

**Browning Public Schools**  
**Board Agenda Request**  
Meeting To Be Held: 7/12/16



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<input type="checkbox"/> Resignation	<input type="checkbox"/> Hiring	<input checked="" type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other:
	This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

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**Date:** 7/5/16

**To:** Board of Trustees  
Browning Public Schools

**From:** John Rouse  
**Title:** Superintendent

**Subject:** 2016-2017 Strategic Planning Session-Virginia Tribe

**Description:** Virginia Tribe will Plan, Prepare and Facilitate the Board Retreat scheduled for August 16-17, 2016.

**Justification:** Focus on leadership and student achievement.

**Financial Impact:** \$3,720.00+

**Attachment(s):** Contract

**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  
**CONTRACT SERVICE AGREEMENT**  
(406) 338-2715 • (406) 338-3200

**Date:** 6/24/16 **Board Approval:** \_\_\_\_\_  
**Contractor:** Virginia Tribe **Phone:** 721-8893  
**Address:** 305 Pattee Canyon Missoula MT 59803  
P.O. Box or Street Address City State Zip

**Type of Project/Service** (be specific): Plan, Prepare and Facilitate the Strategic Planning Session for school board members and superintendent; as well as prepare final draft of Strategic Plan.

**Contracted Dates:** August 16 to August 18, 2016

Rate per hour/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = - 0 -  
Per Diem/per day: \_\_\_\_\_ x \_\_\_\_\_ # of Days = - 0 -  
Mileage: 402÷2 miles @ .54 per mile = \$110.00  
Other costs (explain): training, mileage, lodging, admin costs = \$1,750.00  
**Total Project Cost** = \$ \$1,860.00

**Contract to be paid from:**  
126 / 226.90.160.2310.330 (100%)

**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**

\_\_\_\_\_  
**Superintendent Signature**

EIN/Tax ID Number 81-0513443  
**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.

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**Contracted Dates:** August 16 to August 18, 2016

Rate per hour/**per day**: \_\_\_\_\_ x \_\_\_\_\_ # of Days = - 0 -  
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Virginia Tribe: Professional Facilitator, Inc.  
Facilitator in Professional and  
Organizational Development  
Phone: 406-544-7663  
305 Pattee Canyon  
Missoula, Montana 59803  
e-mail: [vtribe@bresnan.net](mailto:vtribe@bresnan.net)

August 4, 2015

To whom it may concern - Browning Public Schools:

Please consider this a response to your request for costs for a Board of Trustees retreat October 26, 2015 in Browning. Based on initial conversation with Board leadership, I have drafted the following suggested objectives:

### **RETREAT OBJECTIVES**

- Strengthen the communication environment among Board members and between the Board and the Superintendent.
- Evaluate progress related to District leadership philosophy, mode of operation, and agreed upon communication ground rules.
- Collectively revisit and evaluate the District's vision and goals within role boundaries.
- Come to general agreement on District 2015-2016 school year emphasis areas.
- Create a message for the full staff and the community.

### **FEE SCHEDULE**

My fees remain the same at \$400.00 per facilitator day; \$150.00 facilitator in-state per diem; and 2015 federal mileage rate of \$ .54 per mile. My estimated fees for the session of \$2,311.05 are based on 4 facilitator days and expenses that include:

- Electronic/telephone planning with Board leadership;
- Development, distribution and compilation of a general evaluation pre-work document to be completed by retreat participants;
- Review of recent year's Board of Trustees retreat documents and agreements as well as the District's current strategic goals;
- Process design/session agenda development based on final planning and objectives; session facilitation; written retreat summary;
- Limited meeting materials (assumption that flip charts are provided);
- 3 days facilitator per diem at \$150.00 per day; round trip Missoula - 454 miles

The following includes my Contractor Profile. My Employee Identification (TAX) Number is listed below my signature. I'm looking forward to working with the District again.

Thank you.

