

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/15/17



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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:**        8/11/17

**To:**            **Board of Trustees**  
                    Browning Public Schools

**From:**        Corrina Guardipee-Hall ED.S.  
**Title:**        Superintendent

**Subject:** **Hiring Mentor Teachers**

**Description:** As discussed in the July 11 board meeting, I am requesting to revamp our mentoring program for new teachers and utilize retired teachers as mentors. There will be 5 mentors of regular education teachers and 1 special education retired teacher. The PCS's for this will be \$18 an hour per our committee work Temporary Compensation Schedule. The Chair of the Mentoring will be paid \$22 an hour to organize training and put together packets for the mentors and mentees.

✚ Mary Jo Bremner - (\$18 hr X 300 hrs X 18% fringe) = \$6,372.00

**Financial Impact:** **\$39,648.00** (similar to the mentoring program has budgeted in the past which is \$40,120.)

**Funding Source (Budget/grant, etc.):** Title I Grant 115.90.494.2213.150.118

**Attachment(s):** Sample 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) 338-3200

**Date:** August 22, 2017

**Board Approval:** \_\_\_\_\_

**Contractor:** Sample CSA

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

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

**Type of Project/Service** (be specific): Contractor will provide mentoring services for a new teacher during the 2015-2016 academic year. Contractor will be required to turn in a time sheet bi weekly documenting total hour of mentoring services.

**Contracted Dates:** 8/22/2017 - 5/30/2018

Rate per hour/per day: \$18 per hour X 300 hrs = \$5400.00

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** = \$ 5400.00

**Contract to be paid from:**

115.90.494.2213.150.118

**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**

Jason Andreas  
**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**