

Browning Public Schools
Board Agenda Request
Meeting to be Held: 4/28/221



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: 04/23/21

To: **Corrina Guardipee-Hall**
 Superintendent

From: Crystal Tailfeathers
Title: Finance Director

Subject: Finance Consultant Services 2020-2021

Description: Contract Service Agreement for Everett Holm to assist the finance director with the monthly reconciliations through 2020-2021 school year. Everett Holm has a CPA certification and assists me on a daily basis with any questions and issues/concerns I have. It will be beneficial to have Everett's assistance after hours and during the weekends.

Financial Impact: \$8,841.60 (\$46.05/hour x 16 hours x 8 weeks)

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

Attachment(s):

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) 338-3200

Date: 4/23/21

Board Approval: 4/28/21

Contractor: Everett Holm

Phone: 450.8842

Address: 133 8th Ave SE, Cut Bank, MT 59427

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

Contracted Dates: 05.10.21 to 06.30.21

Rate per hour/per day: $\underline{\$46.05 \times 24 \text{ hours} \times 8 \text{ weeks}} = \$8,841.60$

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

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

Other costs (explain): _____ = NA

Total Project Cost = \$8,841.60

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	<u>Crystal Tailfeathers</u> Principal/Supervisor
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Federal ID Number/EIN	Superintendent
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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.