*Virginia Tribe*  
Virginia Tribe  
(EIN/Tax ID Number 81-0513443  
DUNS Number – 038383423)

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Facilitator in Professional and  
Organizational Development  
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## **CONTRACTOR PROFILE**

Virginia Tribe is an experienced facilitator, mediator, educator, and trainer, having spent over 35 years in public education, county and federal service, and private consulting. She combines a background in education with 15 years of professional management experience working in local and federal agencies in organizational development; strategic planning; conflict management; and community building.

In 1988, Virginia Tribe established herself as a private contractor, working as a professional facilitator in organizational problem solving. Ms. Tribe designs and conducts processes and seminars to meet the specific needs and situations of individual clients in today's challenging operating environment. Her work is framed by principles of self-respect, interest-based problem solving and personal accountability for one's own role in any situation. Ms. Tribe's style creates a confidential, investigative environment that encourages participants in candid discussion toward durable solutions and sound working relationships.

Virginia Tribe serves a diverse set of clients with individual needs, interests and situations. She designs and facilitates processes and training in the following topic areas:

- Board and Team development and effectiveness
- Strategic planning
- Transition, change, value alignment, and relationship building in today's organizations
- Conflict management and mediated problem-solving
- Interest-based labor negotiations
- Public participation, community problem-solving, and policy development
- Communication and Customer Service
- Communication training for individual managers (designed per individual needs and objectives)
- Social Risk Assessment

Virginia Tribe received her education from the University of Montana in Missoula. She continues her studies in mediation and negotiation, interpersonal communication, and "people dynamics".

## **PROFESSIONAL BACKGROUND**

- President/owner, Virginia Tribe: Professional Facilitator, Inc., established in 1987; full time involvement, 1989
- Regional Training Officer, USDA Forest Service, Northern Region, Missoula, Montana, 1988-89
- Program Officer for Public Information and Involvement; member of Forest Management Team; member of Forest Plan Interdisciplinary Team, Lolo National Forest, USDA Forest Service, Missoula, Montana, 1978-88
- Environmental Education/Public Information and Involvement Specialist; Youth Conservation Corps (YCC) Coordinator, Bureau of Land Management, US Department of Interior, Montana State Office, Billings, Montana, 1976-78
- Environmental Education/Public Communication, Information and Involvement Officer, Bureau of Land Management, US Department of Interior, Billings District/Pryor Mountain Wild Horse Range, Billings, Montana, 1974-76
- Education Technician, Bureau of Land Management, US Department of Interior, Colorado State Office, Denver, Colorado, 1973-74
- Community Development technician, Jefferson County Extension Service, Jefferson County, Colorado, 1972-73
- Junior High School Teacher, Eckstein Junior High School, King County Public Schools, Seattle Washington, 1966-67
- Bachelor of Science, Secondary Education, University of Montana, 1966

## EXAMPLES OF EXPERIENCE

- Six years experience facilitating interest-based labor negotiations (St. Patrick Hospital Registered Nurse Contract; Polson Public Schools Teacher Contract) resulting in successful single and multi-year contracts.
- Process design and facilitation of a community partnership committee created through an Office of Civil Rights (OCR) agreement between the Ronan School District and OCR to address perceived disparities in discipline and general treatment of Indian children; resulted in recommendations approved by OCR and School Board adoption.
- Twenty-five years experience in process design and facilitation of non-profit organizations related to strategic planning and organizational problem-solving; examples include the Montana Community Development Corporation; Philanthropy Northwest; Five Valleys Land Trust (Missoula); the International Heart Institute and Institute Foundation; and other non-profits cited in the attached list of clients.
- Process design/facilitation of citizens' working groups addressing issues related to the Clark Fork River Superfund Project, the Butte Priority Soils Superfund Site, and the Libby Asbestos Superfund Site; and Milltown Dam Superfund Site.
- Process design and facilitation of a citizen advisory group to address river use conflicts and develop recommended policy to the Montana Department of Fish, Wildlife & Parks resulting in adoption by the Montana FWP Commission.
- Process design, convening and facilitation of a 3-state (Montana, Idaho, and Wyoming) Governors' Roundtable resulting in consensus comments on the initial Draft Conservation Strategy related to potential Grizzly Bear de-listing in the Greater Yellowstone Ecosystem; facilitation of federal and state agency process/team resulting in final Greater Yellowstone Area Grizzly Bear Conservation Strategy; facilitation of processes resulting in development of State Grizzly Bear Management Plans in Wyoming and Montana; current facilitation of federal, state and Tribal process/team intended to result in a Northern Continental Divide Ecosystem Grizzly Bear Conservation Strategy.

