

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/26/22



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: October 17, 2022

To: Corrina Guardipee-Hall
 Superintendent

From: Crystal R. Tailfeathers
Title: Finance Director

Subject: CSA: Assist Finance Director with TFS, Maefairs, Taxes 2022-2023

Description: Gwyn Andersen will assist with closing the 2021-2022 fiscal year, TFS and MAEFAIRS, Budget, taxes receivables, fixed assets, compensated absences, long term debt calculations and long-term liability calculations, etc.

Financial Impact: \$24,055.00

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

Attachment(s): CSA

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

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

Date: 10.17.22

Board Approval: 10/26/22

Contractor: Gwyn Andersen

Phone: 406.899.1667

Address: 225 Mennonite Church Road, Kalispell, MT 59901

Type of Project/Service (be specific): Contractor will assist the Finance Director with closing the year, TFS, MAEFAIRS budget, taxes receivables, fixed assets, compensated absences, long term debt calculations and long-term liability calculations.

Contracted Dates: 08.22.22 through 09.27.22

Rate per hour/per day: \$68 per hour x 353.75 hours = \$24,055.00

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

Mileage: miles @ per mile = \$0

Other costs (explain): = NA

Total Project Cost = **\$24,055.00**

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

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.