

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/26/17



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<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	

Date: 7/20/167

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

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: 2017-2018 Strategic Planning Session-Virginia Tribe

Description: Virginia Tribe will Plan, Prepare and Facilitate the Board Retreat scheduled for August 15-16, 2017

Justification: Focus on leadership and student achievement.

Financial Impact: \$4,117.89

Attachment(s): Contract

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) 338-3200

Date: 7/26/17 **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 15 to August 16, 2017
Rate per hour/per day: _____ x _____ # of Days = - 0 -
Per Diem/per day: _____ x _____ # of Days = - 0 -
Mileage: 408÷2 miles @ .535 per mile = \$109.14
Other costs (explain): training, mileage, lodging, admin costs = \$1,949.81
Total Project Cost = \$ \$2,058.95

Contract to be paid from:
126.90.160.2310.330 (75%)
226.90.160.2310.330 (25%)

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

Superintendent

EIN/Tax ID Number 81-0513443
SSN/Federal ID Number/EIN

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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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 administrators, superintendent, and school board members as well as prepare final draft of Strategic Plan.

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Rate per hour/per day: _____ x _____ # of Days = - 0 -
Per Diem/per day: _____ x _____ # of Days = - 0 -
Mileage: 408 ÷ 2 miles @ .535 per mile = \$109.14
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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

July 20, 2017

To whom it may concern - Browning Public Schools:

Please consider this a response to your request for costs for an Administrators and Board of Trustees retreat(s) August 15 and 16, 2017. I continue to have discussion with the Superintendent and Board leadership in designing the process objectives and agenda(s).

My fees remain the same at \$400.00 per facilitator day but my per diem has increased to \$225.00 per day due to high lodging rates in the area during the summer months and the closure of the Browning Holiday Inn Express where I have stayed in past years. The 2017 federal mileage rate is \$.53.5 with round trip Missoula/Browning. I'm basing my estimated fees of \$4,117.89 on 8 facilitator days plus expenses with the following deliverables:

- Telephone and electronic planning with the Superintendent and Board leadership;
- Review of District planning and collaboration documents from the past two years and earlier if requested by the District;
- Development, distribution and compilation of participant pre-work questionnaires;
- Process design, agenda development, facilitation, and retreat summary(s);
- Limited meeting materials (assumption that flip charts are provided);
- Expenses - 3 days facilitator per diem at \$225.00 per day; round trip 454 miles Missoula/Browning.

Thank you for your ongoing confidence in my facilitation skills - I'm looking forward to working with the District again.

Virginia Tribe
Virginia Tribe
(EIN/Tax ID Number 81-0513443)

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Facilitator in Professional and
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Missoula, Montana 59803
e-mail: vtribe@bresnan.net

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 strategic planning; organizational and team development; conflict management; public policy development; and community building.

In 1988, Virginia Tribe established herself as a private contractor, working as a professional facilitator in organizational development and problem solving. Ms. Tribe designs and conducts processes that meet the specific needs and situations of individual clients in today's ever-changing 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, compelling and investigative environment that encourages participants in candid discussion toward durable solutions and sound working relationships. Her extensive career across Montana and in the Northwest gives her valuable insight into important values and challenges facing the area.

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

- Strategic planning and implementation
- Transition, value alignment, and relationship building in today's organizations
- Community problem-solving and policy development
- Conflict management.
- Board and Team development and effectiveness
- Interest-based labor negotiations
- Social Risk Assessment
- Communication and Facilitation as Leadership Skills training for individuals (designed per individual needs and objectives)

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".

Pertinent Experience/Necessary Skills

- Twenty-seven years' experience in process design/facilitation of non-profit/for profit/government organizations in strategic planning and facilitated processes (See attached "Clients" list).
- Process design/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 treatment of Indian children; resulted in OCR approved recommendations and School adoption.

