

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Wednesday, August 10, 2016
9:00 a.m. – Cooperative Office
AGENDA

1. **Call to Order**
2. **Introduce Staff Representative**
3. **Consent Agenda**
 - A. Minutes
 - B. Warrants
 - C. Financial Report
 - D. Next Meeting –
 - E. New Hires
 1. Kimber Smith, CSCT Therapist, Hamilton MS
 2. Barbara Porter, CSCT Behavior Consultant, Lone Rock
 3. Diana Stonehouse, CSCT Therapist, Lone Rock
 4. Kelsey Ewer, CSCT Behavior Consultant, Stevensville
 5. Angela Pell, CSCT Therapist, Stevensville
 6. Stephen Mandler, MD, Medical Director
 - F. Terminated Employment
 1. Letter of Termination of Employment to Tiffani Wemple - attached
 2. Letter of Termination of Employment to Deb Thomas -- attached
4. **Public Comment**
5. **Correspondence**
 - A. None
6. **Board Action**
 - A. **Appoint New Board Chair**
 - B. **Negotiations – Collective Bargaining Agreement**
 - C. **Rehires and Contract Renewals - Classified, office support, Clinical and Technical/Coaching, Administrator**
 1. **Classified CSCT Mental Health Staff – Wage/Benefit Adjustment**
 2. **Preschool Classified Staff – Rehire with Wage/Benefit Adjustment**
 3. **CSCT Clinical Supervisor – Offer New Contract**
 4. **Business Manager – Renew Contract with Wage/Benefit Adjustment**
 5. **Administrator- Renew Contract with Wage/Benefit Adjustment**
 - D. **Budget Approval**
 - E. **Mental Health Program Medical Director Job Description – attached**
 - F. **Board Policy Revision – 4.24 General Leave – First Reading**
 - 4.24 General Leave

The Cooperative shall account for all leaves of absence herein defined taken by the employees. It shall be the responsibility of the ~~clerk~~ associate business manager to account for and document all leaves.

Deductions for sick leave shall be rounded to the nearest one-half hour deducted in full day or half day allotments. Deductions for personal leave shall be deducted in full or half day allotments, with the exception that employees may take up to two hours fractional leave per day, deducted in one-half hour increments. After a maximum of seven and one-half total fractional hours annually, all remaining leave will be deducted in full or half day allotments.
7. **Information and Discussion**
 - A. **CSCT 90 Day Financial Report**
8. **Adjourn**

2016-2017 Co-op Budget Proposed

District	Total Costs	State Co-op Entitlement and RSBG	Quality Educator Credit*	Medicaid/Medic Credit**	CSCT Credit**	RTI Discretionary Grant Credit**	IDEA Pre-school Credit****	IDEA Related Service Credit (Co-op carry over)	2016-17 Local Funds	FY 2015-16 Local Funds	16/17 vs 15/16 \$	% Increase 15-16 to 16-17	% total Local Funds
Darby	348,853	30,146	9,195	8,869	215,764	4,824	-	31,493	48,662	47,804	1,271	2.69%	14.57%
Florence	485,539	73,188	22,323	21,533	215,764	11,712	5,090	46,802	89,127	82,593	7,718	9.48%	26.73%
Lone Rock	212,141	19,727	6,017	5,804	107,882	3,157	4,490	23,767	41,288	38,629	3,035	7.93%	12.39%
Stevensville	662,091	88,132	26,882	25,930	323,646	14,104	8,494	54,838	120,066	112,517	9,054	8.16%	36.01%
Victor	315,806	26,730	8,153	7,864	215,764	4,278	1,999	16,676	34,342	33,349	1,485	4.52%	10.30%
Hamilton MH Servic	539,411	-	-	-	539,411	-	-	-	-	-	-	-	-
Totals	\$2,688,841	\$287,823	\$72,670	\$70,000	\$1,818,232	\$38,074	\$20,073	\$179,678	\$33,392	\$314,882	\$22,683		
2015-16	2,221,972	245,818	84,832	50,000	1,283,498	53,074	19,294	170,574	314,882				
	341,869	(7,895)	(12,262)	20,000	334,734	(15,000)	779	3,002					

District	IDEA B Carry Over Funds 2015-16	IDEA B Current Year Funds	Total IDEA Part B Flow-Thru	Total IDEA Preschool Flow-Thru	Amount Co-op Owes Your District	Total IDEA B Carry Over
Darby	49,480	30,111	78,681	5,262	86,863	63,914
Florence	124,826	14,858	139,884	-	139,884	150,681
Lone Rock	35,523	14,875	60,398	-	60,398	44,487
Stevensville	156,749	37,204	189,963	-	189,963	192,740
Victor	67,833	-8,056	68,777	-	68,777	84,563
Totals	\$434,410	\$88,993	\$623,403	\$8,282	\$628,866	\$638,484

	% of Total
Budgeted IDEA B Funds to Schools	76.10%
Budgeted IDEA B Funds to Co-op	24.90%
Total Budgeted Funds	100.00%

	FY 2015-16 Local Funds	2015-16 Invoiced Amount	FY 2016-17 Local Funds	Ino (Deor) Local Budgeted Funds	FY 2015-16 Federal Funds	FY 2016-17 Federal Funds
Darby	47,804	47,291	48,562	768	85,953	85,853
Florence	82,593	81,409	89,127	8,644	137,951	139,584
Lone Rock	38,629	38,261	41,296	2,887	50,399	50,399
Stevensville	112,517	111,011	120,066	7,648	191,501	193,953
Victor	33,349	32,857	34,342	883	58,999	59,777
Totals	\$314,882	\$310,829	\$333,382	\$18,610	\$624,802	\$628,886

TITLE: MENTAL HEALTH PROGRAM MEDICAL DIRECTOR

CLASSIFICATION: Board Certified Medical Doctor

QUALIFICATIONS: Must possess a license by the Montana Board of Medical Examiners with at least a three-year residency in psychiatry; or at least three years' post-graduate psychiatric training in a program approved by the Counsel on Medical Evaluation of the American Medical Association; or at least three years' of experience in a medical practice dedicated substantially to serving persons with serious mental illness.

REPORTS TO: The Medical Director shall report to the Cooperative Director and Mental Health Program Manager.

FUNCTION: Fulfills the requirements for Medical Director under Administrative Rules of Montana 37.106.1907, 37.107.1908, 37.106.1950,

GENERAL DUTIES:

- Treats all matters of students' disabilities and Co-op business in a confidential manner.
- Follows organizational master contract, policies, procedures, practices and professional ethics.
- Remains current with best practices and innovations for treatment of mental illness in children and youth, including peer reviewed journals and professional conferences.
- Understands and appropriately interprets the public law, rules, procedures, and best practices as they relate to children and adolescents with mental illness.
- Demonstrates ability to consult with school personnel as required and interacts in a positive manner with Co-op, school and community agency personnel.
- Demonstrates adaptability to meet changing conditions and technology and respond to new opportunities, practices, and procedures.
- Acts in a positive and professional manner at all times and adheres to the code of ethics for Psychiatrists.
- Actively participates and offers constructive support with Co-op program improvement initiatives.

SPECIFIC DUTIES:

- Annually reviews the Cooperative Mental Health Policy and Procedures.
- Coordinates with and advises staff on clinical matters as requested.
- Provides direction, consultation, and training regarding programs and operations.
- Acts as a liaison with community physicians, hospital staff, and other professionals and agencies with regard to psychiatric services.
- Provides medication management to Cooperative clients, upon request, who lack medication management and/or assist with referrals to appropriate community physicians upon request.
- Supports quality of treatment and related services through participation in the Cooperative's quality assurance process.