

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: October 11, 2016



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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 4, 2016

**To:**          **John Rouse**  
                    Superintendent of Schools

**From:**      Tony Wagner  
                    Title:      Director of Student Activities

**Subject: Extracurricular Salary Increase: Napi Activities Coordinator**

**Description:** Increase the Napi Activities Coordinator stipend to be \$4,000.00. The reason for the request to increase for this positions is to reflect a competitive stipend. The Napi Activities Coordinator puts in the same amount of time as the other Activities Coordinator. Please see attached position description.

✚ Napi Activities Coordinator stipend will increase from \$2,000.00 from \$4,000.00

**Financial Impact:**    **\$4,000.00** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):**    Position Description - Extracurricular Salary Scale

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

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

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

Browning Public Schools  
**Extracurricular Salary Schedule**  
 Effective: August 31, 2016

Browning Public Schools is an official name for School District No. 9, Glacier County, MT.

Basic Stipend Before Experience Credit			
Position	Stipend	Payable	Special Requirements
<b>Athletic Coordinators (full school term)</b>			
BMS	\$4000.00	½ in December ½ end of school.	
Napi Elementary	<del>\$2,000.00</del> \$4,000.00		
<b>Basketball</b>			
Head Coach, BHS	\$3440.00	100% upon completion	Oversees district program for the sport.
Assist. Coach, BHS	\$2,408.00		
Elem. Coach, 7-8	\$1,032.00		
Elem. Coach, 4-6	\$430.00		
<b>Special Olympics (Mid-September to Mid-May)</b>			
Coach, BPS	\$2,000.00	1/3 in December and 2/3 upon completion	Various sports activities for special education students such as basketball, skiing and summer events
<b>Other Athletic Sports (except Cheerleading) (for term of sport)</b>			
Head Coach, BHS	\$3,096.00	100% upon completion	Oversees district program for the sport.
Assist. Coach, BHS	\$2,064.00		
Elem. Coach, 7-8	\$860.00		
Elem. Coach, 4-6	<b>\$430.00</b>		
<b>Cheerleading (Fall and/or Winter Seasons)</b>			
Head Coach, BHS	<b>\$3,096.00</b>	Per season, Fall and Winter, payable upon completion of each season.*	
Assist. Coach, BHS	<b>\$2,408.00</b>		
BMS Coach	\$516.00		
<b>Band Director (full school term)</b>			
BHS	\$2,752.00	1/3 in December and 2/3 upon completion	Two out-of-town trips, six performances, appropriate number of practices, sectional and private lessons as needed
BMS	\$860.00		Four performances, appropriate number of practices plus sectional and private lessons as needed.
<b>Chorus Director (full school term)</b>			
BHS	\$2,752.00	1/3 in December and 2/3 upon completion	Two out-of-town trips, six performances, appropriate number of practices, sectional and private lessons as needed.
BMS	\$860.00		Four performances, appropriate number

			of practices plus sectional and private lessons as needed.
<b>Pep Club Director (Fall and/or Winters Seasons)</b>			
BHS	\$496.00	Per season, Fall and Winter, payable upon completion of each season.*	
<b>Drama Director (Mid-November to end of April)</b>			
BHS	\$2,064.00	1/3 in December and 2/3 upon completion	Two major play productions.
BMS	\$1,376.00		Two play productions
<b>Speech/Debate (Early October to early February)</b>			
Director, BHS	\$3,096.00	1/2 in December and 1/2 upon completion	Involve students in two public debates
Assist., BHS	\$2,064.00		
<b>Student Clubs (Mid-October to end of School)</b>			
Sponsors, all schools	\$516.00	100% end of school	Stipend split for multiple sponsors of same club. Activity must be outside classroom instructional time.

\*Fall sports: Football, Cross Country, Golf, Volleyball. Winter sports: GBB, BBB and Wrestling. Spring Sports: Softball and Track

1. Scope – This salary schedule applies only to extracurricular positions shown above. Excluded are officials, ticket takers, crowd control officers, and helpers for extracurricular events.
2. Contracted Services – Extracurricular positions are subject to the terms, conditions and provisions of individual contracts issued following a recommendation to hire by the Superintendent and approval by the Board of Trustees.
3. Performance – All extracurricular activities must be performed outside regular school hours.
4. Compensation
  - A. Classified employees of BPS are excluded from this salary schedule. They are paid at a composite rate for extracurricular activities for which they have been hires. The composite rate is the average of the employee’s regular hourly pay rate and the statutory minimum wage (the higher of Federal or state rate). Payment is according to usual payroll procedures including approved timesheets.
  - B. Certified BPS staff, temporary employees, and those hired solely for these positions are paid stipends according to the above schedule.

