

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, September 27, 2016
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. Next Meeting – October 25**
 - E. New Hires**
 1. Martha Birkeneder, CSCT Behavior Consultant, Victor
 - F. Resignations**
 1. Kim Bruggemann, CSCT Behavior Consultant, Victor
Classified – no contract/no penalty, gave 2 weeks notice
- 4. Public Comment**
- 5. Correspondence - attached**
 - A. Paula Lampi, School Psychologist, Lone Rock, Victor, Darby**
- 6. Board Action**
 - A. Contract Changes**
 - 1. Paula Lampi, School Psychologist, Lone Rock/Victor/Darby**
Increase number of days in contract to cover Darby
 - 2. Coreen Barrett, CSCT Behavior Consultant, Hamilton**
Moves from classified position into bargaining agreement position.
 - B. Board Policy Revision – 4.24 General Leave – Second Reading**
 - C. Board Policy Revision – 5.02 Purchasing – First Reading**
- 7. Information and Discussion**
 - A. Pre-employment Transition Services – VR Contracts - Ellen Condon with UM Rural Institute**

B. Skills in the Schools (SITS) Program – Caveats before Proceeding

C. Changes to MTSS (MBI/RTI) Coaching Supports

8. Adjourn

August 15, 2016

Tim Miller
Director
Bitterroot Valley Education Co-op
P.O. Box 187
Stevensville, MT 59870

Dear Tim,

It is after strong consideration of my current circumstances that I, unfortunately, am making it known that I will be resigning from my position as behavior consultant, effective August 31, 2016. I realize that this is unexpected and that was not my intention.

I've been struggling with health issues this summer that will require continued attention going forward. There have been other options presented to me recently that will better accommodate my situation, and I will be taking advantage of them.

This was a very hard decision considering how much I enjoyed my job working with the children in Victor. I have learned a lot and grew immensely through the experiences I encountered as a behavior consultant. I want to express my sincere gratitude for the opportunity and the support I've received over the past two years.

Sincerely,

Kim Bruggemann



DATE: September 21, 2016

TO: Paula Lampi

Paula,

Please accept my sincere appreciation for agreeing to increase your contract days to provide School Psychologist services and supports to the Darby School District.

We were unable to fill the position and you graciously agreed to step up and help us ensure we could maintain a minimal level of service to the district. This embodies the BVEC spirit to support one another; both to our staff and to our member districts.

Sincerely,

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

Tim Miller

Copy: BVEC Board
Personnel file

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 ~~clerk~~ associate business manager to account for and document all leaves.

Deductions for ~~personal~~ leave shall be deducted in full or half day allotments, with the exception that employees may take up to two hours fractional 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 Personal Leave/Vacation shall be accounted for separately.

5.02 Purchasing Policy - Revised

The Board has the sole authority and responsibility for Cooperative purchases. Requests to purchase materials and equipment shall be approved by the Cooperative Director and submitted to the Board for payment. Purchasing or obligation of Cooperative funds without prior approval of the Director shall become the financial responsibility of the purchaser.

Authorization of Signatures: For the conduct of the business of the Cooperative, the Board may grant authority to specific staff to sign certain documents on behalf of the Cooperative. The Business Manager or Associate Business Manager is authorized to use a facsimile signature plate or stamp.

Warrants: The Business Manager or Associate Business Manager is authorized to sign Cooperative warrants by facsimile signature on behalf of the Board.