

Browning Public Schools
Board Agenda Request
Meeting to Be Held: June 14, 2022



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: 05/31/2022

To: Corrina Hall Guardipee
 Superintendent

From: Tony Wagner
 Title: Athletic Director

Subject: **BHS Athletic Department Summer Camp Coordinator 2021-2022 & 2022-2023**

Description: Recommend to hiring the following for the BHS Sports Camp Program Coordinator:

- Dale DuCharme, BHS Summer Sports Camp Coordinator

Financial Impact: \$4,608.00 + fringe

Funding Source (Budget/grant, etc.): Athletics 226 60 720 3500 120

Attachment(s): Contract Service Agreement

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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

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

Date: May 31, 2022

Board Approval: 6/14/22

Contractor: Dale DuCharme

Phone: _____

Address: Box Browning, MT 59417
 P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Athletic Summer Sports Camp Coordinator will provide the following services for summer camp: schedules, organizes, and administers a series of regularly scheduled, ongoing activities utilizing BHS gymnasium, and other recreational facilities during non-school hours and during summer vacation periods including sport camps. Manages recreational activities of the BHS Athletic Department Summer Program including selection and obtaining coaches to help with athletic camps, obtaining chaperones, budgeting, compiling information, and preparing and presenting reports. Supervises students to participate and assist in recreational activities of the Program. Provides supervision of students engaged in recreational activities and events and ensures that all such activities are carried out in a safe and orderly manner. Maintains an equipment inventory and provides control to secure equipment and supplies against theft, loss or damage. Determines that equipment is safe for its intended use. Must obtain First Aid/CPR certification at the first date offered by the district following hiring unless previously qualified. Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate. Plans, organizes and oversees recreational activities of the Browning High School Athletic Department for Summer Athletic Camps, Open Gym, and Weight Room under general supervision of Tony Wagner, Athletic Director.

Contracted Dates: June 6-July 26, 2022

Rate per hour/per day: \$16.00/hr x (8 hrs/day x 36 days) = \$4,608.00

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

Mileage: _____ miles @ _____ per mile = N/A

Other costs (explain): Not to exceed total \$ amount = N/A

Total Project Cost = **\$4,608.00**

Contract to be paid from:
226 60 720 3500 120

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

SSN/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