

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 11/16/23



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: 9/13/23

To: Corrina Guardipee-Hall
 Superintendent

From: Sandra Rivas
Title: Interim Finance Director/District Clerk

Subject: CSA: Complete Reconcile Budget, Training for Interim Finance Director-Clerk 2023-2024

Description: Gwyn will be training the Finance Director on monthly reconciliation and written Standard Operating Procedures, as well as federal programs training for myself and the Assistant Finance Director. Gwyn will also introduce me to the Trustee Financial Summary process, Budgeting review, and general business office support to staff members, October 13, 2023 through April 15, 2024.

Financial Impact: \$35,360.00 Not to exceed

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: 10/3/2023

Board Approval: 11/16/23

Contractor: Gwyn Andersen

Phone: (406) 899-1667

Address: _____

Type of project/service (be specific): Support for Interim Finance Direct/District Clerk along with completing reconciliation. Business Office Services: Complete the reconciliation of federal programs, including ESSER funding, train and support business manager and assistant business manager on the processes; complete reconciliation of bank accounts, train business manager on the processes; review business office standard operating procedures and assist with the development of business office procedures; prepare a 23/24 detailed expenditure budget, based on decisions that have already been made; assist in the organizing of a Finance Committee and educate the group on the various school budgets and get their input on detailed expenditure budgets for going forward; prepare the software for generation of the 24/25 detailed expenditure budget and contracts, train business manager on the budgeting process; available for calls, texts, emails, zoom meetings whenever staff is working; available to provide information to the district auditor and other tasks as assigned by Superintendent.

Contracted Dates: 10/16/23 through 4/15/2024

Rate per hour/per day: \$68 per hour X 20 hours X 26 weeks = \$35,360.00

Per Diem/per day: _____ = N/A

Mileage: reimbursed at .655 cents per mile (per IRS regulations) = TBD

Other costs: lodging & mileage = TBD

Total Project Cost (not to exceed) = **\$35,360.00**

Contract to be paid from:

126.90.160.2510.330

226.90.160.2510.330

Independent Contractor:

☐ Submit invoice on completion

☒ Other: Invoice

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

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.