

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/29/25



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: 7/22/25

To: Board of Trustees

From: Rebecca Rappold

Title: Superintendent

Subject: CSA: Reconciling Budget, Finance Director & Grant Close Out Training 2025-2026

Description: Gwyn Andersen will continue providing support for FY 23, 24, and 25 audits, business office SOP training, and supporting the completion of the Budget Report and Trustees Financial Summary, and budget prep for FY27, July 1, 2025 through June 30, 2026.

Financial Impact: \$70,720 plus lodging and mileage

Funding Source (Budget/grant, etc.): 126/226-90-160-2510-330 (70%/30%)

Attachment(s): Contract Service Agreement

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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

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

Date: 07/22/25

Board Approval: 07/29/25

Contractor: Gwyn Andersen

Phone: (406) 899-1667

Address: 225 Mennonite Church Road Kalispell, MT 59901

Business Office Services:

- Complete FY26 Final Budget Report
- Complete FY25 Trustees Financial Summary Report
- Prepare FY23, FY24, and FY25 audit documentation for auditor
- FY 27 budget prep
- Available for calls, texts, emails, zoom meetings whenever staff is working
- Available to provide training and support for the business office staff
- Other tasks as assigned by Superintendent

Contracted Dates: 7/1/25 through 6/30/26

Rate per hour/per day: \$68 per hour X 4 hours X 260 days \$70,720.00

Per Diem/per day: share 50/50 the cost of lodging as needed TBD

Mileage: reimbursed at .70 cents per mile (per IRS regulations) TBD

(For travel required and approved by Browning Public Schools)

Other costs: none \$0

Total Project Cost (not to exceed) \$70,720.00
(does not include lodging & mileage)

Contract to be paid from:

126.90.160.2510.330

226.90.160.2510.330

Independent Contractor:

- ☐ Submit invoice on completion
- ☒ Other Submit invoice through claims every 2 weeks

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

92-2652733
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.