

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 03/19/24



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: 03/11/2024

To: Corrina Guardipee-Hall
 Superintendent

From: Sandra Rivas
Title: Finance Director/District Clerk

Subject: CSA: Reconcile Budget, Finance Director-Clerk Training, Prepare Black Mountain Software for Generation 2024-2025 Budget

Description: Request a contract service agreement for Gwyn Andersen to continue training the Finance Director on monthly reconciliation, business office SOPs, training Assistant Finance Director on federal programs, Trustee Financial Summary year end procedures, Budgeting review, and general business office support to staff members, April 1, 2024 through August 15, 2024.

Financial Impact: \$48,960.00 plus lodging and mileage

Funding Source (Budget/grant, etc.): 126/226-90-160-2510-330 (75%/25%)

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: 3/11/24

Board Approval: 3/19/24

Contractor: Gwyn Andersen

Phone: (406) 899-1667

Address: 225 Mennonite Church Road Kalispell, MT 59901

Business Office Services:

- Prepare the software for generation of the 24/25 detailed expenditure budget and employment contracts, train business manager on the budgeting process and human resources director on software generation of employment contracts
- 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: 4/16/24 through 8/15/2024

Rate per hour/per day: \$68 per hour X 40 hours X 18 weeks \$48,960.00

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) \$48,960.00
(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

Services to be provided by Browning Public Schools: Should the district determine that additional software and or hardware specific to Browning Public Schools is needed the district will work with the contractor to find the most efficient and cost-effective way to make this happen.

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

92-2652733

Federal ID Number/EIN

Principal/Supervisor

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.