**IN-STATE CLIENTS: 1988-2015**

Montana Department of Fish, Wildlife and Parks  
Montana Department of Justice  
Montana Department of Public Health and Human Services  
Montana Department of Corrections  
Montana Department of Commerce: Travel Montana  
Montana Department of Natural Resources and Conservation  
Montana Department of Revenue  
Montana Historical Society; Montana Heritage Commission  
Montana Lewis and Clark Bicentennial Commission  
Montana's Promise: Governor's Summit on Youth  
Montana Public Employees Retirement System  
Montana High School Association  
Montana Women in Agriculture  
USDA Forest Service  
US Department of Labor: Job Service  
US Fish and Wildlife Service  
National Park Service, Glacier National Park  
Environmental Protection Agency  
Missoula Board of County Commissioners  
City of Missoula  
City of Great Falls  
Great Falls Airport Authority  
City of West Yellowstone  
Blackfeet Nation: Siyeh Economic Development Corporation; Self Insurance Program  
Confederated Salish & Kootenai Tribes  
Superintendents of Montana (SAM); Montana School Administrators (MASA)  
Billings Public Schools  
Bozeman Public Schools  
Browning Public Schools  
Corvallis Public Schools  
Fairfield Public Schools  
Great Falls Public Schools  
Hardin Public Schools  
Helena Public Schools  
Hamilton Public Schools  
Kalispell Public Schools  
Manhattan Public Schools  
Missoula Public Schools  
Roundup Public Schools  
Ronan Public Schools  
Stevensville Public Schools  
Target Range School  
Whitefish Public Schools  
University of Montana  
U.S. West, Montana Public Policy Team  
GEI Consulting – BPA Subbasin Planning  
HDR/City of Missoula project  
WGM/Highway 93 Whitefish project



**IN-STATE CLIENTS: 1988-2015 cont.**

The Missoulian  
Gillespie Realty, Missoula; Lambros Real Estate Company  
Mountain Line Transportation  
Independent Insurance Agents of Montana; Montana Insurance Managers (MIM)  
Community Medical Center, Missoula  
St. Peter's Community Hospital and Foundation, Helena  
St. Patrick Hospital, Missoula  
International Heart Institute and Foundation, Missoula  
Deaconess Billings Clinic, Billings  
Benefis Health Care, Great Falls  
Sage Corporation  
Partners in Home Care, Inc., and Hospice of Missoula  
Musselshell Valley Youth Task Force  
Missoula Youth Homes  
Childcare Resources, Inc.  
Intermountain Children's Home and Services  
Jeannette Rankin Peace Resource Center, Missoula  
Missoula Developmental Services Corporation  
Montana Speech and Hearing Association  
Missoula Housing Authority  
Missoula Indian Center  
North American Indian Alliance (NAIA)  
Missoula Area Economic Development Corporation  
Missoula Area Chamber of Commerce  
Great Falls Chamber of Commerce  
Rocky Mountain Elk Foundation

**OUT-OF-STATE CLIENTS: 1988-2015**

Michigan Department of Natural Resources  
Wyoming Game and Fish Department  
Utah Division of Wildlife Resources  
Greater Yellowstone Coordinating Committee (GYCC)  
Washington State Federal Lands Managers  
USDA Forest Service: Alaska, California, Idaho, Montana, Oregon, Utah, Washington, and Washington, D.C.  
Brown and Caldwell Engineering, Seattle, Washington  
GEI Consultants, Inc., Intermountain Province Subbasin Planning (Northwest Power Planning Council)  
Waste-Tech, Incorporated, Denver, Colorado