

## CONTRACT FOR SERVICES

This Contract for Services made and entered into this day, by and between the Campbell County School District, herein the “District” and Don Dihle d/b/a Schoolhouse Financial Consulting, herein “Consultant,” of 3311 Tee Court, Gillette, Wyoming 82718.

In consideration of the mutual promises and payments provided for herein, District and Consultant agree to the following:

1. **Independent Contractor.** Consultant is an independent contractor. Contractor is not an employee of the District and is not entitled to receive worker’s compensation, unemployment insurance, medical insurance, retirement or other employee benefits. Consultant shall pay all Federal income taxes and withholding required by law on the payments received pursuant to this contract. District and Consultant shall mutually agree to a work schedule.

2. **Duties/Services to be provided by Consultant to the District.** At the direction of the Superintendent or his designee, Consultant shall, in a professional manner, complete and provide the following services to the District to include, but not limited to:

- Analysis of pending or newly approved legislation, rule or other guidance at State or Federal level which affects the finances or operation of the District, including financial estimates and recommendations for supporting, opposing or implementation. Involvement in legislative activities as directed.
- Provide, on behalf of the District, data and reports as required by the Wyoming Department of Education, external Auditors, Federal agencies and other entities. Support District staff in their reporting to these same entities by extracting, formatting and compiling data as required.
- Attendance at District meetings and participation through providing presentations, offering recommendations or evaluation of data. Meet with staff to provide projections, review budgets, audits, policies and regulations or proposed changes.
- Consult with Administration concerning cash flow, fund transfers, statutory reporting requirements, software acquisition and other requested functions. Offer suggestions necessary in the best interest of stewardship of District resources or recommendations essential to avoiding loss of fund, interruption of normal business flow and /or penalties.
- Analyze, summarize, discuss and recommend any actions which need to take place due to changes resulting from new statutes and rules governing funding or resulting in changes in operation of the District.
- Consult with the Associate Superintendent for Instructional Support as directed.

3. **Services to be provided by the District to Consultant.** The District agrees to provide the following to Consultant:

- Provide appropriate user ID’s and access to various software and data bases of the District to facilitate analysis of finances, extraction of data and completion of reports as directed.

- Provide access to staff members for purposes of information collection and/or reporting, response to audit requests, and gathering other information as directed by Administration of the District.
- Provide access to state reports, bank account balances, annual financial (audit) reports, budgets, accounting manuals and other documentation required to analyze financial status of the District.
- Provide necessary authorization to allow verbal and written communications, submission of reports and other interaction with representatives of external auditors, Wyoming Department of Education staff, other District consultants, vendors, or other entities.

4. **Term.** Consultant shall provide the services within the period from the date of the approval of this contract by the Board of Trustees to June 30, 2019, unless terminated as provided herein.

5. **Compensation-Expenses.** Consultant is to be paid at the rate of Seven Hundred Fifty Dollars (\$750.00) per day for completion of the services required by this contract, with a minimum of forty (40) days from the date of the District Board approval through June 30, 2019. The compensation will be paid monthly. As an independent contractor, Consultant shall be responsible for all Federal withholding and taxes on the compensation paid pursuant to this contract. Expenses incurred while conducting business on behalf of the District will be reimbursed using rates consistent with the District's Travel Reimbursement Guidelines.

6. **Termination.** Either party may terminate this contract upon ten (10) days written notice to the other party. In the event of termination, the District shall pay Consultant for all services provided prior to the termination date.

7. **Confidentiality.** Consultant acknowledges that the District may disclose confidential information to Consultant during the course of this contract. Any such information that is or should be reasonably understood to be confidential or proprietary to the District, which includes but is not limited to, unpublished financial information, projections, computer data, computer programs and supporting documentation, is considered confidential property of the District whether created by Consultant or District. Consultant will take reasonable steps and use due care during the term of this contract and thereafter to prevent the duplication or disclosure of confidential information, other than by or to the District's employees or agents who must have access to the information to perform their duties for the District.

8. **Jurisdiction and Venue.** The parties agree that jurisdiction and venue over any dispute arising under this contract shall be in the 6<sup>th</sup> Judicial District, Campbell County Wyoming.

9. **Duplicate.** This contract shall be signed in duplicate with each party retaining an original.

10. **Binding.** The contract is binding on the parties hereto, their successors in

interest, heirs, personal representatives and assigns.

Board of Trustees  
Campbell County School District

By \_\_\_\_\_ Date \_\_\_\_\_  
Chairman

By \_\_\_\_\_ Date \_\_\_\_\_  
Don Dihle, d/b/a Schoolhouse Financial Consulting