

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, October 23, 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
 - Alison Cluff, preschool paraeducator
 - Sue Forest, preschool paraeducator
 - E. Resignations
 - Maggie Nelson, Business Manager – letter attached
 - F. Employment Separation
 - Charlee Kellough, preschool paraeducator – letter attached
 - G. Next Meeting – November 27
- 4. Public Comment**
- 5. Correspondence – Letters of Appreciation**
 - A. Mollie Devlin-McKay, CSCT Therapist, Florence
 - B. Michelle Welch, CSCT Behavior Consultant, Florence
- 6. Board Action**
 - A. **Appoint Business Manager/Clerk of Board**
 - B. **Policy Revision – General Leave – 4.24 – Second Reading**
 - C. **Proposal to Expend \$16,500 of Surplus Medicaid/Insurance Revenue**
 - D. **MTSBA Contingent Ballot for Annual Membership Meeting – attached**
 - E. **Director’s Contract**
- 7. Information and Discussion**
 - A. **District Wide System for Teachers to Implement Student Accommodations**
 - B. **Legal Update: Ensure Principals Know Behavior Intervention Plans**
 - C. **MTSS Leadership Luncheon – flyer attached**
- 8. Adjourn**

Maggie Nelson

154 Bayberry Ln
Hamilton, MT 59840

September 14, 2018

Bitterroot Valley Education Cooperative
PO BOX 187
Stevensville, MT 59870

Dear Tim and BVEC Board of Trustees,

Please accept this letter as my resignation from my position of Business Manager/IT Director with Bitterroot Valley Education Cooperative as of September 28, 2018.

I would like to take this opportunity to thank you for all you have done for me while I have been here. This was a difficult decision to make as I will miss the staff and position. I have enjoyed working here with you and the staff of BVEC and am grateful for the opportunities I have been given.

Thank you for your understanding of my decision to leave BVEC and your support over the years. I wish you all the best.

Please don't hesitate to contact me with questions regarding the duties I completed while here or projects I was a part of. I am available to provide assistance with this transition when possible.

Thank you again, the staff at BVEC are truly wonderful and I will miss you all.

Respectfully,

Maggie Nelson

August 27, 2018

Charlee Kellough
478 Ridge Rd
Stevensville, MT 59870

Dear Charlee,

This is to formally thank you for your excellent performance as a preschool paraeducator and express my sincere disappointment that we were unable make the necessary accommodations to your work schedule as requested.

The position requires riding the preschool bus in the morning and afternoon routes. Unfortunately, you were unable to fulfill the afternoon responsibilities due to personal child care responsibilities. Since you were unable to fulfill the responsibilities, I regretfully cannot renew your employment as a preschool paraeducator for the 2018-19 school year.

You indicated that you would like to be on the preschool substitute list and we would be pleased to add your name to the list.

As I mentioned, you have demonstrated excellent work performance and we will miss your positive presence in the preschool. Please use me as an employment reference and let me know if I can provide any additional assistance in finding another position.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Miller', with a stylized flourish at the end.

Tim Miller

DATE: October 8, 2018

TO: Mollie Devlin-McKay
Michelle Welch

FROM: Tim Miller 

COPY: BVEC Board

RE: Letter of Appreciation

On behalf of the CSCT leadership team, this is to express our appreciation for your commitment and success in developing the summer program for Florence-Carlton Secondary students.

You worked hard to identify activities that would both facilitate growth and be fun. Your clinical supervisor observed an activity that involved making crystals. One of the major themes was responding positively when things do not work out the way we expect. The activity did a good job giving clients an opportunity to practice the skills taught.

We understand the difficulty in developing summer programs for high school and middle school students. Thus, when we see a summer program significantly increase participation rates, we notice! The impact is twofold as it benefits the students and the financial sustainability of the program.

We look forward to supporting your program and students during the school year.

4.24 General Leave

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.

