

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/10/23



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- 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
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Date: 7/5/2023

To: School board Members

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: **CSA: ANB Consulting, Business Office Services and/or Interim Business Manager Services 2023-2024**

Description: Request to contract Gwyn Anderson for the following Business Office Services, and/or Interim Business Manager services. I am recommending Option 3.

Financial Impact: Option 1: \$32,640+ for Business office services
 Option 2: \$14,688+ for Interim Business Manager services
 Option 3: \$47,328+ for both

Funding Source (Budget/grant, etc.): Impact Aid: 126.90.160.2510.330 / 226.90.160.2510.330

Attachment(s): Contract Service Proposal

Approval: Superintendent's Office/Finance/Personnel as applicables (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-2708

Date: 7/6/23

Board Approval: 7/10/23

Contractor: Gwyn Andersen, ANB Consulting

Phone: _____

Address: 225 MENNONITE CHURCH ROAD Kalispell, Mt
P.O. Box or Street Address City, State, Zip

Type of Project/Service (be specific)

Business Office Services: 1) Bank Account Reconciliations for 2022-2023, 2) Close Out entries for 2022-2023 including federal programs reconciliation, 3) complete 2022-2023 Trustees Financial Summary, 4) complete 2023-2024 Budget.

Business Office Services: 7/10/23 to 9/30/23

Rate per hour/per day: \$68.00 x 40hrs x 12 weeks # of Days = \$32,640.00

Per Diem/per day: _____ x _____ # of Days = NA

Mileage: per IRS regulations miles @ .655 per mile = TBD

Other costs (explain): 1/2 of 1 lodging room per week as needed = TBD

Total Project Cost = **\$32,640.00 +**

Interim Business Manager Services: 1) be on site 1 or 2 days/week, as needed, 2) Clean/Organize Business Mgrs. Office, 3) be present at Board Mtgs, 4) be present to econcile Payroll with PR Dept., 5) review Claim and Student Activity coding prior to writing check/s, 6) available for all calls, texts, emails, zoom mtgs when staff is working, and other business manager tasks as they arise.

Interim Business Manager Services: 7/10/23 to 9/30/23

Rate per hour/per day: \$68.00 x 18hrs x 12 weeks # of Days = \$14,688.00

Per Diem/per day: _____ x _____ # of Days = NA

Mileage: per IRS regulations miles @ .655 per mile = TBD

Other costs (explain): 1/2 of 1 lodging room per week as needed = TBD

Total Project Cost = **\$14,688.00**

Contract to be paid from:

126.90.160.2510.330

126.90.160.2510.330

Independent Contractor:

Submit invoice on completion

Other Submit Invoice every 2-Weeks

Employee:

Submit timesheet through payroll

Other Services: Should the District determine additional software or hardware specific to BPS is needed, District will work with contractor to find the most efficient and cost-effective way to support.

Termination: This agreement may be terminated prior to expiration of initial term only upon mutual agreement parties.

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
_____	_____
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