

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, May 26, 2020
9:00 a.m. – Web meeting

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AGENDA

- 1. Call to Order**
- 2. Introduce Staff Representative**
- 3. Consent Agenda**
 - A. Minutes – April 24 Board Meeting, April 30 Board Interview Meeting
 - B. Warrants
 - C. Financial Report
 - D. New Hires
 1. Daylin Baker, Preschool Paraeducator, 2020-21 school year
 - E. Resignations - attached
 1. Tim Kolberg, Assistant Business Manager/IT
 2. Melody Lindsay, CSCT Therapist, Victor
 3. Niki Talley, CSCT Therapist, Darby
 - F. Next Meeting – June 23, 2020
- 4. Public Comment**
- 5. Correspondence – none**
- 6. Board Action**
 - A. **School Emergency Relief Funds to Restart Mental Health Programs – see attached**
 - B. **2020-21 Contract Renewals for Licensed and Non-Licensed Staff under CBA - see attached list**

C. Rehire CSCT Classified Staff - see attached list

D. Mental Health Clinical Supervisor Request for Insurance Language Change in Contract

7. Information and Discussion

A. CSCT 90 Day Financial Report – attached

B. Notice - Annual Destruction of Special Education Records

C. Updates/Revisions on School District Restrictions for In-person Contact – attached

1. Updates or revisions while school is in session.
2. Common date to transition to summer services.
3. Supplies, equipment, custodial support for sanitization if on campus.
4. Devices assigned to students for telehealth over summer.

9. Adjourn

Tim J. Kolberg
308 Courtyard Cir, Apt 4 59828

May 5, 2020

Tim Miller
Director
Bitterroot Valley Education Cooperative
PO Box 187, Stevensville, MT 59870

Dear Tim Miller:

It is with regret that I tender my resignation from the Bitterroot Valley Education Cooperative, effective immediately.

I am grateful for having the opportunity to serve as an employee at this fine organization over nearly the last 3 years, and I offer my best wishes for its continued success.

Sincerely,

A handwritten signature in cursive script that reads "Tim Kolberg". The signature is written in black ink and is positioned below the word "Sincerely,".

Tim J. Kolberg
IT Administrator/ Asst. Business Mgr.

May 18, 2020

BVEC

PO Box 187

Stevensville, MT 59870

RE: Notice of Retirement

Dear BVEC:

This letter will serve to advise you I have decided to retire after the summer program of 2020 (estimated date 7/30/2020) and will not be returning in the fall for the new school year.

Thank you for the opportunity to work for BVEC the last 14 years. It has been fulfilling and rewarding working in the educational setting for the past 24 years and I appreciate the opportunity to have served with BVEC as the final chapter in my formal work career.

Sincerely,

Melody Lindsay

Victor CSCT Therapist

From: Niki Talley <ntalley@darby.k12.mt.us>

Sent: Wednesday, May 20, 2020 9:44 AM

To: Tim Miller <millert@bvec-mt.org>; Chris Hughes <hughesc@bvec-mt.org>

Subject: Resignation

I am writing to inform you of my official resignation as the behavioral consultant for Darby school district effective June 5th 2020 due to non-renewal of my contract.

Let it be known that I am willing and able to participate in summer employment on an hourly basis if the need should arise.

Thank you for the opportunities to learn and to grow with BVEC,.

Sincerely,

--

Niki Talley

Forecast and Funds Required to Restart CSCT Programs

Reserve Balance 3/20	\$ 200,000
2019-20 Forecast	\$ (47,807)
Fcst Reserve Balance 6/20	\$ 152,193
2020-21 Forecast	\$ (245,262)
Fcst Reserve Balance 6/21	\$ (93,070)

2020-21 Expenses	\$ 1,570,788
1 Month Reserve	\$ 130,899
2 Month Reserve	\$ 261,798
3 Month Reserve	\$ 392,697

