

# Browning Public Schools Board Agenda Request

Meeting To Be Held: October 14, 2024



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**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

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**Date:**        October 9, 2024

**To:**            Board of Trustees

**From:** Rebecca Rappold  
**Title:**        Superintendent

**Subject: Contract Service Agreement: Customer Service Training October 18, & 19 2024**

**Description:**

Customer Service Training during October 18<sup>th</sup> & 19<sup>th</sup>, 2024 during MEA days. The scope of the Services includes but is not limited to:

- Training sessions on customer service best practices.
- Role-playing exercises to improve customer interaction.
- Workshops on managing customer complaints and feedback.

**Financial Impact: up to \$400.00 (100.00 per session)**

**Funding Source (Budget/grant, etc.):**

**Attachment(s):** CSA

**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:** 10/9/24

**Board Approval:** 10/14/24

**Contractor:** Lisa LongTime Sleeping

**Phone:** 406-781-7865

**Address:** PO Box 2181 Browning Montana 59417

\_\_\_\_\_  
P.O. Box or Street Address

\_\_\_\_\_  
City State Zip

**Type of Project/Service** (be specific): Contractor will provide customer service training to support to staff of BPS district.  
Contractor will submit invoice.

**Contracted Dates:** Between August 13, 2025-October 17, 2025

Rate per session:\$100.00

**Total Project Cost = up to \$500.00**

**Contract to be paid from:**

115.90.494.2213.150.234

Title I: Schoolwide

**Independent Contractor:**

☒ Submit invoice on completion

☐ \_\_\_\_\_

**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