C. Extracurricular compensation shall not duplicate, in any manner, other compensation the extracurricular employee receives in some other capacity, exclusive of banked leave, with BPS (MCA 2-2-104 et seq.)

D. Unless otherwise employed by BPS, no benefits accrue for extracurricular employment

5. Experience Credit – The base stipend amount for the current year will be increased according to the following previous experience:

1 year, +2%	2 years, +4%	3 years, +7%	4 years, +10%	5 years, +14%
6 years, +18%	7 years, +23%	8 years, +28%	9 years, +34%	10 years, +40%

A “year” means successful completion of the sport/activity for its designated or scheduled duration for a school year. Experience credits are expressed in terms of the equivalent number of years: “0” means no previous experience with “10” being the maximum.

A. Previous experience will be credited beginning from 1981-82 (first year adopted) to a maximum of 10 years. The Personnel Department will maintain the experience credit data for each extracurricular employee by sport/activity.

B. Experience will transfer between positions, except Assistant to Head Coach, in the same sport or activity within the same school:

From	To	Experience Transfers?
School	A different school	No
Sport/Activity	A different sport/activity	No
Assistant Coach	Head Coach (same sport)	No
Head Coach	Assistant Coach (same sport)	Yes

C. Existing experience credits will remain unchanged unless the extracurricular employee requests an increase and complies with requirements shown below.

D. A person requesting additional experience, including from outside the district, must provide written documentation substantiating the experience claimed, including phone numbers of references, to the Personnel Department for verification.

E. For experience outside the district the Director of Student Activities may grant up to five (5) years of experience based on school size and equivalent responsibilities.

F. Gaps between years of experience will not affect the number credited.

G. Final determination of experience credits are made by the Director of Student Activities in conjunction with Personnel Department.

## **BROWNING PUBLIC SCHOOLS**

### **JOB DESCRIPTION**

Effective February 17, 2005

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## **Elementary Athletic Coordinator**

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### **Summary of Functions**

Provides each enrolled student an opportunity to participate in an extracurricular athletic activity that fosters physical skills, a sense of worth, self-esteem and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play. Provides for a fun and safe environment that supplements the educational goals of the school.

### **Organizational Relationships**

Supervised by and reports to Building Principal or Student Activities Director as applicable.

**Term of Employment:** School Year

**Evaluation:** Evaluation of this position will be evaluated annually with provisions of the Board's Policy.

### **Duties and Responsibilities:**

- 1) Coordinator is responsible to see that the preparations for games/matches are carried out.
- 2) Responsible to see that all pre-game preparations have been performed to ensure the game or match can be played as scheduled and in a timely manner. These include but are not limited to:
  - a) assure the game clock is hooked up and functioning properly;
  - b) assure the change of possession;
  - c) assure the official book is at the scorer's table;
  - d) assure referee shirts and whistles are available well before the start of a game or match;
  - e) assure the down marker and chain are on the field well before the start of the game;
  - f) carry out arrangements for visiting teams;
  - g) responsible for setting up a practice schedule;
  - h) responsible for setting up game times;
  - i) assure communication is sent to building administrators; teachers, parents and students in a timely manner;

- j) set up bus arrangements;
  - k) assure workers are set up ahead of time (clock, book, referees, crowd control);
  - l) supervise coaches to ensure that fundamentals and sportsmanship are being taught;
  - m) supervise coaches attendance at games and practices;
  - n) ensure eligibility is being followed.
- 3) Responsible to see that all game or match equipment is accounted for and stored at the end of the competition.
- 4) Shall assume any additional duties and responsibilities as may be directed by the Superintendent/Designee which relate to his/her area of responsibility.

**Qualifications:**

- 1) Must be a fulltime employee of the District and in the building for which he/she is coordinating activities.
  - 2) Teacher Certification preferred but not required.
  - 3) Must be able to demonstrate a comprehensive knowledge of the basics of all sports represented in the District elementary schools.
  - 4) Willingness to work long hours.
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