

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, November 27, 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. Letter of Resignation, effective end of 18-19 contract, Vicky Angyus, Occupational Therapist
 - E. Next Meeting – December 18 (3rd Tues)
- 4. Public Comment**
- 5. Correspondence – Letters of Appreciation**
 - A. Shannon Thompson, CSCT BC, Hamilton MS
- 6. Board Action**
 - A. Private Practice Procedure – attached**

Several BVEC therapists have a private practice. We revised our expectations that they do not set up private practice therapy sessions over their lunch period or immediately before or after the minimum 7.5 hour work day that would interfere with required work related meetings or obligations. It is controversial with some staff members but it comports with our policy for work day and does not conflict with CBA. It has been reviewed and agreed to by union area field representative and Megan Morris of Kaleva Law.

Recommendation: Approve Private Practice procedure.
- 7. Information and Discussion**
 - A. CSCT 90 Day Financial Summary – September and November**

Summaries and sign off at meeting.
 - B. Legal Review and Update of all BVEC Policies – discuss process and timeline**

We have contracted with Megan Morris of Kaleva law to review and revise our policies and procedures so they are updated and in compliance with all state and federal laws and regulations. She categorized them into the following:

- 1) 1000 series: Cooperative Management Board
- 2) 2000 series: Personnel
- 3) 4000 series: Operational Services
- 4) Administrative Regulations Manual
- 5) Employee Handbook of Procedures

How would the board like to proceed with review and approval?

C. Revised Prior Written Notice (PWN) Procedures - attached

Review revised procedures. December or January ½ day Special Education Forum for teachers.

8. Adjourn

Vicky Angyus, OTR/L
411 Curlew Orchard Road
Victor, MT 59875
406-360-6667
angyusv@bvec-mt.org

11/07/2018

Tim Miller, Director
BVEC Board of Directors
Bitterroot Valley Education Cooperative
PO Box 187
Stevensville, MT 59870

Dear Tim Miller and the Cooperative Board of Directors.

Little did I realize when signing my first contract with the Co-op in 1984, that I would be spending the rest of my professional career working in the Bitterroot Valley Schools. It is with mixed emotion that I write to inform you that I will be retiring at the end of this 2018-2019 school year.

In my 34 combined years working as both employee and contractor for the Co-op, I have had opportunities to work in all the Co-op schools. What an honour it has been to work as a team member with an incredible group of professionals at each school, working together to serve our special needs population.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed the challenges, the variety, the diversity of caseload and the opportunity to be a part of an ever growing and changing organization. A special Thank you to Tim Miller for the personal and professional support given to me over the years, and to the Co-op office staff for all you do to support the teams from the home base.

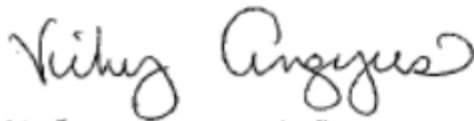
I am very positive and hopeful that you will be able to find an OT that is a good fit for this position. I recently attended the School OT PT Organization's annual meeting where I saw many young, enthusiastic OTs and PTs working in Montana's schools.

There are two Occupational Therapy graduate programs, one at the Rocky Mountain College in Billings, Montana and the other at the University of Mary in Bismarck North Dakota, where OT's are graduating from yearly.

While I look forward to enjoying my retirement, I will greatly miss working with the students, school staff and Co-op team members whom I've grown so close with over the years.

If I can be of any assistance to help with transitioning a new OT into this position, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Vicky Angyus". The letters are fluid and connected, with a prominent loop at the end of the last name.

*Vicky Angyus, OTR/L
Occupational Therapist*

DATE: October 26, 2018

TO: Shannon Thompson

FROM: Tim Miller

COPY: BVEC Board
CSCT Supervisors
Personnel file

RE: Letter of Appreciation

Shannon,

This is to express our appreciation for your work performance and the substantial contributions to your students and their families.

Comments from your supervisors point out your positive attitude and motivation to continue learning. You work hard to implement positive behavior strategies, meet the direct service expectations and documentation requirements. Additionally, you have remarkable organization skills and have effectively managed the multiple job requirements with a second job.

It is apparent that you have built excellent relationships with school staff, which allows you to effectively collaborate to enhance student behavioral and academic outcomes. You make it known by your actions that you care deeply about your students and provide a high level of care.

Finally, we appreciate that you have worked hard to transition to a new site and grade level in a positive way.

Thank you!

