

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 13, 2023



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: 06/2/2023

To: Corrina Guardipee-Hall
 Superintendent

From: Crystal Tailfeathers
 Title: Finance Director

Subject: **CSA: Assist Finance Director with Monthly Reconciliation/Budget, Training 2021-2022**

Description: Gwyn will be assisting me with monthly reconciliation, payroll review and written Standard Operating Procedures, federal programs clean-up of old programs, audit assistance, year-end closing, assist with Trustee Financial Summary and Budget review and general support for business office staff members.

Financial Impact: \$27,200.00 (May through August)

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: 05.25.23

Board Approval: 6/13/23

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. Schedule for May through August 2023: May 140 hrs; June 100 hrs; July 80 hrs; August 80 hrs total 400 hrs.

Contracted Dates: 5/01/22 through 08/31/23

Rate per hour/per day: <u>\$68.00 per hour x 400 hours</u>	=	<u>\$27,200.00</u>
Per Diem/per day: _____ x _____ # of Days	=	<u>\$0</u>
Mileage: _____ miles @ _____ per mile	=	<u>\$0</u>
Other costs (explain): _____	=	<u>NA</u>
Total Project Cost	=	\$ 27,200.00

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.

White – Contractor

Yellow – Business Office