

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 3/30/22



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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:** 3/24/22

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

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

**Subject:** **CSA: Assist Finance Director with Monthly Reconciliation/Budget Set-Up 2021-2022**

**Description:** Gwen Andersen will be assisting me with monthly reconciliation and budget set up, overview and prediction of the next five years. Gwen will need access to Black Mountain Software (Bank Reconciliation Module and the Budget Module.)

**Financial Impact:** \$16,320.00

**Funding Source (Budget/grant, etc.):** 126/226.90.160.2510.330

**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:** 3/22/22

**Board Approval: 3/30/22**

**Contractor:** Gwyn Andersen

**Phone: 406.899.1667**

**Address:** 225 Mennonite Church Road, Kalispell, MT 59901

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

**Contracted Dates:** 04/1/22 through 06/30/22

Rate per hour/per day:  $\$68.00 \times 80 \text{ hours} \times 3 \text{ months} = \$16,320.00$

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

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

Other costs (explain): \_\_\_\_\_ = NA

**Total Project Cost = \$16320.00**

**Contract to be paid from:**

126.90.160.2510.330

226.90.160.2510.330

**Independent Contractor:**

☐ Submit invoice on completion☒ Other: Submit monthly invoice

**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

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.