MTSBA Annual Meeting Ballot

Issue #	Issue Type	MTSBA Ballot Issue Description	Current Status of Issue	Delegate Assembly Vote	C A S T Y O U R V O T E I N O N E O F T H E B O X E S T O T H E R I G H T	Mark "X" in Box Below to Vote "YES"
1	Dues	Proposed Adoption of MTSBA FY 2020 Dues Revenue Estimate	Seconded "Do Pass" Motion of MTSBA Board of Directors	Not voted upon at Delegate Assembly		
2	Principles and Guidelines	Proposed Adoption of MTSBA Principles and Guidelines, with Amendment to Principle V	Seconded "Do Pass" Motion of Delegate Assembly	41-0, MTSBA Delegate Assembly		
3	2017 Resolution Amendment	Proposed Amendment to Previously-Approved School Funding Resolution [Resolution previously approved by MTSBA members in December 2017]	Seconded "Do Pass" Motion of the MTSBA Board of Directors	Not voted upon at Delegate Assembly		
4	2018 Resolution	Proposed Adoption of K-12 Vision Group Legislative Priorities for the 2019 Legislature	Requested "Do Pass" Motion from K-12 Vision Group Members	Not voted upon at Delegate Assembly		
5	2018 Resolution	2018 Proposed Resolution, MTSBA Board – Analyze and resolve gaps between the definition of quality and the school funding formula.	Seconded "Do Pass" Motion of Delegate Assembly	42-0, MTSBA Delegate Assembly		
6	2018 Resolution	2018 Proposed Resolution, Billings – Raise upper ANB age limit from 19 to 20	Seconded "Do Pass" Motion of Delegate Assembly	36-6, MTSBA Delegate Assembly		
7	2018 Resolution	2018 Proposed Resolution, Billings, Lockwood – Increase HS CTE Funding (Billings), expand to grades 6, 7 and 8 (Lockwood)	Seconded "Do Pass" Motion of Delegate Assembly	38-3 on increase for high school, 27-14 on expansion to middle grades, MTSBA Delegate Assembly		
8	2018 Resolution	2018 Proposed Resolution, Billings, K-12 BASE Aid for Synchronous Distance Learning	Seconded "Do Pass" Motion of Delegate Assembly	23-10, MTSBA Delegate Assembly		
9	2018 Resolution	2018 Proposed Resolution, Powell County, Vaughn and Bitterroot Valley Coop – Apply inflation to special education formula, increase funding % for special education cooperatives	Seconded "Do Pass" Motion of Delegate Assembly	40-0, Powell County/Bitterroot Valley, 38-2 on Vaughn, MTSBA Delegate Assembly		
10	2018 Resolution	2018 Proposed Resolution, Bozeman – Authorize trustees to impose nonvoted and/or propose voted levy for operational costs of school safety	Seconded "Do Pass" Motion of Delegate Assembly	38-2, MTSBA Delegate Assembly		
11	Election	Krystal Zentner (Bridger Trustee/MTSBA Region 9 Director) as the MTSBA Director to the MTSBA Board of Directors.	Seconded Nomination, MTSBA Board of Directors	Not voted upon at Delegate Assembly		
12	Election	Barb Riley (Columbia Falls Trustee/MTSBA Region 1 Director) as MTSBA's President-Elect.	Seconded Nomination, MTSBA Board of Directors	Not voted upon at Delegate Assembly		
13	Election	Luke Muszkewicz (Helena Municipal Director) as MTSBA's Vice-President	Seconded Nomination, MTSBA Board of Directors	Not voted upon at Delegate Assembly		

Behavior Intervention Plans

A Sept 26 District Court case reminds us not to leave principals out of the loop when communicating student behavior plans to key personnel who need to know.

As the court said, *"They can't implement the plans if they don't know they exist."*

The District of Columbia will have to provide compensatory education to a teenager with ADHD and an emotional disturbance all because it failed to notify disciplinary personnel about the student's BIP. The District Court held that the district's failure to provide the behavioral interventions and supports identified in the student's plan amounted to a denial of FAPE.

U.S. District Judge Collen Kollar-Kotelly noted that the student's teachers had his BIP and were implementing it as required. However, the judge pointed out that the staff members in charge of discipline at the student's school were unaware of his BIP. As a result, disciplinary personnel did not follow the BIP when addressing behaviors that resulted from the student's disabilities.

According to one member of the student's IEP team, the judge observed, the individual in charge of discipline at the student's high school failed to implement the student's behavioral supports for the entire 2016-17 school year. Additional evidence showed that the student was disciplined on a regular basis without the knowledge of his teachers or IEP team.

The court held that the district's material deviation from the student's BIP resulted in a denial of FAPE and entitled him to compensatory education.

When administrative discipline is applied it should be a red flag for sped case managers and administrators to communicate. It's not that regular discipline cannot be applied but.... could it be overriding or replacing the student behavior plan because the administrator is unaware of its existence?

MTSS

LEADERSHIP LUNCHEON

ADMINISTRATORS AND FACILITATORS

Join us for a local luncheon and session focusing on effective school level leadership for Multitiered Systems of Support (MTSS)!

We will network and discuss the importance of school and team leadership for MTSS implementation.

We will share strategies and examples to support each other with effective MTSS leadership roles for administrators and team facilitators.

RSVP to Wendy Wanner at wannerw@Stevijackets.net

OCTOBER

25TH

LUNCH PROVIDED!

12:30-3:30