

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, January 24, 2017
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 – February 28
 - E. Resignations –
 1. Windi Webster, Preschool Paraeducator, classified, non-contract, no penalty
 2. Robin Austin, CSCT Behavior Consultant, classified, non-contract, no penalty
 - F. New Hires –
 1. Kayla Portlock, Preschool Paraeducator (replacing Windi Webster)
 2. Charlee Kellough, Preschool Paraeducator (2.5 hr. 1 on 1 for high needs student)
- 4. Public Comment**
- 5. Board Action**
 - A. Job Description Revision – CSCT Therapist and Behavior Consultant –** attached Revisions to add joint accountability with School Psychologists for coordinating Behavior Support Plans for students with IEP and CSCT Treatment/Behavior Plans.
 1. Therapist:

Provides consultation to staff and participates in staffing of cases with mental health staff, school staff and other agencies. (new):

 - Notifies school psychologist when students with IEPs are placed on the CSCT caseload to ensure coordination with the IEP team.
 - Systematically collaborates with IEP teams including behavior intervention plans when students receive both services. Supports use of same behavior plan formatting.
 2. Behavior Consultant:

Collaborates with classroom teachers, key school personnel, parents and therapists to develop positive behavioral and educational interventions. (new):

 - Coordinates directly with school psychologist when students receive both CSCT and IEP services to ensure appropriate collaboration for behavior assessment and behavior support planning with the IEP team. Supports use of same plan formatting.
- 6. Information and Discussion**
 - A. Q-Interactive App Based Assessments Updated Cost Comparisons**
- 7. Director Evaluation – Executive Session**
- 8. Board Action – Director’s Contract**
- 10. Adjourn**

WINDI JO WEBSTER'S LETTER OF RESIGNATION

This is my letter of resignation as the Para-educator for the preschool of BVEC. I regret that I will not be able to finish the 2017 school year due to another job opportunity that I have chosen to pursue.

I would like to say THANKS to you Tim Miller for the last three years of being employed by BVEC. It has been a wonderful opportunity for me. I will truly miss all the kids and the staff that has become like family to me.

My last day will be February 23rd 2017. I hope by giving a two month notice that you will be able to find a para that can fill my position.

Windi Jo Webster

12/22/16

12/29/16

Dear Tim, Chris, and Steve,

Please accept this letter as formal notification that I am resigning from my position as Behavior Consultant with the Bitterroot Valley Education Cooperative. My resignation is effective immediately.

Thank you so much for the opportunity to work in this position for the past three years. I've greatly enjoyed and appreciated the opportunity to learn and grow in the Mental Health field, knowledge and skills that I will take with me throughout my career. I have met and worked with wonderful people. I was so happy to be teamed with Ashley Gillespie and am so thankful she helped me to enjoy my job even more. BVEC is an amazing place to work with great administration to guide and assist me.

I will miss working with the entire Mental Health staff and hope that my path in the future leads me back to BVEC. Thank you all so much.

*Sincerely
Robin Austin*