

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 25, 2021



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: January 18, 2021

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Crystal Tailfeathers
Title: Director of Finance

Subject: Finance Consultant – Business Office 2020-2021

Description: Contract Service Agreement for Connie Reynolds to assist the business office with the monthly reconciliations through 2020-2021 school year. Ms. Reynolds was recommended by the Office of Public Assistant.

Financial Impact: \$23,000.00 (\$40.00/hour x 25 hours x 23 weeks)

Funding Source (Budget/grant, etc.): 126.90.160.2510.340 / 226.90.160.2510.340

Attachment(s): CSA

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: 1/21/21

Board Approval: _____

Contractor: Connie Reynolds

Phone: 590-8177

Address: PO Box 386 August Mt 59410
Address City State Zip

Type of Project/Service (be specific): Contractor will assist Finance Director with monthly reconciliation.

Contracted Dates: 1/26/21 – 6/30/21

Rate per hour/per day: \$40.00 x 25 hours x 23 weeks = \$23,000.00

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

Mileage: _____ miles @ _____ per mile = NA

Other costs (explain): _____ = NA

Total Project Cost = **\$23,000.00**

Contract to be paid from:

126.90.160.2510.340

226.90.160.2513.340

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.