

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/11/22



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**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

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**Date:**      October 4, 2022

**To:**            Corrina Guardipee-Hall  
                    Superintendent

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

**Subject: CSA: Assist Finance Director with TFS, Maefairs, Taxes 2021-2022**

**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:** \_\_\_\_\_

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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:** 10.04.22

**Board Approval:** 10/11/22

**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.