

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 7/26/23



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: 7/17/23

To: Board of Trustees
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: CSA: Website Updates 2023-2024

Description: Contract Service Agreement for Rodolfo Rivas to update the district Website. Currently the BPS Website has a lot of outdated information and needs to be updated before the school year begins. Not to exceed 80 hours.

 Rodolfo Rivas, Website Updates

Financial Impact: \$4,269.00 (80 hrs x \$53.36 + fringe)

Funding Source (Budget/grant, etc.): Technology Budget (126 / 226.78.162.2220.120)

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: 7/17/23

Board Approval: 7/26/23

Contractor: Rodolfo Rivas

Phone: _____

Address: _____ Box Browning, MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will update the district Website prior to school beginning for the 2023-2024 SY.

Contracted Dates: 7/17/23 to 7/28/23

Rate per hour/per day: \$53.36 x 80 hours = \$4,269.00

Per Diem/per day: _____ x _____ # of Days = N/A

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = \$4,269.00

Contract to be paid from:

126.78.162.2220.120

226.78.162.2220.120

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

Principal/Supervisor

SSN/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.

White – Contractor

Yellow – Business Office