

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: June 6, 2023



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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:**        06/02/2023

**To:**            Corrina Hall Guardipee  
                    Superintendent

**From:**        Tony Wagner  
                    Title:        Athletic Director

**Subject:** **BPS Athletic Department Summer Camp Coordinator 2023-2024**

**Description:** Recommending to hire the following for the Browning Athletic Department Summer Camp Program Coordinator for the Month of July 2023

- Zachary Wagner                      \$2,176.00

**Financial Impact:** \$2,176.00 plus payroll taxes & fringe

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

**Attachment(s):** CSA

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

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

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

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

**Date:** June 1, 2023

**Board Approval:** 6/6/23

**Contractor:** Zachary Wagner

**Phone:** 406 239 2746

**Address:** Box 583 Browning, MT 59417  
 P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Athletic Summer Camp Coordinator will provide services for summer camp program. The Contractor's time will run July 1, 2023 – July 25, 2023. Contractor will be responsible for engaging and supervising children ranging from 7-17 years old. Under general supervision, plans, organizes and oversees recreational activities of the Browning High School Athletic Department for Summer Athletic Camps, Open Gym and Weight room. Schedules, organizes, and administers a series of regularly scheduled, ongoing activities utilizing Browning High School gymnasium, and other recreational facilities during non-school hours and during summer vacation periods including sport camps. Manages recreational activities of the Browning High School 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 student 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.

**Contracted Dates:** July 1, 2023 to July 25, 2023

Rate per hour/per day: <u>\$16.00 per hour x 8 hours per day x 17 days</u>	=	<u>\$2,176.00</u>
Per Diem/per day: <u>      </u> x <u>      </u> # of Days	=	<u>      N/A      </u>
Mileage: <u>      </u> miles @ <u>      </u> per mile	=	<u>      N/A      </u>
Other costs (explain): <u>Not to exceed total \$ amount</u>	=	<u>      N/A      </u>
<b>Total Project Cost</b>		<b>= \$2,176.00</b>

**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.