

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 4/5/22



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: 4/1/22

To: **Corrina Guardipee-Hall**
 Superintendent

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

Subject: **CSA: Assist Finance Director with Monthly Reconciliation/Budget Set-Up 2021-2022**

Description: Gwen Andersen will be assisting me with monthly reconciliation and budget set up, overview and prediction of the next five years. Gwen will need access to Black Mountain Software (Bank Reconciliation Module and the Budget Module.)

Financial Impact: \$16,320.00

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: 4/1/22

Board Approval: 4/5/22

Contractor: Gwyn Andersen

Phone: 406.899.1667

Address: 225 Mennonite Church Road, Kalispell, MT 59901

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

Contracted Dates: 04/6/22 through 06/30/22

Rate per hour/per day: $\$68.00 \times 80 \text{ hours} \times 3 \text{ months}$ = \$16,320.00

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

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

Other costs (explain): _____ = NA

Total Project Cost = \$16320.00

Contract to be paid from:

126.90.160.2510.330

226.90.160.2510.330

Independent Contractor:

☐ Submit invoice on completion☒ Other: Submit monthly invoice

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.