

Browning Public Schools

**Board Agenda Request**

Meeting To Be Held: 3/28/18 \_\_\_\_\_



- 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:** 03/20/2018

**To:** **Corrina Guardipee-Hall**  
Superintendent

**From:** Lynne Keenan  
**Title:** Director of Child Nutrition

**Subject:** Request approval to create two (2) Child Nutrition Cook positions

**Description:** Request to create two (2) Child Nutrition Cook positions for the Montana Child and Adult Care Food Program.

**Justification:** Child Nutrition is in the process of applying for a Supper Program during the school year, August thru May. The program will serve supper to school age children from 4pm to 7pm.

**Financial Impact:** \$39,400 for the last months for school, April and May.

**Funding Source (Budget/grant, etc.):** CACFP Funded and Reimbursements.

**Attachment(s):** Child Nurtition Proposal and Annual Budget.

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

March 12, 2018

To Whom It May Concern:

The Child Nutrition Department would like to provide a Supper Program, during the school year, for our students with a staff of two (2) starting April 2<sup>nd</sup>. We will cook supper for 300 students. We plan to have the Supper Program at the Napi Elementary kitchen as this is where we do our supper for the Summer Lunch Program.

We would like to advertise for two positions, a Head Cook and Assistant Cook for this location. The time would be from 2pm to 7:30pm for 5.5 hours and supper would be served from 4pm to 7pm.

The Supper Lunch Program could also feed students with activities. The supper program will also help with reimbursements for days when there is no school.

The program we would be using is the Montana Child and Adult Care Food Program (CACFP) and not OPI. As of now we use CACFP for childcare only and this will be an at-risk after school meals program.

Thank you,

Lynne Keenan  
Child Nutrition/Food Service Director