

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 13, 2022



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

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: _____

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: 01/01/22 through 06/30/22

Rate per hour/per day: $\$68 \text{ per hour} \times 80 \text{ hours} \times 6 \text{ months} = \$32,640.00$

Per Diem/per day: x # of Days = \$0

Mileage: _____ miles @ _____ per mile = \$0_____

Other costs (explain): _____ = NA

Total Project Cost = \$32,640.00

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

SSN/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.