

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 12, 2017



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: December 4, 2017

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

From: Emorie Davis Bird, Director
Title: Human Resources

Subject: Contract Service Agreement for Ee-Kah-Ki-Maht After School Activities Assistants 2017-2018

Description: Tony Wagner, Athletic/Activities Director, is recommending a Contract Service Agreement (CSA) for Mindy Gallagher-Horn, one of 4 Ee-Kah-Ki-Maht After School Activities Assistants, for 2017-18 school year located at the K-6, 7-8 or 9-12 schools to provide activities for that targeted group of individuals

Financial Impact: \$11.50 per hour X 441 hours = \$5,072.00 (X 18% Fringe) + \$912.96 = \$5,984.96)

Funding Source (Budget/grant, etc: Elementary Impact Aid 126.64.170.1340.120

Attachment(s): Contract Service Agreement/Job Description

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

Comments: _____

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

Browning Public Schools
JOB DESCRIPTION
Effective: September, 12, 2017

After School Activities Assistant

Summary of Functions

Under general supervision of the Athletic/Activities Director and the After School Activities Coordinators designated, the incumbent assists with the activity plans, organizes and oversees recreational activities of the Ee Kah Kii Maht Afterschool Program, grades K-6 or grades 7-12.

Essential Duties and Responsibilities

General

- 1) Activities – Schedules, organizes and administers a series of regularly scheduled, ongoing intramural athletics, activities utilizing school playgrounds, gymnasiums, and other recreational facilities during non-school hours.
- 2) Special Programs – Develops and conducts special programs to meet the needs of individuals or groups with disabilities, impairments, or who require assistance to participate in the Program.
- 3) Administration – Assists supervisor in managing recreational activities of the including selection and hiring of staff, training staff, and supervising staff, obtaining chaperones, compiling information, preparing building use requests and preparing and presenting reports
- 4) Students – Encourages and recruits student peer leaders to participate and assist in recreational activities of the Program. Provides supervision of students engaged in afterschool activities and events and ensures that all such activities are carried out in a safe and orderly manner.
- 5) Equipment – In conjunction with supervisor, coordinates the purchase of supplies and equipment for afterschool activities. Coordinates with school sports programs and community services to utilize surplus or available equipment. 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.
- 6) Training – Instructs assistants in conducting afterschool events, in the use of equipment, and monitors their activities to insure that the work is properly performed. Works closely with the District Student Activities Department to leverage community resources. Attends and participates in training as assigned. Must obtain First Aid/CPR certification at the first date offered by the district following hiring unless previously qualified.
- 7) Technical Support – Provides technical advice and assistance to other school programs or departments.
- 8) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Scope

- Afterschool, weekend and school vacation activities
- Intramural Athletic Activities: Plans and conducts activities, such as: basketball tournaments, flag football tournaments, soccer tournaments, baseball tournaments, track and field tournaments, etc., after school and on weekends.
- Host Drug and Alcohol Free Resistance social events
- Leadership programs planned in conjunction with Elementary, Middle School and High School Students

- Host large intramural sporting events Monday – Thursday during after school hours
- Data collection and reporting
- Assist with New Year's Eve activities, Lights On Afterschool, After Prom, and other activities assigned.

Organizational Relationships

Supervised by and reports to the Director of Student Activities. May oversee district employees assigned to the Program, student volunteers and chaperones.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or GED
- Valid Montana driver's license and good driving record
- Knowledge of and experience in operating and maintaining recreational equipment
- Knowledge of a variety of after school activities and club participation
- Good communication, problem solving and organizational skills
- Ability to handle details in a timely and accurate manner
- Willingness to work a flexible schedule: outside of normal school hours, during school breaks, and up to three (3) weekends per month on a rotating basis
- Ability to work with others and without close supervision
- Physical ability to stand for prolonged periods, walk long distances, stoop, bend and twist frequently, climb ladders, work at heights; reach above shoulder height, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, and work outdoors during all types of weather
- Good work habits

Desirable Qualifications—Previous successful experience in after school activities and/or outdoor education activities.

Work Environment—The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Browning Public Schools
CONTRACT SERVICE AGREEMENT
(406) 338-2715 • (406) 338-3200

Date: December 5, 2017

Board Approval: December 12, 2017

Contractor: Mindy Gallagher-Horn

Phone: 406-338-2025, 406-845-4526

Address: P. O. Box 1497 Browning MT 59417
P.O. Box or Street Address City State Zip

Type of Project/Service (be specific): Contractor will provide Ee-Kah-Ki-Maht After School activities (see position description, After School Program Activity Assistant) to K-6, 7-8 or 9-12 as assigned by Athletic/Activity Director or After School Activity Coordinator students/youth for Browning Public Schools for the 2017-2018 school year for the Ee Kah Kii Maht Program. Contractor must be flexible with weekly hours and willing to work designated weekends to provide planned and coordinated extra-curricular activities.

Contracted Dates: 11/30/2017 through 05/31/2018

Rate per hour/per day: \$11.50 per hour X 441 hours per year = \$ 5,072.00

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

Mileage: _____ miles @ _____ per mile = _____

Other costs (explain): Fringe @ 18% = _____

Total Project Cost = \$ 5,072.00

Contract to be paid from:

126.64.170.1340.120

Impact Aid

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

Tony Wagner
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