

To: Cooperative Board Members
From: Maggie Nelson
Re: October 27, 2015 Board Meeting

1. Call to Order by Board Chair

The October meeting of the Cooperative Management Board was held on October 27, 2016 at the Cooperative office. Attending; Lance Pearson, Bob Moore, Bud Scully, Maggie Nelson and Tim Miller. Present via telephone; Loyd Rennaker. Board Chair, Lance Pearson called the meeting to order at 9:07 a.m.

2. Staff Representative:

No staff rep in attendance

3. Consent Agenda

- A. Minutes -
- B. Warrants – July, August, September, October
- C. Financial Report
- D. Next Meeting---November 24, 2015

Scully motioned to approve consent agenda as presented. Moore seconded. Motion carries 4-0.

4. Public Comment

None

5. Correspondence

A. Letter of Appreciation

1. Ali Bristow, Counselor, Florence – Miller notified the board of a letter of appreciation to Ali Bristow for her work during the 2014-15 school year written by Steve Zieglosky.

6. Board Action

A. Associate Business Manager Resignation

Miller recommended the Board accept the resignation of Jeannie Morgan from Associate Business Manager.

Moore made motion to accept resignation. Scully seconded. Motion carries 4-0

B. Hire Associate Business Manager

Miller recommended hiring Jill Reynolds at .8 to Associate Business Manager
Moore made recommendation to hire Jill Reynolds as presented. Scully seconded. Motion carries 4-0

C. Adopt Job Descriptions

Miller presented the Board with job descriptions for the Business Manager/IT and Associate Business Manager positions with the request that the Board approve both.
Scully made motion to accept job descriptions as presented.

1. Business Manager/IT and Associate Business Manager

Bob Moore indicated there is a lack of qualifications listed under the IT portion of the Business Manager description and in remaining consistent, asked that be added. Moore made a motion to approve IT additions in qualifications of Business Manager and Associate Business Manager job descriptions as discussed. Scully seconded. Motion carries 4-0.

7. Information and Discussion

A. MTSBA POLICY 5332 AND FORM 5232F – Miller informed the Board of a 2013 revision of policy by MTSBA and form. Discussion followed regarding use of form in schools and retention of document after reported incident, co-op employees and creation of FERPA records. The general consensus and recommendation was for each district to review its respective policy and consider appropriate use of the form. If the form is used, district and cooperative employees should eliminate top three lines of identifying information. Retention of forms should be with Superintendent and not in student records. Miller indicated he will inform co-op staff of procedural update with form.

Staff Representative Cami Hildebrand arrived at 9:54 am

B. Application for BVEC Fund 15 Surplus Dollars

Miller reviewed surplus of Fund 15 dollars in the amount of \$30,000 for districts and process for district to request funds. Maggie Nelson will resend Business Managers form for requesting funds.

C. Review District Obligations for BVEC Staff

Miller reviewed policy regarding and procedures with co-op staff and district tech staff.

D. Suicide Prevention/Crisis Response Project

Steve Zieglofsky presented the Board with an overview of his position and the accomplishments thus far. He indicated future progress to be made with each district regarding suicide prevention and crisis management.

E. ELL Assessment and Follow up Support

Miller discussed past practice and options: District staff take lead in assessment with school Psychologists as back up support or dedicate itinerant BVEC staff time to screen and assess and connect district with resources for instruction. Until further deliberation and decision the general consensus was for Districts to appoint their employees to administer testing as needed and use School Psychologist as back-up for schools. Moore requested this be an agenda item for next board meeting.

F. Child Find/Early Childhood Screening

Miller addressed Child Find and indicated that under IDEA regulations, school districts are to provide this. The Co-op ensures each district fulfills this requirement annually by coordinating Child Find/Early Childhood Screenings for districts.

8. Adjourn

Moore motioned to adjourn meeting at 10:42 a.m.

Clerk

Board Chair