

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 6/25/25



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: 6/19/25

To: Board of Trustees
Browning Public Schools

From: Rebecca Rappold
Title: Superintendent

Subject: CSA: Web Page/Social Media Maintenance & District Calendar 2025-2026

Description: Contract Service Agreement for Rodolfo Rivas for web site maintenance and assist others in maintaining their content sections.

 Rodolfo Rivas, Web Page/Social Media Maintenance & District Calendar

Financial Impact: \$6,720.00 (up to 360 hrs @ \$21.00/hr for 2025-2026 Year)

Funding Source (Budget/grant, etc.): 126 / 226.78.162.2580.150 (70/30)

Attachment(s): Contract Service Agreement

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: 6/19/25

Board Approval: 6/9/24

Contractor: Rodolfo Rivas

Phone: _____

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

Type of Project/Service (be specific): Contractor will provide basic web site maintenance web site maintenance and encourage others to maintain their own content sections. Will provide up to 180 hours (approx. 15 hours per month) throughout the next fiscal year.

Contracted Dates: 6/19/25 to 6/30/26

Rate per hour/per day: up to 320 hrs @ \$21.00/hr = \$6,720.00

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 = \$3,780.00

Contract to be paid from:

126.78.162.2580.150

226.78.162.2580.150

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