3 Month Reserve	\$ 392,697
Less Fcst Reserve 6/20	\$ 152,193
Balance Needed	\$ 240,504

District	Teams	People	Reserve Needed	New Team	New People	Addl Reserve Needed	Total Reserve Needed to Restart Programs
Darby	2	4	\$ 31,033				\$ 31,033
Florence	2	4	\$ 31,033				\$ 31,033
Hamilton	6	12	\$ 93,098	1	2	\$ 15,516	\$ 108,615
Lone Rock	0.5	1	\$ 7,758				\$ 7,758
Stevensville	3	6	\$ 46,549				\$ 46,549
Victor	2	4	\$ 31,033				\$ 31,033
Total	15.5	31	\$ 240,504	1	2	\$ 15,516	\$ 256,021
Balance Needed		\$ 240,504					
Per Person		\$ 7,758					

Licensed and Unlicensed Staff under CBA		
Name	FTE	Position
Hildebrand C	1.0	Psychologist
Lampi P	1.0	Psychologist
Wanner W	1.0	Psychologist
Athman T	0.8	Speech
Bauer E	1.0	Speech
Boehm K	1.0	Speech
Gideon K	1.0	Speech
Molesh K	0.8	Speech
Harp J	0.6	OT
Mutchler K	0.8	OT
Wood W	0.8	PT
Gostevskyh L	1.0	Preschool Teacher
Pepion E	1.0	MH Therapist
Thayne M	1.0	MH Therapist
Fuchs A	1.0	MH Therapist
Shcultz S	1.0	MH Therapist
Widmer T	1.0	MH Therapist
Gillespie A	1.0	MH Therapist
Hughes A	1.0	MH Therapist
Welch M	1.0	MH Therapist
Davis L	0.8	MH Therapist

Trowbridge L	1.0	MH Therapist
Pell A	1.0	MH Therapist
McNamara C	1.0	MH Therapist
Moresi R	1.0	MH Therapist
Olds T	1.0	MH Therapist
Schrauth H	1.0	Behavior Consultant
Jensen A	1.0	Behavior Consultant
Brushia M	1.0	Behavior Consultant
Jessop L	1.0	Behavior Consultant
O'Connell K	1.0	Behavior Consultant
Mertes M	1.0	Behavior Consultant
Porter B	1.0	Behavior Consultant
Ewer K	1.0	Behavior Consultant
Pastian N	1.0	Behavior Consultant
Scully T	1.0	Behavior Consultant

C SCT Classified Staff		
Name	FTE	Position
Johnson J	1.0	Behavior Consultant
Thompson S	1.0	Behavior Consultant
Enzminger R	1.0	Behavior Consultant
Barber J	1.0	Behavior Consultant

CSCT Update
March, 2020

Team	Actual Expenditures for March, 2020	March, 2020 Actual Revenue	Month Over/(Under)	Actual Expenditures Year to Date	Actual YTD Revenue	YTD Over/(Under)	Full Year Forecast Expenditures	Full Year Forecast Revenue	YTD Over/(Under)	Comments
Darby Elementary	9,075	8,102	(973)	79,285	111,644	32,359	102,335	118,374	16,039	
Darby Secondary	8,959	5,767	(3,192)	78,496	108,401	29,905	112,904	114,936	2,032	
Darby Schools	18,034	13,869	(4,165)	157,780	220,044	62,264	215,239	233,310	18,070	
Florence Elementary	9,458	7,512	(1,946)	81,375	95,306	13,931	107,615	101,052	(6,564)	
Florence Secondary	9,479	2,714	(6,765)	81,018	75,692	(5,326)	97,906	80,255	(17,652)	New Therapist
Florence Schools	18,936	10,225	(8,711)	162,393	170,998	8,604	205,522	181,306	(24,215)	
Washington Elementary	20,359	1,891	(18,468)	97,634	94,890	(2,744)	107,613	100,611	(7,002)	New BC
Daly	10,262	9,916	(346)	88,232	126,767	38,535	113,679	134,409	20,729	
Hamilton Middle School	10,137	7,009	(3,129)	83,686	95,789	12,103	99,389	101,564	2,174	New Therapist
Hamilton Middle School 2	9,212	3,591	(5,621)	75,971	92,285	16,314	95,033	97,848	2,815	
Hamilton High School	9,954	13,314	3,360	88,587	123,297	34,710	136,138	130,730	(5,408)	
Hamilton High School 2	9,206	4,459	(4,747)	70,121	63,979	(6,142)	100,548	67,836	(32,712)	New Team
Hamilton Schools	69,130	40,179	(28,950)	504,232	597,007	92,776	652,400	632,998	(19,402)	
Stevensville Elementary	9,313	7,758	(1,555)	84,438	118,584	34,146	119,538	125,733	6,194	
Stevensville Middle School	8,790	5,295	(3,495)	77,692	89,085	11,393	93,042	94,455	1,413	New Team
Stevensville High School	9,941	4,767	(5,174)	79,625	86,369	6,744	103,405	91,576	(11,829)	new BC
Stevensville Schools	28,044	17,821	(10,223)	241,755	294,038	52,283	315,985	311,764	(4,221)	
Victor Elementary	9,704	10,058	354	78,947	105,447	26,500	97,849	111,804	13,956	
Victor Secondary	9,458	3,435	(6,023)	83,688	102,437	18,750	115,485	108,613	(6,872)	
Victor Schools	19,162	13,493	(5,669)	162,635	207,885	45,250	213,334	220,417	7,083	
Total	153,306	95,588	(57,718)	1,228,796	1,489,972	261,177	1,602,481	1,579,795	(22,685)	