Private Practice/Contractors Procedures

The Bitterroot Valley Education Cooperative (BVEC) neither supports nor discourages staff from having a private practice or performing contract work. BVEC recognizes, however, that employees who are providing services for students of member school districts and are engaged in private/contract work in the community will need to ensure that conflict of interest and/or ethical considerations related their dual roles is addressed. The purpose of this agreement is to communicate expectations for BVEC staff as it relates to their private/contract practice work and their work for BVEC. When an employee discovers a conflict with the following procedures the employee will immediately contact a supervisor to determine an acceptable alternative arrangement.

Should a BVEC employee enter into a private practice/contract or work for another agency, the employee agrees to the following:

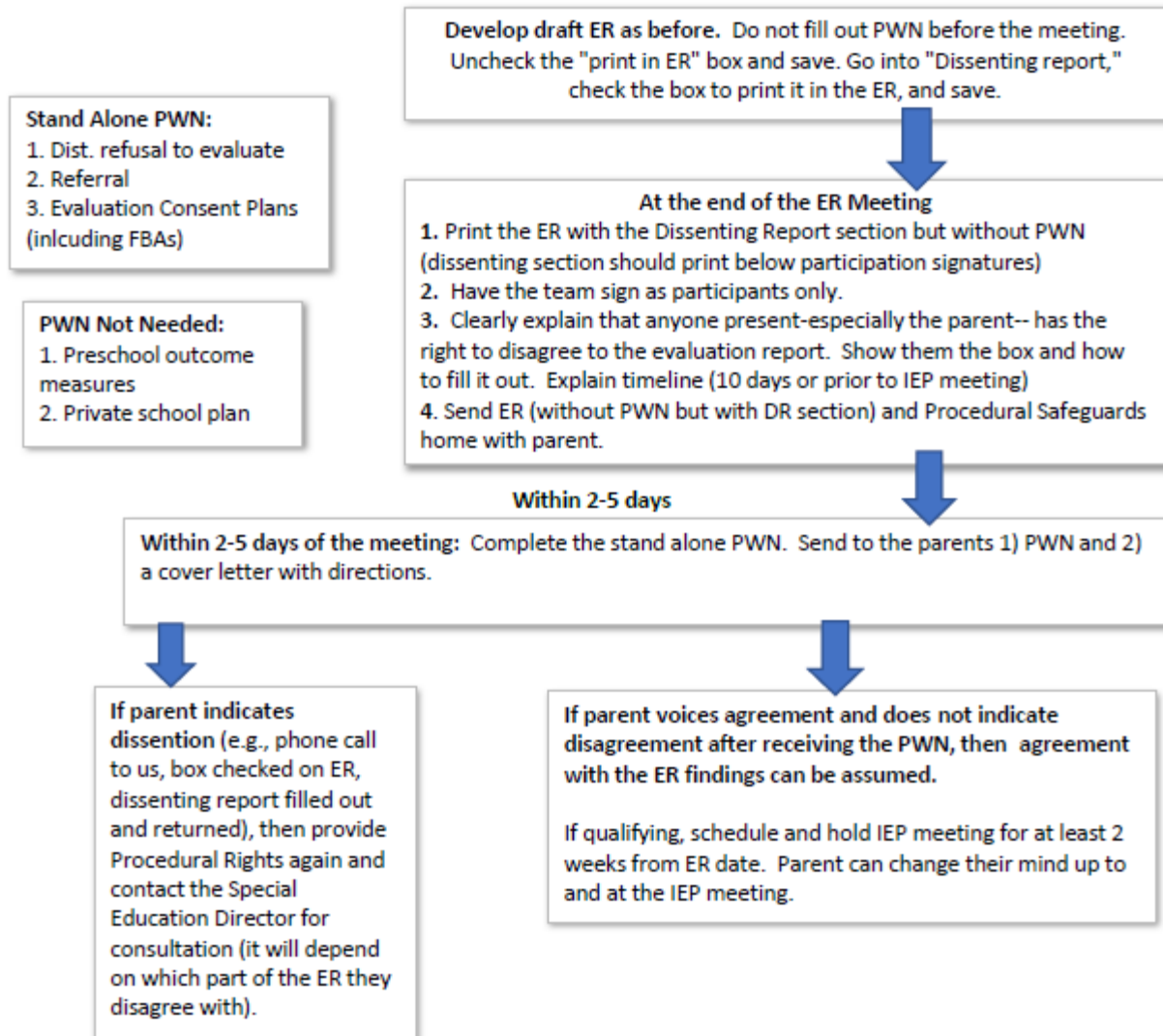
1. There is no option for a CSCT employee to self-refer or to accept a referral to provide private mental health services for a student who is actively being served by the CSCT or Outpatient Program. Special education services such as speech therapy, OT/PT services and learning assessment require the employee to submit names in writing for full disclosure and supervisor's acknowledgement.
2. BVEC employees may refer their private or contract practice students to the Co-op for services. They may do so only when the referral is clinically appropriate and when the referral is to a site where the employee making the referral does not provide services. The employee is required to consult with a supervisor about the situation prior to making the referral.
3. Should a student working with a BVEC employee in private/contract practice become enrolled in BVEC services at a site where the employee does not provide BVEC services, it is permissible that the employee will continue to serve their established client in private/contracted practice. The employee is required to consult with a supervisor about the situation as soon as they become aware of it.
4. BVEC employees will not use Co-op work time for activities relating to their private/contract practice (taking phone calls, making contacts, promoting their business, developing their business, etc.). Private business will not adversely affect the employee's work performance. If performance is adversely affected, the employee agrees to make appropriate changes as requested by their supervisor. BVEC employees may not use paid lunch breaks to engage in private/contract practice therapy sessions. This item does not apply when BVEC employees are working in an on-call capacity.
5. BVEC employees engaged in private/contract practice will secure their liability insurance to cover their private practice. The liability insurance provided by the Co-op only provides coverage for Co-op related work.
6. In general, CSCT employees will not provide private/contract practice services to a student attending the same school in which they provide CSCT services, unless an exception is approved through consultation with a supervisor. A CSCT employee may serve a student within the same school district in which they work after consultation and approval of a supervisor.
7. BVEC employees will avoid scheduling private practice commitments that make them unavailable for after school meetings or other responsibilities as needed and as indicated in BVEC work day policy (4.12). Exceptions require approval of the BVEC Director.

