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

<table>
<thead>
<tr>
<th>District</th>
<th>Total Costs</th>
<th>Total IDEA Entitlement &amp; RBBQ Credits</th>
<th>Quality Educator Credits</th>
<th>Medicaid/Other Credits</th>
<th>GTOT Credit</th>
<th>IDEA Discretionary Grant Credit</th>
<th>IDEA Preschool Credit</th>
<th>IDEA Related Service Credit (Co-op carry over)</th>
<th>2016-17 FY Local</th>
<th>2015-16 FY Local</th>
<th>% Increase</th>
<th>% Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darby</td>
<td>348,859</td>
<td>30,146</td>
<td>9,195</td>
<td>8,869</td>
<td>216,764</td>
<td>4,824</td>
<td>-</td>
<td>31,493</td>
<td>48,662</td>
<td>47,804</td>
<td>1.21%</td>
<td>14.97%</td>
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<tr>
<td>Florence</td>
<td>461,539</td>
<td>73,159</td>
<td>20,323</td>
<td>21,033</td>
<td>215,744</td>
<td>11,712</td>
<td>5,090</td>
<td>46,802</td>
<td>89,197</td>
<td>83,583</td>
<td>7.18%</td>
<td>26.73%</td>
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<tr>
<td>Lone Rock</td>
<td>213,141</td>
<td>19,727</td>
<td>6,017</td>
<td>6,854</td>
<td>107,882</td>
<td>3,157</td>
<td>4,680</td>
<td>23,787</td>
<td>41,986</td>
<td>39,629</td>
<td>6.08%</td>
<td>12.39%</td>
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<tr>
<td>Stevensville</td>
<td>552,031</td>
<td>68,132</td>
<td>26,882</td>
<td>25,382</td>
<td>322,846</td>
<td>14,104</td>
<td>8,404</td>
<td>64,838</td>
<td>120,066</td>
<td>112,517</td>
<td>6.04%</td>
<td>36.01%</td>
</tr>
<tr>
<td>Victor</td>
<td>312,086</td>
<td>28,739</td>
<td>8,053</td>
<td>7,964</td>
<td>205,764</td>
<td>4,278</td>
<td>1,929</td>
<td>15,675</td>
<td>84,042</td>
<td>53,349</td>
<td>5.52%</td>
<td>10.30%</td>
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**Hamilton MH Service:**

Total Costs 535,411
Total IDEA Entitlement & RBBQ Credits -
Total Quality Educator Credits -
Total Medicaid/Other Credits -
Total GTOT Credit -
Total IDEA Discretionary Grant Credit -
Total IDEA Preschool Credit -
Total IDEA Related Service Credit (Co-op carry over) -
2016-17 FY Local -
2015-16 FY Local -
% Increase -
% Total -

<table>
<thead>
<tr>
<th>District</th>
<th>IDEA B Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2016-17 Local Funds</td>
</tr>
<tr>
<td>Darby</td>
<td>516,882</td>
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<tr>
<td>Florence</td>
<td>531,086</td>
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<tr>
<td>Lone Rock</td>
<td>212,032</td>
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<tr>
<td>Victor</td>
<td>312,086</td>
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<td>Total</td>
<td>1,771,230</td>
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**Amount Co-op Over FY:**

<table>
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<tr>
<th>District</th>
<th>IDEA B Total IDEA B Funds 2016-17</th>
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**District:**

Budgeted IDEA B Funds to Schools 76.11%
Budgeted IDEA B Funds to Co-op 24.09%
Total Budgeted Funds 100.00%
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.