TO: Superintendents



FROM: Tim Miller

COPY: Speech-Language Pathologists, Special Education Case Managers, Special Education Secretaries

RE: Annual Destruction of Old Special Education Records – Please forward to individuals in your district who are responsible for destruction of special education records

DATE: March 30, 2020

When a student graduates or is exited from special education, the special education records are no longer needed and must be destroyed at the request of either the former student at the age of majority (18 years) or parents whenever they retain legal custody of student.

If the student or parents do not request that special education records be destroyed, the district must retain the records for a minimum of seven years. After seven years, the district must make reasonable effort or good faith effort to provide former students and parents with sixty-day notification before the destruction occurs.

Following is a news release that was published in the Ravalli Republic on March 27. This will qualify for the records destruction notice requirement. After sixty days, (after May 27), your district may destroy records for students that have graduated after seven years. Speech Therapists may destroy stand-alone speech therapy records after seven years since last date of service. After seven years includes the 2013-14 school-year and earlier.

Additionally, there must be a good faith attempt to contact the prior student. A documented phone call or letter to last known phone number or address, in addition to the public notice will meet the requirements of good faith effort. See attached sample letter for prior student.

**NOTICE
DESTRUCTION OF
SPECIAL EDUCATION RECORDS**

Bitterroot Valley Education Cooperative member school districts; Darby, Florence-Carleton, Lone Rock, Stevensville, and Victor will soon destroy confidential special education records of former students who graduated over seven years ago. Speech-Language Therapists will destroy Speech and Language records of students who were discharged from services over seven years ago. Parents or former students at least 18 years of age may contact the appropriate school district central office within sixty days of this notice if they wish to review the files or obtain copies. Persons having questions about this process or their rights under this section may contact the Bitterroot Valley Education Cooperative at 777-2494 ext. 112 for assistance.

(District letterhead)

Date

Student's last known address

RE: Destruction of old special education records

Dear _____;

I'm writing this letter to inform you that the _____ School District has special education records pertaining to you and intends to destroy these records if we do not hear from you within 60 calendar days. Under the Family Educational Rights and Privacy Act (FERPA), school districts can initiate procedures to destroy special education records in their possession seven years after termination of all special education services or after the student has completed his entire education program. The school district is required to notify parents or the student (if the student is 18 or older) 60 days in advance of the destruction of these records. You have the right to request these records if you so choose.

If you would like these records, please contact me by (count off 60 days from the date you mail the letter – registered receipt).

For your information, the _____ School District will maintain in perpetuity an enrollment card, which may contain:

1. the dates in which you were enrolled and withdrew
2. the type of special education services you were provided
3. the disability category under which you were provided these services
4. the date in which the records were destroyed or released to you

I would be happy to meet or talk with you if you have any questions.

