

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 30, 2021



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**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

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**Date:**    6/22/2021

**To:**        **Corrina Guardipee-Hall**  
                 Superintendent

**From:**    Crystal R. Tailfeathers  
**Title:**     Finance Director

**Subject:**   **Monthly reconciliation**

**Description:** I am requesting Everett Holm assist me with monthly reconciliation. We will be working after hours and weekends.

**Financial Impact:** \$9,578.40

**Funding Source (Budget/grant, etc.):** 126/226.90.160.2510.340

**Attachment(s):** CSA

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** 06/22/21

**Board Approval:** 6/30/21

**Contractor:** Everett Holm

**Phone:** 450-8842

**Address:** 133 8<sup>th</sup> Ave SE, Cut Bank, MT 59427

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

**Contracted Dates:** 07/05/21 to 09/30/21

Rate per hour/per day: \$46.05 x 16 hours x 13 weeks = \$9,578.40

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

Mileage:        miles @        per mile = \$0

Other costs (explain):        = NA

**Total Project Cost** = \$9,578.40

**Contract to be paid from:**

126.90.160.2510.340

226.90.160.2510.340

**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**

\_\_\_\_\_  
**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.