

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: February 15, 2023



Recognition: Students Staff Parents Superintendent's
Information: Building Report Old Business 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: February 8, 2023

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Rebecca Rappold
 Title: Director of Curriculum/Instruction

Subject: Contract Service Agreement: Building/Department Mentor 2022-2023 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, cooperating agencies.

Building/Department Mentor
 BHS: Carla Whitegrass-Trombley

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/mentor

Funding Source (Budget/grant, etc.): Title I: Schoolwide 115.90.494.2213.150.232

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: 2/7/23

Board Approval: 2/15/23

Contractor: Carla Whitegrass-Trombley

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.

Contracted Dates: 9/13/22-6/8/23

Rate per year:

10-19 hours \$100.00

20-39 hours \$250.00

40-59 hours \$500.00

60 plus hours \$1,000.00

Total Project Cost = up to \$1000.00

Contract to be paid from:

Title I: Schoolwide 115.90.494.2213.150.232

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

Colleen Wilson

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