

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD**

Tuesday, March 26, 2019  
9:00 a.m. – Cooperative Office

**MINUTES**

**1. Call to Order**

Moore acted as chair for the meeting in Scully's absence and called the meeting to order at 9:06. In attendance: Bob Moore, Dan Johnston and Scott Stiegler. Scully joined the meeting by phone at 9:15.

**2. Introduce Staff Representative**

Wendy Wanner – School Psychologist, Stevensville, MTSS Coordinator  
Coree Barrett – Behavior Consultant, Washington  
Melissa Thayne – Mental Health Therapist, Darby Secondary  
Vicky Angyus – Occupational Therapist, itinerant

**3. Consent Agenda – Adopted by Consent**

**A. Minutes**

**B. Warrants**

**C. Financial Report**

**D. New Hires**

1. McKenna Mertes, CSCT Behavior Consultant, Hamilton
2. Leah Jessop, CSCT Behavior Consultant, Hamilton
3. Amanda Jensen, CSCT Behavior Consultant, Florence (replacing Michelle Welch – employee position change approval follows under Board Action)

**E. Resignation**

1. Tiffany Martin, School Psychologist, Darby/SHS, effective end of contract year
2. Alex Brown, CSCT Behavior Consultant Darby, effective 2-13-18 by mutual agreement
3. Kimber Smith, CSCT Therapist Hamilton, effective end of contract year

**F. Next Meeting – April 23**

**4. Public Comment**

Wendy Wanner introduced herself at the MTSS Coordinator and discussed the work she is doing with the different schools and how much she enjoys working with them.

**5. Correspondence – Letter of Appreciation for Melissa Thayne, CSCT Therapist, Darby HS. The director highlighted a letter of appreciation for Ms. Thayne's efforts under challenging conditions and for building a successful high school summer program.**

**6. Board Action**

**A. Employee Position Change – New Contract Offer**

Motion to approve CSCT Therapist contract for Michelle Welch subject to renewing the probationary period for therapist position under the CBA. Moved by Stiegler, seconded by Johnston. Motion carried 3-0.

## **B. Employee Request for Leave of Absence Recommendation**

Board went into closed session to discuss the request. The meeting was back in session at 9:42 AM. Moore asked for a motion and there was further discussion on CBA verbiage regarding no guaranteed position upon return, and if there were no open positions who would be bumped. This led to more discussion about when an employee is eligible to request a leave of absence, whether it was during the seventh year or after the seventh year is completed. Consensus was the employee isn't eligible to request a leave until the seventh year is completed and therefore Barrett wasn't eligible.

Scully made a motion to table the discussion until July 1, 2019 when Barrett would be eligible to request a leave of absence. Stiegler Seconded. Bud withdrew the motion and then made another motion to deny leave as the employ doesn't qualify. This was seconded by Johnston. Motion passed 3-0.

Scully made another motion asking the Director to create an MOU that an employee could request a leave of absence for personal reasons in the seventh year, for leave during the eighth year. There was discussion about personal reasons being vague and the short window of time for discussion and approval.

Board went into a second closed session at 9:58 AM. Meeting resumed at 10:05. Scully revised the motion that an MOU be worked out for an employee in their eighth year who needs a leave of absence and that it be a one-time exception to the CBA verbiage requiring the employee to have completed their seventh year. Johnston acknowledged and thanked Barrett for her service to the cooperative and the children, but stated he couldn't support the motion, he felt it put BVEC in a vulnerable position for filling open positions and laying off people upon their return from leave. Vote was requested, motion failed 1 to 2.

Barrett had follow-up questions regarding how her tenure and classification would be handled if she didn't return for 2019-20 school year and then reapplied for a position in 2020-21 school year. This was not appropriate for discussion as it wasn't on the agenda, but it will be added to the agenda for the April board meeting. Miller will provide details on the April agenda as to how this is addressed in the CBA and Board Policies.

**Short break and the meeting resumed at 10:16 AM.**

## **C. Employee Request for Variance to Deadline for Notice of Advancement on Salary Schedule**

Johnston moved we consider the request. Second by Stiegler. More discussion around Moore's concern that we set a precedent of making exceptions to CBA deadlines. Scully voiced the same concern. Johnston withdrew his motion. Additional discussion on the deadline and why the employee missed the deadline. Moore explained the options as:

1. Make a one-time exception specific to Thayne's caseload and BC transition issues that resulted in her working independently versus as a team.
2. Deny the request.

Johnston added that he thought there should be an additional exception because Melissa has been licensed in Utah for 15 years.

Scully made the motion for Miller create a one-time MOU that makes an exception to the deadline due to the existing license, caseload and BC issues. This will be a one-time exception and there should be no expectation that applies to any employees in the future. Johnston seconded. Motion carried 3-0.

#### **D. Retirement Incentive Option**

Carryover from the January agenda that was canceled. Board reviewed the verbiage for the retirement incentive option.

*The cooperative is offering a one-time retirement incentive benefit. To be eligible, employee(s) must be on step 20 or higher on the cooperative pay schedule in the 2018-19 contract year. The benefit will be limited to a maximum of two employees. If more than two employees apply, priority will be given to those with the highest number of years with the cooperative. Eligible employee(s) must submit a written request to receive said benefit to the director no later than 5:00 pm, April 1, 2019. Written request must be accompanied with a written resignation effective end of 2018-19 contract year, subject to confirmation of approval of retirement benefit by the director. Beginning July 1, 2019, approved employee(s) will receive \$525.00 per month for three years. Benefit will terminate, and is not transferrable to heirs, upon death of employee.*

Scully motioned to approve, Stiegler seconded. Motion carried 3-0.

#### **E. Policy Review and Revision**

Series 1000, 2000, 4000 – First reading was approved at the December meeting and are in effect. Any issues identified in the future will be addressed at that time.

Employee Handbook-The first reading approved, and the Handbook is now in effect. Any issues identified in the future will be addressed at that time.


Administrative Regulations was tabled for discussion at a future meeting because Miller is still working on some of the requirements.

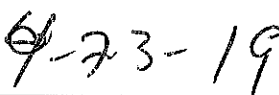
### **7. Information and Discussion**

- A. 90 Day CSCT Financial Report and Sign Off
- B. Request to Bargain CBA – Confirm management team members and tentative dates. Scully volunteered to participate as management team member. Miller to talk to Pearson to see if he can participate since neither Stiegler or Johnston are able to participate this year. If Pearson is unable to participate, Moore will be the second management team member.
- C. 2019-20 District Calendars - Florence and Lone Rock calendars have been finalized, Scully and Stiegler will forward them to Miller. Darby has not been approved but should be done at the next Darby School Board meeting.

- D. MT Legislature Special Education Funding Update-Co-op funding is going to have to wait for another session. Inflationary funding in HB 638 looks like it will pass (.83% 1<sup>st</sup> year and 1.3% second year). Moore suggested each superintendent reach out to any contacts they have that have influence in this area and ask that they address co-op funding.
- E. Financial Audit-Denning, Downey and Associates, P.C.-Notice of Annual Audit
- F. Special Education Records-Annual Notice of Destruction-Public notice to run March 27, 2019. Notice and sample letter for mailing home will be emailed to superintendents on 3/26/19.

**8. Adjourn – Moore adjourned meeting at 10:25.**

  
Board Signature

  
Date

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