- Process design and facilitation of Working Group resulting in development of the initial ten year Flathead Lake Co-Management Plan under the jurisdiction of FWP and Confederated Salish & Kootenai Tribes (Plan now expired).
- Process design/facilitation of citizens' working groups/EPA addressing issues related to Clark Fork River Superfund Project, Butte Priority Soils Superfund Site, Milltown Dam Superfund Site, Libby Asbestos Superfund Site; process to develop Institutional Controls the Deer Lodge Valley - Clark Fork River Superfund Project.
- Process design and facilitation of a citizen advisory group to identify and address river use conflicts in the State of Montana, Montana Department of Fish, Wildlife & Parks resulting in adoption by the Montana FWP Commission.
- Process design/facilitation of Montana, Idaho, and Wyoming Governors' Roundtable resulting in consensus comments on the initial Draft Conservation Strategy related to Grizzly Bear de-listing in the Greater Yellowstone Ecosystem; facilitation of federal and state agency process resulting in final Greater Yellowstone Area Grizzly Bear Conservation Strategy; facilitation related to development of Montana and Wyoming Grizzly Bear Management Plans; facilitation of federal, state and Tribal process for a Northern Continental Divide Ecosystem Grizzly Bear Conservation Strategy.
- Process design/facilitation of a Montana Department of Fish, Wildlife & Parks (FWP) community conversation focused on reintroduction of bison in eastern Montana resulting in a draft framework for going forward with possible relocation strategies.
- Eight years experience facilitating interest-based labor negotiations (St. Patrick Hospital Registered Nurse Contract; Polson Public Schools Teacher Contract; Community Medical Center Registered Nurse Contract) resulting in successful single and multi-year contracts.
- Twelve years facilitation of a Center for Disease Control (CDC) directed HIV/HepC/STD-related planning/advisory group – Montana Department of Public Health and Human Services.
- Process design/facilitation of the Coeur d'Alene Sub-basins Citizen Work Group; resulted in consensus input related to threatened and native species/ecosystems in the development of the Intermountain Sub-basin Assessment and Plan, Bonneville Power Administration Fish and Wildlife Mitigation Sub-basin Planning process.

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Pertinent Experience/Necessary Skills cont.

- Process design and facilitation of project to gather information for the Montana Unified School Trust (MUST) through focus groups across the State; resulted to final report identifying customer issues, expectations, and preferences regarding insurance programs offered by MUST.
- Participation in Social Risk Assessment project teams in Missouri, West Virginia and Washington regarding issues connected to major facility citing in parts of those States; resulted in reports compiling those issues and accompanying recommendations.
- Process design and facilitation of process to restructure and do strategic planning for the Blackfeet Self-Insured Program.
- Process design and facilitation of Strategic Planning and Staff/Team development for the North American Indian Alliance (NAIA) resulting in multi-year planning and programs designed to serve urban Indian populations in the Butte area.

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 Leadership Team; member of Forest Plan Interdisciplinary Team that created one of first National Forest Plan within the regulations of the National Forest Management Act - 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 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

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CLIENTS: 1988-2016

Local government - Missoula; Missoula County; Great Falls; West Yellowstone; Whitefish

State government – Montana Departments of Public Health/Human Services, Fish, Wildlife and Parks, Justice; Corrections, Natural Resources and Conservation, General Services Administration, Revenue, Public Employees Retirement System; Montana Historical Society; Montana Heritage Commission; Lewis and Clark Bicentennial Commission; Montana's Promise: Governor's Summit on Youth; Montana Summit on Hunting Heritage; Michigan Department of Natural Resources; Wyoming Game and Fish Utah Division of Wildlife Resources

Federal government - USDA Forest Service; Department of Labor Job Service; US Fish and Wildlife Service; National Park Service; Environmental Protection Agency; Greater Yellowstone Coordinating Committee; Washington State Federal Lands Managers; Northwest Power Planning Council

Tribal/Native American - North American Indian Alliance (NAIA); Missoula Indian Center; Blackfeet Nation: Siyeh Economic Development Corporation; Blackfeet Self Insurance Program; Confederated Salish & Kootenai Tribes individual projects

Education - Missoula Public Schools; Polson Public Schools; Browning Public Schools; Great Falls Public Schools; Helena Public Schools; Hamilton Public Schools; Manhattan Public Schools; Bozeman Public Schools; Billings Public Schools; Hardin Public Schools; Fairfield Public Schools; Kalispell Public

Schools; Roundup Public Schools; Ronan Public Schools; Stevensville Public Schools; Whitefish Public Schools; Sussex School; Target Range School; University of Montana; Superintendents Association of Montana (SAM) and Montana Association of School Administrators (MASA); Montana High School Association

Health Care - 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

Non-Government organizations - Musselshell Valley Youth Task Force; Missoula Youth Homes; Childcare Resources, Inc.; Intermountain Children's Home and Services; Community Planning Advisory Group to State related to HIV/HepC/STD; Jeannette Rankin Peace Resource Center, Missoula; Rocky Mountain Elk Foundation; Montana Speech and Hearing Association; Montana Women in Agriculture

Business - General Mills, Inc., Great Falls; U.S. West, Montana Public Policy Team
The Missoulian; Gillespie Realty; Lambros Real Estate Company; Independent Insurance Agents of Montana; Montana Insurance Managers (MIM); Brown and Caldwell Engineering, Seattle, Washington; GEI Consultants, Inc., Waste-Tech, Incorporated, Denver, Colorado