

Browning Public Schools
Board Agenda Request
Meeting to Be Held: August 12, 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: July 30, 2025

To: Board of Trustees

From: Rebecca Rappold
Title: Superintendent

Subject: CSA: Mentor Program Coordinator 2025-2026 SY

Description: Request a contract service agreement for Colleen Wilson, Mentor Program Coordinator for the 25-26 SY. Continuation of school and community mentoring program. Retired educators are the community mentors and provide support for new teacher. 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 115.90.494.2213.150.234

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: July 30, 2025

Board Approval: 8/12/25

Contractor: Colleen Wilson

Phone: 336-2850

Address: <u>PO Box 836</u>	<u>Cut Bank,</u>	<u>MT</u>	<u>59427</u>
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 2025-2026 SY. Contractor will be required to submit bi-weekly timesheets.

Contracted Dates: August 13, 2025- June 5, 2025

Rate per year: \$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 = **\$5000.00**

Contract to be paid from:

115.90.494.2213.150.234

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

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