

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 1/11/22



- 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:** 1/4/22

**Date:** Tuesday, January 4, 2022

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

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

**Subject:** **Monthly Reconciliation**

**Description:** I am requesting Everett Holm assist me with monthly reconciliation beginning January 1, 2022 through June 30, 2022.

**Financial Impact:** \$8,841.60

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

**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:** 01/04/2022

**Board Approval:** 1/11/22

**Contractor:** Everett Holm

**Phone:** 450-8842

**Address:** 133 8<sup>th</sup> Ave SE, Cut Bank, MT 59427

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

**Contracted Dates:** 01/1/22 to 06/30/21

Rate per hour/per day: \$46.05 x 24 hours x 8 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**

Crystal Tailfeatehrs  
**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.