

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

**Date:** 11/1/23  
**Contractor:** April Jiminez

**Board Approval:** 11/14/23  
**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 23-24 SY. Contract will submit timesheets to supervisor for pay documenting the total number of mentoring hours.

**Contracted Dates:** 8/15/23-5/31/24

**Rate per year:**

- 10-19 hours \$250.00
- 20-39 hours \$500.00
- 40-59 hours \$1000.00
- 60 plus hours \$1,500.00

**Total Project Cost = up to \$1500.00**

**Contract to be paid from:**

Title I: Schoolwide 115.90.494.2213.150.234

**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

\_\_\_\_\_  
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