

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, July 11, 2018
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. New Hires
 1. Chelsea McNamara, CSCT Therapist, Stevensville
 2. Nicolette Selensky, Speech Therapist, Victor/Lone Rock
 3. Niki Talley, CSCT Behavior Consultant, TBD Darby or HMS
 - E. Resignations
 1. Jacqueline Brazil
 - F. Next Meeting – August 28 or September 18 or 25
- 4. Public Comment**
- 5. Correspondence – none**
- 6. Board Action**
 - A. **Appoint new board chair for 2018-19**
 - B. **Policy Revision 4.24 – First Reading – attached**
 - C. **Collective Bargaining Settlement Agreement (subject to union ratification) - attached**
 - D. **Rehires and Contract Renewals – Preschool Classified, Clinical Supervisor, Business Manager/Assoc. Business Manager, Mental Health Program Manager, Director**
 - E. **2018-19 Proposed Budget**
- 7. Information and Discussion**
 - A. **MTSBA Proposed Resolution for increase funding for cooperatives**
 - B. **CSCT 90 Financial Data Report and Sign off**
 - C. **Use of District Vehicles for CSCT Summer Programs**
 - D. **New Special Education Teacher Training – attached**
 - E. **Experienced Special Education Teacher Training – attached**
 - F. **Crisis Prevention Institute (CPI) training as alternate to Mandt – attached**
 - G. **Maintenance of Fiscal Effort (MOE) IDEA Part B Hearing – attached letter from OPI**
- 8. Adjourn**

From: Jacqueline Brazil [mailto:brazilj@hsd3.org]
Sent: Tuesday, May 22, 2018 10:13 AM
To: Chris Hughes <hughesc@bvec-mt.org>; Tim Miller <millert@bvec-mt.org>
Cc: Kimber Smith <smithk@hsd3.org>; J B <jacqueline_brazil@hotmail.com>
Subject: Re: Resignation and Summer services

Dear Tim and Chris:

I'm resigning my position as Behavior Consultant with the BVEC effective June 2, 2018.

I'd like to participate in summer services as needed, and as my schedule allows.

Thank you for your unwavering support this last year.

Jacqueline Brazil

Summary of Collective Bargaining Settlement Agreement (subject to union ratification)

- Personal Leave – may be taken in one 2-hour increment, 1x/day with prior notice. Removes the 7.5 hour cap. Half Day and Full Day leave will still require prior approval.
- Sick Leave Payout – Increased from \$35/day to \$55/day for unused leave over the cap at the end of the school year.
- Professional Dues Reimbursement - Employees may utilize cooperative charge account for payment of their pre-approved license and dues vs. reimbursement.
- Licensed Specialists/Certified Teachers Salary Schedule – 1% increase on the base.
- MH BC Salary Schedule – 1.5% increase on the base.
- MH Therapist Schedule– 1% increase on the base.
- MH BC/MH Therapist Salary Schedule Restructuring – 2%+ on steps reduced to 1% per step. Cap at Step 15 on MH Therapist Salary Schedule with an annual \$500 lump sum payment to be included in the first paycheck of the new contract year. Cap occurs when an employee’s annual salary exceeds the dollar amount on step 15. Cap at Step 15 on MH BC Salary Schedule with an annual \$335 lump sum payment to be included in the first paycheck of the new contract year. Cap occurs when an employee’s annual salary exceeds the dollar amount on step 15.
- Bereavement leave no charge up to 5 days annually. Over 5 charged against sick or personal leave. If exhausted employee can apply to sick leave bank.

4.24 General Leave – Revised Policy – First Reading

The Cooperative shall account for all leaves of absence herein defined taken by the employees. It shall be the responsibility of the associate business manager to account for and document all leaves. Deductions for leave shall be deducted in full or half day allotments, with the exception that employees may take up to two hours fractional one, two-hour increment of sick leave or personal/vacation 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. Sick leave and Person leave/Vacation shall be accounted for separately. Notice and request for leave is defined in employee handbook of procedures.

Training for New Special Education Teachers, Speech Language Pathologists (SLPs), and School Psychologists

The Montana Office of Public Instruction (OPI) will be conducting training sessions for novice special educators this summer, which will give participants an overview of each special education document and the procedures for completing the form in the Achievement in Montana (AIM) system. Participants will have the opportunity to receive hands-on experience in completing the documents and navigating the AIM system. The focus will be on instructing beginning educators so they can be knowledgeable about the compliance requirements and gain confidence in using the AIM system for documentation.

In addition, information will be given on preparing for and conducting an effective Individualized Education Program meeting, building positive communication with parents and school staff, and organizing and managing constructive learning environments. The participants will have an opportunity to ask questions regarding special education and to share any concerns.

Presenters: Ruth Miller, School Improvement Monitor Specialist, OPI/Division of Special Education
Mary Graff, AIM Special Education Data Specialist, OPI/Division of Special Education

Recommended Participants: The training will be for special education teachers and speech/language pathologists, and psychologists who are:

1. newly hired to special education;
2. recently hired (one to three years) as a special education teacher/SLP;
3. an experienced teacher/SLP or school psychologist, but new to special education; or
4. an experienced special education teacher/SLP or school psychologist, but newly hired in Montana.

