

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, October 27, 2015
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 – November 24
- 4. Public Comment**
- 5. Correspondence**
 - A. Letter of Appreciation
 1. Ali Bristow, Counselor, Florence
- 6. Board Action**
 - A. Associate Business Manager Resignation
 - B. Hire Associate Business Manager
 - C. Adopt Job Descriptions
 1. Business Manager/IT
 2. Associate Business Manager
- 7. Information and Discussion**
 - A. MTSBA Policy 5332 and Form 5232F - attached
 - B. Application for BVEC Fund 15 Surplus Dollars
 - C. Review District Obligations for BVEC Staff
 - D. Suicide Prevention/Crisis Response Project
 - E. ELL Assessment and Follow up Support
 - F. Child Find/Early Childhood Screening
- 8. Adjourn**

PERSONNEL

5232

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human Services (DPHHS) and notify the Superintendent or principal that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as stated in 41-3-201(5). Individuals who receive information pursuant to the above named subsection (5) shall maintain the confidentiality of the information as required in 41-3-205.

Legal Reference:	§ 41-3-201, MCA	Reports
	§ 41-3-202, MCA	Action on reporting
	§ 41-3-203, MCA	Immunity from liability
	§ 41-3-205, MCA	Confidentiality – disclosure exceptions
	§ 41-3-207, MCA	Penalty for failure to report

Policy History:

Adopted on: Feb. 12, 2002

Reviewed on:

Revised on: Jun. 9, 2009; Nov. 12, 2013

_____ School District
Report of Suspected Child Abuse or Neglect
Hot Line Number – 866-820-5437

Original to: Department of Public Health and Human Services

Copy to: Building Principal

From: _____ Title: _____

School: _____ Phone: _____

Persons contacted: Principal Teacher School Nurse Other _____

Name of Minor: _____ Date of Birth: _____

Address: _____ Phone: _____

Date of Report: _____ Attendance Pattern: _____

Father: _____ Address: _____ Phone: _____

Mother: _____ Address: _____ Phone: _____

Guardian or
Stepparent: _____ Address: _____ Phone: _____

Any suspicion of injury/neglect to other family members: _____

Nature and extent of the child's injuries, including any evidence of previous injuries, and any other information which may be helpful in showing abuse or neglect, including all acts which lead you to believe the child has been abused or neglected: _____

Previous action taken, if any: _____

Follow-up by Department of Public Health and Human Services (DPHHS to complete and return copy to the Building Principal):

Date Received: _____ Date of Investigation: _____

5.07 District Support for Cooperative Staff in Schools

- A. Office Support for Cooperative Staff: Member school districts are responsible for providing Cooperative staff with furnished office space, equipment, phone, internet, email and standard supplies (pens, paper, folders, stapler, etc), similar to what is provided school district employees, to perform their contracted duties. The exception shall be computer hardware which is provided by the Cooperative. The district will install the standard licensed software that it installs for all district employees and provide routine maintenance and technical support.

Cooperative staff will use district networked printers except where such arrangements will not adequately satisfy confidentiality requirements, in which case the Cooperative may provide individual desk top printers as needed. Districts will allow Cooperative staff to use district automobiles for transporting students on a limited basis and for other business use similar to district employees per district policy.

- B. Supervision Support of Cooperative Staff: Cooperative administrators have primary responsibility for supervision and evaluation of Cooperative employees. Building principals will provide collaborative support and give direction as needed on a daily basis within the parameters of the employee's job description and will contact the Cooperative employee's direct supervisor if there are questions or concerns regarding employee's performance.