Browning Public Schools
Board Agenda Request
Meeting to Be Held: 10/27/2026



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignations ☐ 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: 10/20/2026

To: **Rebecca Rappold**
Superintendent of Schools

From: **Zita Ottersbach**
Title: Food Service Director

Subject: CSA: ServSafe Trainings

Description: Requesting approval for contract service agreement with Lisa Terry to provide servsafe trainings for food service kitchen staff. Servsafe manager for head cooks and servsafe regular food handler training for other staff is required by OPI.

Financial Impact: $ 750.00

Funding Source (Budget/grant, etc.) 112.92.910.3100.330

Attachment(s): CSA

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

_____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715

Date: 10/20/2026 **Board Approval Date:** 10/27/2026

Contractor: Lisa Terry **Phone:** _____

Address: _____
P.O. Box or Street Address **City** **State** **Zip**

Type of Project/Service (be specific): Servsafe manager and Servsafe food handler trainings for food service kitchen staff required by OPI.

Contracted Dates: 10/30/2026 and a TBD date in December 2026 or January 2027.

Rate per hour/per day: 10/30/2026 $500.00 and TBD date $250.00 NTE	=	$750.00
Per Diem/per day: _____ x _____ # of Days	=	N/A
Mileage: _____miles @ _____ per mile	=	N/A
Other costs (explain): Fringe	=	$
Total Project Cost	=	$750.00

Contract to be paid from:
112.92.910.3100.330

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**

_____ _____
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**