

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/08/24



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: 10/03/24

To: Rebecca Rappold
 Superintendent

From: Sandra Rivas
Title: Finance Director/District Clerk

Subject: CSA: Reconciling Budget, Finance Director & Grant Close Out Training 2024-2025

Description: Gwyn Andersen will continue training the Finance Director on monthly reconciliation, business office SOP, and training Assistant Finance Director on federal programs. Training Finance Director on yearend procedures to the Trustee Financial Summary, Budgeting review, and general business office support to staff members, August 16, 2024 through June 30, 2025.

Financial Impact: \$73,440 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: 10/4/24

Board Approval: 10/8/24

Contractor: Gwyn Andersen

Phone: (406) 899-1667

Address: 225 Mennonite Church Road Kalispell, MT 59901

Business Office Services:

- Complete the reconciliation of federal programs, including ESSER funding, train and support business manager and assistant business manager on the federal programs year end processes
- Complete reconciliation of bank accounts, train business manager on the processes
- Prepare Trustees Financial Summary Report and Final Budget and train business manager on the process
- Available for calls, texts, emails, zoom meetings whenever staff is working
- Available to provide information to the district auditor
- Other tasks as assigned by Superintendent

Contracted Dates: 8/16/24 through 8/30/25

Rate per hour/per day: \$68 per hour X 24 hours X 45 weeks \$73,440.00

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

Mileage: reimbursed at .67 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) \$73,440.00
(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.