Sincerely,

(District Representative)
(contact information)

Copy: File

School District Conditions for In Person Interactions with Students and/or Parents

~See additional considerations for mental health services on last page~

DARBY Date: 5/11/20

In Person Contact Allowed	Yes	No	Comments or Conditions
6' distancing	X		
Indoor space on campus	X		No small space, large space only & air room
Outdoor space on campus	X		
Community space off campus	X		
Face masks staff	X		Ideally – but optional
Face masks students/parents	X		Ideally – but optional
Temperature taking students	X		
Disinfect hands and surfaces before/after	X		
Small group 6' between all	X		
Vulnerable individuals (>65 or health)	X		
Voluntary participation only	X		

FLORENCE Date: 5/12/20

In Person Contact Allowed	Yes	No	Comments or Conditions
6' distancing	X		
Indoor space on campus		X	
Outdoor space on campus	X		
Community space off campus	X		
Face masks staff	X		
Face masks students/parents	X		Optional per parent determination
Temperature taking students		X	
Disinfect hands and surfaces before/after	X		
Small group 6' between all		X	

HAMILTON Date: 5/11/20

In Person Contact Allowed*	Yes	No	Comments or Conditions
6' distancing	X		*Not allowed yet
Indoor space on campus			"
Outdoor space on campus			"
Community space off campus	X		Per Wendy Hansmann, no objection from district
Face masks staff			"
Face masks students/parents			"
Temperature taking students			"
Disinfect hands and surfaces before/after			"
Small group 6' between all			"

School District Conditions for In Person Interactions with Students and/or Parents

LONE ROCK Date: 5/14/20 (revised from 5/11)

In Person Contact Allowed*	Yes	No	Comments or Conditions
6' distancing	X		All in-person contact is subject to written request and approval of administration*
Indoor space on campus	X		
Outdoor space on campus	X		
Community space off campus	X		
Face masks staff	X		
Face masks students/parents	X		
Temperature taking students	X		
Disinfect hands and surfaces before/after	X		
Small group 6' between all	X		

STEVENSVILLE Date: 5/11/20

In Person Contact Allowed*	Yes	No	Comments or Conditions
6' distancing		X	*Not allowed yet –
Indoor space on campus			“
Outdoor space on campus			“
Community space off campus			“
Face masks staff			“
Face masks students/parents			“
Temperature taking students			“
Disinfect hands and surfaces before/after			“
Small group 6' between all			“

VICTOR Date: 5/11/20

In Person Contact Allowed	Yes	No	Comments or Conditions
6' distancing	X		At risk populations only
Indoor space on campus	X		“
Outdoor space on campus	X		“
Community space off campus		X	On campus only
Face masks staff	X		Mandatory- district provides
Face masks students/parents	X		Mandatory- district provides
Temperature taking students	X		Infrared forehead thermometer provided
Disinfect hands and surfaces before/after	X		
Small group 6' between all		X	One-on-one only – (discourage parent)

* Written request for in-person intervention sessions must include a plan for how you will meet health/safety guidelines. All aspects of this plan must be communicated to, and agreed upon by the family, student, staff and administration.

~Additional considerations for in-person mental health services are necessary~

Many of our student experience trauma, anxiety and depression. Isolation and loss of trained adult interventions can result in tragic outcomes. School districts and students are in a bind between the district's duty to protect everyone from virus transmission and duty to protect some students at high risk of failing mental health. Finding the correct balance, in time, can be imperative.

Given each district's restrictions and protections for in-person contact, there remains an ethical, professional and legal responsibility to provide in-person mental health service supports on or off campus under extenuating circumstances. Support at a distance via telehealth is essential, yet insufficient for all circumstances:

- Situations in which continual assessing, monitoring and responding to student safety issues is required;
- Situations in which children and families are dealing with ongoing issues of abuse and/or neglect;
- Situations where student is needing a high level of support regulating themselves after trauma;
- Situations in which student greatly needs treatment support but does not have adequate access through technology.

Situations deemed essential, by the school district or BVEC, for in-person contact to prevent or respond to a student's deteriorating mental health or safety will be allowed to see a student and/or parent/guardian as required given school district and BVEC administration agreement and standard personal protections. If there are safety concerns, advance agreements may not be feasible.

Approvals for BVEC Staff:

Melissa Thayne 5/11/20: In-person meetings with students approximately 3 per day, M-F, in HS CSCT office.

Therese Athman 5/12/20: One in-person session per week with child who won't respond on teletherapy.

Karen Gideon/Wendy Wanner 5/1/220: One day only at Victor to finish testing.

Tammy Olds 5/18/20: 2-3 students 2X per week, outdoors at a park

Thad and Leah 5/19/20 1 student for one week, times and settings TBD

Melody Lindsay 5/21/2020 2 students, times and settings TBD