Signature below indicates employee has read and understands the procedures.

Employee

Date

PRIOR WRITTEN NOTICE: EVALUATION REPORT GUIDELINES



The district is required to provide **informed** consent and ensure the parent understands.

If the parent does not understand the special education and related services being proposed or refused, it follows that the parent could not have agreed to the proposed services.

– Letter to Boswell, 49 IDELR 196, (OSEP 2007).

The purpose of PWN is to provide comprehensive documentation of the proposed and refused actions made by the district and to give parents the opportunity to respond and voice any concerns.

Provide PWN whenever the district proposes or refuses, to begin or change: 1) evaluation, 2) identification, 3) educational placement or 4) provision of FAPE.

1) Description of actions proposed. 2) Explanation of why district proposes or refuses action. 3) Description of evaluation procedures used as basis for the action. 4) Description of other options considered. 5) Description of other relevant factors, if any. 6) Statement of Parent Procedural Rights. 7) Sources for parents to obtain assistance in understanding procedures.

Date: _____

Re: Evaluation Report and Prior Written Notice of the District's Intentions

Dear Parent(s)/Guardian(s),

Enclosed, please find the **(name)** School District's Prior Written Notice regarding your child **(name)**'s recent Special Education Evaluation report. The results of the District's evaluation and the educational implications of those results were shared with you at a meeting on **(date)**, at which time you signed that you attended the meeting and participated in the development of the evaluation report. The enclosed Prior Written Notice summarizes the District's intentions subsequent to that evaluation report and provides you with further information.

After reviewing the Prior Written Notice, **if you DO agree with the District's conclusions and proposed actions, then no further action is required.**

However, **if you DO NOT agree with the District's conclusions and proposed actions**, please fill out the dissenting report box found under the Meeting Participant Signatures. You may attach a letter explaining your areas of disagreement and may also attach other supporting documents. The District requests that you provide your dissenting report within 10 days of the date of this letter.

If you have any questions or concerns, please contact **(name)**

At **(phone)** or **(email address)**.

