

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 6/26/24



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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:**        06/19/24

**To:**            Rebecca Rappold  
                    Superintendent

**From:**        Rose Racine  
**Title:**         Childcare Director

**Subject: Innovation Grant Retention Stipend for Childcare Staff 2023-2024**

**Description:** Contract Service Agreement for Childcare staff: Bristen Belcourt (\$1,000), Crystal Augare (\$1,750), Angel Kennerly (\$1,500), Michelle Matt (\$1,500), and Monique Rivas (\$1,500) for Innovation Grant Retention Stipend 2023-2024.

**Financial Impact: \$7,500.00**

**Funding Source (Budget/grant, etc.):** 115.72.471.3200.150.413 Innovation Grant

**Attachment(s):** Innovation Grant Requirements

**Superintendent Action:**     Approved     Denied     Deferred    Initial & date: \_\_\_\_\_

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

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

**F. Educational Supplies and Equipment**

**Total \$20,806**

Currently, the Child Care center allocates \$12,715 for educational supplies and equipment which is funded by the Browning Public School District. We estimate this to be \$578 per child (based on our current license capacity of 22 children). We would like to add an additional #14 children x \$578 totaling \$8091. The cost (\$8091) for additional educational supplies and equipment will be funded initially by this grant, and then funded by the Browning Public School District after the grant ends.

**G. Food and Dining** are entirely funded by the Browning Public School District. No additional funds are being requested for this line item. Childcare participates in the CACFP program so that the BPS Child Nutrition program may receive some reimbursement. The Childcare currently allocates \$360 annually for food to incentivize parent involvement.

**H. Cleaning** is entirely funded by the Browning Public School District. No additional funds are being requested for this line item.

**I. Printing** is entirely funded by the Browning Public School District. No additional funds are being requested for this line item. The Childcare currently allocates \$400 annually to cover the cost of printing.

**J. Stipends to recruit and retain staff**

**Total \$20,000**

BPS Childcare experienced significant turn-over during the 2021-2022 academic year. Our estimate is based on incentives for each of the (8) FTE positions at various points in employment as outlined below. We will offer recruiting and retention incentives to new and returning staff, upon school board approval, as follows:

- upon hire: \$250 hiring stipend x (5) employees = \$1250
- after the 90 day probation period: \$500 retention stipend x (5) employees = \$2500
- at the end of each annual contract as a retention stipend:
  - New employees: \$750 x (5) employees = \$3750
  - Returning employees: \$1500 lump sum x (3) employees = \$4500
  - All (8) employees returning for 2023-2024 will receive a \$1000 stipend at the end of the academic year totaling \$8000

Stipends will be funded initially by this grant, and then funded by the Browning Public School District, pending School Board approval, after the grant ends.

**K. Minor Renovation**

**Total: \$4500**

This grant will allow us to expand our facility with basic renovations to create a third classroom for "wobblers." We have received an estimate from our architect to modify

Browning Public Schools  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-2708

**Date:** 06/19/24

**Board Approval:** 6/26/24

**Contractor:** Sample

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

**Address:** Browning, Montana

P.O. Box or Street Address      City, State, Zip

**Type of Project/Service** (be specific): Retention Stipend for staff retention 2023-2024 is based on incentives for each of the positions in Childcare as outlined in the grant stipulations attached.

**Contracted Dates:** 2023-2024 SY

Rate per hour/per day: 1 x \$1,500.00 # of Days = \$1,500.00

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

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

Other costs (explain): \_\_\_\_\_ = N/A

**Total Project Cost** = **\$1,500.00**

**Contract to be paid from:**

115.72.471.3200.150.413

\_\_\_\_\_

**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**

Rose Racine  
**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