

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 07/31/24



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: 07/23/24

To: Board of Trustees
 Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: **CSA: Mentor Program Coordinator 2024-2025 SY**

Description: Request a contract service agreement for Colleen Wilson, Mentor Program Coordinator for the 24-25 SY. Continuation of school and community mentoring program. Retired educators are the community mentors and provide support for new teachers. 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.

Financial Impact: up to \$5000.00

Funding Source (Budget/grant, etc.): Title I Schoolwide 115.90.494.1700.150.233

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: July 23, 2024

Board Approval: 7/31/24

Contractor: Colleen Wilson

Phone: 336-2850

Address: PO Box 836 Cut Bank, MT 59427
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor is the chair of the school and 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 2024-2025 SY. Contractor will be required to submit bi-weekly timesheets.

Contracted Dates: August 10, 2023- May 31, 2024

Rate per hour/per day: \$25.00 per hour x (up to) 200 hours = \$5,000.00
Per Diem/per day: _____ x _____ # of Days = _____
Mileage: _____ miles @ _____ per mile = _____
Other costs (explain): Not to exceed total \$ amount = _____
Total Project Cost = **\$5,000.00**

Contract to be paid from:
115.90.494.1700.150.233

Independent Contractor:

Submit invoice Monthly

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

N/A

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