

Browning Public Schools Board Agenda Request

Meeting To Be Held: October 14, 2025



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: October 5, 2025

To: Board of Trustees

From: Rebecca Rappold
Title: Superintendent of Schools

Subject: Contract Service Agreement: Building/Department Mentor 2025-2026 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

Bullshoe:

BES: **Melissa Henderson**

NAPI:

BMS:

BHS:

Colony Schools:

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 115.90.494.1000.150.234

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: 10/5/25

Board Approval: 10/14/225

Contractor: Melissa Henderson

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 25-26 SY. Contract will submit timesheets to supervisor for pay documenting the total number of mentoring hours.

Contracted Dates: 8/18/25-6/5/25

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 115.90.494.1000.150.234

Independent Contractor:

☐ Submit invoice on completion

☐ _____

Employee:

☒ Submit timesheets 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

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