

Browning Public Schools

Board Agenda Request

Meeting To Be Held: January 26, 2022



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: January 19, 2022

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Rebecca Rappold
Title: Director of Curriculum/Instruction

Subject: Contract Service Agreement: Building Mentor-BHS 2021-2022 SY

Description: Each new teacher will have a building/department 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.

Building/Department Mentor

Debra High for Abigail Marshall at BHS

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

Financial Impact: up to \$1,000.00

Funding Source (Budget/grant, etc.): Title I: Schoolwide 115.90.494.2213.150.231

Attachment(s): CSA

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: 1/19/22

Board Approval: 1/26/2022

Contractor: Debra High

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 21-22 SY. Contract will submit timesheets to supervisor for pay documenting the total number of mentoring hours. Amount will be pro-rated if less than 60 hours.

Contracted Dates: 1/22/22 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:

115.90.494.2213.150.231

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 A. Rappold

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