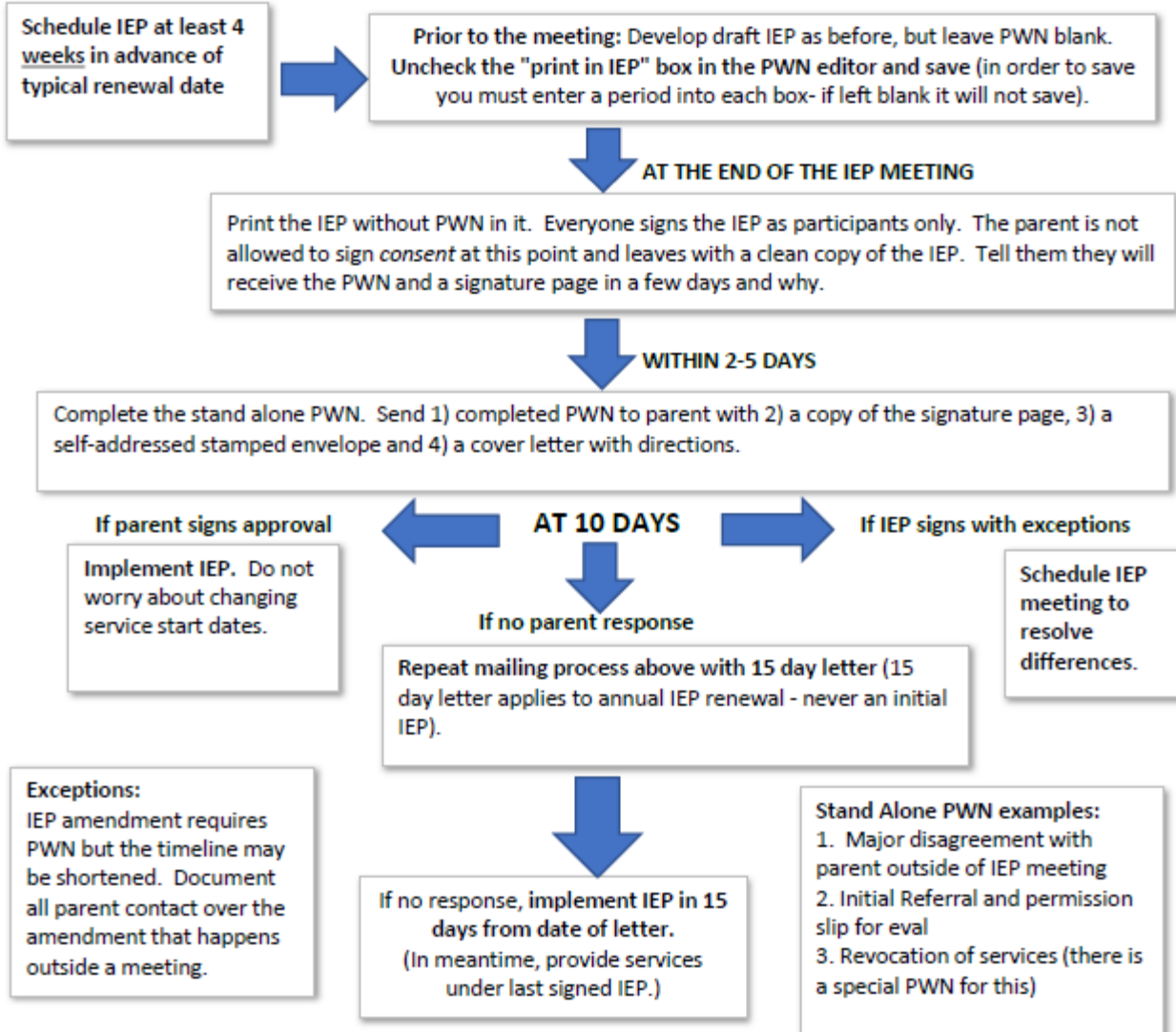
We greatly value your input in your child's education and look forward to hearing from you.

Sincerely,

(Name)

Principal or Case Manager

Prior Written Notice: IEP Guidelines



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(date)

Re: Prior Written Notice and Consent to the Proposed Individual Education Plan (IEP)

Dear Parent(s)/Guardian(s),

Enclosed, please find the Stevensville School District's signature page for the proposed Individualized Education Plan (IEP) for your child, **(student name)** along with Prior Written Notice of the District's proposed intentions. This IEP was developed at one or more meeting(s) with you on **(date)** and provides our offer of a free and appropriate public education to your child.

The District requests that you sign consent to the implementation of this IEP--or sign consent to the implementation of the plan with your specified exceptions—and return it to the District within 10 days of the date of this letter. Please keep the IEP, Prior Written Notice, and Procedural Safeguards Notice for your records. Should you decline to consent to the implementation of this IEP, the Procedural Safeguards Notice explains your rights.

Also enclosed is a self-addressed stamped envelope to return the signed signature page. For your own records please also sign the IEP that was sent home with you on the day of the meeting. If you would like another copy of the IEP for your records, please contact us.

If you have any questions or concerns, please contact **(case manager name)**

At **(phone)** or **(email address)**

We greatly value your input in your child's education and look forward to hearing from you.

Sincerely,

(Name)

Principal or Case Manager