

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 28, 2023



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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:**        06/20/2023

**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:** 06/23/23

**Board Approval:** 6/28/23

**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: \$68.00 per hour x 400 hours = \$27,200.00

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

Mileage:        miles @        per mile = \$0

Other costs (explain):        = NA

**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