

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 12/16/25



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**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

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**Date:**    12/11/25

**To:**        Rebecca Rappold  
**Title:**     Superintendent

**From:**    Kellen Hall  
**Title:**     Athletic Director

**Subject:** **CSA: C & L Catering**

**Description:** Request Approval for contract service agreement with Liza England our cater for the East/West Tipoffs.

**Financial Impact:** \$ 2,000.00

**Funding Source (Budget/grant, etc.):** 226.60.720.3500.612

**Attachment(s):** Quote/Invoice

**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:** 12/11/25

**Board Approval Date:** 12/16/25

**Contractor:** C & L Catering

**Phone:** \_\_\_\_\_

**Address:** 10156 Birch Creed Rd Valier MT 59486  
**P.O. Box or Street Address** **City** **State** **Zip**

**Type of Project/Service** (be specific): Catering meals for BHS Basketball Tipoffs.

**Contracted Dates:** 12/29/25-12/20/25 two meals per day

Rate per meal: 200 meals @ \$6.50 per meal = \$1,300.00

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

Mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = N/A

Other costs (explain): Supplies = \$700.00

**Total Project Cost** = \$2,000.00

**Contract to be paid from:**

**226.60.720.3500.612**

**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**

## S&L Catering

10156 Birch Creek Rd.  
Valier, MT 59486  
(406) 450-3153

# Invoice

Submitted on 12/02/2025

### Invoice for

Coaches Rm.12/19 & 12/20

Meal for BHS Basketball Tipoffs

Attn: Sandi Campbell

### Payable to

Wanda England

### Invoice #

### Description

### Qty

### Unit price

### Total price

19th- Soup & Bread

50

\$6.50

\$325.00

19th- Tater tot casserole

50

\$6.50

\$325.00

20th- Breakfast Burritos & Parfaits

50

\$6.50

\$325.00

20th- Chili & Frybread

50

\$6.50

\$325.00

Notes:

Subtotal

\$1,300.00

supplies

\$700.00

**\$2,000.00**