Training Locations and Dates:

Location/Room	Date
Stevensville	Aug. 22 8:30-4:00
Middle School	Aug. 23 8:30-12:00
Computer Lab	

The OPI will be conducting training at various school districts around Montana. The training sessions will be from 8:30 a.m. – 4:00 p.m. the first day, and 8:30 a.m. – 12:00 p.m. on day two. Teachers can register for any of the locations, but we will be limiting registration at each location to 20 participants. Please note the schedule below:

Registration

Please use the link below to register. When registering, make sure to enter your summer contact information, as your confirmation will be sent out in mid-July to the e-mail listed.

<https://app.keysurvey.com/f/1211404/200d>

If you have questions, please contact Ruth Miller at 406-444-1579 (RMiller3@mt.gov) or Mary Graff at 406-444-0685 (MGraff@mt.gov).

SAVE the DATE ***Experienced Teacher Forum***

The Division of Special Education has scheduled an Experienced Teacher Forum on the dates and in the cities listed below. The forum will be held in three locations across the state. The forum will consist of various Special Education topics. The topics, training sites, and registration information will be announced this fall. Participants will rotate through seven various topics and participate in an open discussion led by a Special Education staff member. The forum will begin at 8:30 a.m. and conclude around 4:00 p.m. at each of the three locations. The number of participants will be limited to sixty (60) at each of the locations.

September 11, 2018 - Glasgow
September 17, 2018 - Kalispell
September 19, 2018 - Bozeman

All materials will be distributed on site. If you have questions, please contact Danni McCarthy at 444-0452 or dmccarthy@mt.gov.

Danni McCarthy

Continuing Education & Technical Assistance Unit

Office of Public Instruction

Division of Special Education

dmccarthy@mt.gov

406-444-0452

CPI Non-Violent Crisis Intervention Training Options

Option A: Blended Learning Flex Option

Participants complete the online modules (2-3 hours), and meet for an all day classroom session with instructor to review all the modules, and learn and practice physical skills

Cost: \$31/participant

<u>Module</u>	<u>Learning Objectives</u>
Module 1: Crisis Development Model	Categorize behaviors and identify responses most appropriate to prevent escalation or de-escalate crisis situations
Module 2: Nonverbal Communication	Describe key elements of nonverbal communication, and demonstrate ways to adjust your own nonverbal communication to prevent escalation or to de-escalate crisis situations
Module 3: Paraverbal and Verbal Communication	Explain three distinct components of the vocal part of speech and how these impact perception
Module 4: Verbal Intervention	Demonstrate the use of verbal and nonverbal intervention strategies effective for different types of defensive behavior
Module 5: Precipitating Factors, Rational Detachment, Integrated Experience	Recognize internal and external factors that may contribute to behavior escalation and staff responses.
Module 6: Staff Fear and Anxiety	Recognize physiological and psychological reactions that may be triggered and ways these may impact staff responses in crisis situations
Module 7: Decision Making	Categorize risk behaviors, learn how to consider likelihood and severity
Module 8: Physical Interventions- Disengagement Skills	Demonstrate how to apply these principles safely when responding to physical risk behaviors
Module 9: Physical Interventions- Holding Skills	Describe and demonstrate proper use of the Principles of Holding for physical risk behavior
Module 10: Postvention	Describe key areas that must be addressed after a crisis incident and how these areas apply to both staff and individuals involved

Option B: 1-2 Hour Educational Training on Select Modules

Examples: Nonverbal, Paraverbal, and Verbal Communication, Verbal Intervention, Precipitating Factors and Rational Detachment, Staff Fear and Anxiety, and/or Decision-Making

For scheduling and more information contact: Kendra Tucker, LCSW

Associate Clinical Supervisor, Bitterroot Valley Education Cooperative · (406) 777-2494 ext. 233 tuckerk@bvect.org



June 15, 2018

To: Tim Miller, Coop Director
Bitterroot Valley Coop
IDEA Part B Project

From: Dick Trerise
IDEA Part B Unit Manager

Subject: Maintenance of Fiscal Effort in Accord with IDEA Part B Requirements
Repayment of Funds

Following are the findings of fact and determination made following the hearing held on June 12, 2018. The Bitterroot Special Education Cooperative had not concurred with the Office of Public Instruction's (OPI) determination that Bitterroot Special Education Cooperative did not maintain fiscal effort in accord with the requirements under Part B of the IDEA.

Findings:

The preliminary MOE report issued in November of 2018, reflected that Bitterroot Special Education Cooperative did not maintain effort.

The district filed a request for hearing on June 6, 2018.

A hearing was conducted on June 12, 2018

The Bitterroot Special Education Cooperative made appropriate coding changes in fiscal year 2017. This resulted in the calculation of Maintenance of Effort showing it was not maintained. The district would have maintained effort had it not been for the coding change.

Determination:

The OPI has determined that the change in coding of funds did not result in a literal failure to maintain fiscal effort. Therefore, the district is not required to make repayment of such funds.

c: Maggie Nelson, Business Manager