

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 20, 2022



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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:**        12.06.22

**To:**            Corrina Guardipee-Hall  
                    Superintendent

**From:**        Crystal Tailfeathers  
                    Title:        Finance Director

**Subject:**    **CSA: Assist Finance Director with Monthly Reconciliation 2022-2023**

**Description:** Gwyn will be assisting me with monthly reconciliation, Federal Programs, Business Office training, budget projection and other areas as needed over the next six months.

**Financial Impact:** \$32,640.00 (\$68/hour x 80 hours x 6 months)

**Funding Source (Budget/grant, etc.):** 126/226.90.160.2510.330

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial \_\_\_\_\_)

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

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

**Date:** 12.06.22 **Board Approval:** 12/13/22  
**Contractor:** Gwyn Andersen **Phone:** 406.899.1667  
**Address:** 225 Mennonite Church Road, Kalispell, MT 59901

**Type of Project/Service** (be specific): Gwyn will be assisting me with monthly reconciliation, Federal Programs, Business Office training, budget projection and other areas as needed over the next six months.

**Contracted Dates:** 01/01/23 through 06/30/23

Rate per hour/per day: <u>\$68 per hour x 80 hours x 6 months</u>	=	<u>\$32,640.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>\$0</u>
Mileage: _____ miles @ _____ per mile	=	<u>\$0</u>
Other costs (explain): _____	=	<u>NA</u>
<b>Total Project Cost</b>	=	<b>\$32,640.00</b>

**Contract to be paid from:**

126.90.160.2510.330  
226.90.160.2510.330

**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**

Crystal Tailfeathers  
**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.