

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD**

Tuesday, April 24, 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
  - E. Resignations
    1. Chereese Jennings, CSCT BC, Darby
    2. Michelle Blair, CSCT Therapist, Stevensville
    3. Alisa Martin, Speech-Language Pathologist, Lone Rock/Florence
  - F. Next Meeting – May 22
- 4. Public Comment**
- 5. Correspondence – Letter of Appreciation**
  - A. Alana Lopez Johnson, CSCT Behavior Consultant
- 6. Board Action**
  - A. **Discipline Policy 4.43 – 2nd<sup>st</sup> Reading** – attached
  - B. **2018-19 Proposed BVEC Calendar** – attached
  - C. **Contract Renewals for Licensed and Non-Licensed Staff under CBA**
  - D. **Rehire Classified Staff in CSCT Program**
- 7. Information and Discussion**
  - A. **Training and Implications for Prior Written Notice (PWN) Requirements** – attached
  - B. **Special Education Records – Annual Notice of Destruction** – attached
- 8. Adjourn**

From: Chereese Eggleston <[cjennings@darby.k12.mt.us](mailto:cjennings@darby.k12.mt.us)>  
Sent: Monday, March 26, 2018 8:57 AM  
To: Chris Hughes <[hughesc@bvec-mt.org](mailto:hughesc@bvec-mt.org)>; Steven Zieglowsky <[zieglowskys@bvec-mt.org](mailto:zieglowskys@bvec-mt.org)>  
Subject: Relocating

Hello Chris and Steve,

My family and I have decided to relocate back home to California, due to recent events that have happened. I would like to fulfill my contract for the school year and I would also like to be the one to tell the school and the kids. I have enjoyed working with BVEC the past 4 years and have learned so much and grown both personally and professionally. Thank you! If possible, I would like to ask if I could get an open letter of reference from each of you for my job search after relocating. Thank you very much for the opportunity to work with an amazing company and amazing school. I will miss everyone but feel this is the best move for my family.

Thank you for your time,

Chereese Jennings  
CSCT Behavior Consultant  
Darby high school

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BVEC Admin and Board,

I am submitting my letter of resignation after completion of this current contact year. I have decided to return to school full time to finish my MBA. My last day will be 06/08/18. Until then, I will continue to conduct business in a professional manner and will do everything I can to minimize my effects of leaving along with making sure completion of all required paperwork in done prior to my last day.

I am thankful for the opportunity that I had to work with everyone at the BVEC and hope the best for all and for allowing me to be part of your team.

Sincerely,

**Michelle Blair, MSW, LAC, SWLC**

Michelle Blair, MSW, LAC, SWLC

mblair1217@gmail.com

## Alisa Martin

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3702 Dietz Dr.  
Stevensville, MT 59870  
(208) 697-2444  
alisa.martin@hotmail.com

March 28, 2018

Bitterroot Valley Education Cooperative  
PO Box 187  
Stevensville, MT 59870

To Whom It May Concern:

I am writing to formally notify you that I will be resigning from my position as Speech-Language Pathologist with Bitterroot Valley Education Cooperative. My last day of employment will be June 7, 2018, as per my 2017-2018 contract.

I have really enjoyed being part of the BVEC team and serving Lone Rock and Florence-Carlton Schools. However, my dream of starting my own speech therapy private practice is becoming a reality and I will need to dedicate my time and energy accordingly. Thank you so much for the support and guidance I've received over the past year.

Sincerely,

*Alisa Martin*

To: Alana Lopez

From: Tim Miller   
Director, Bitterroot Valley Education Cooperative

Re: Letter of Appreciation

Date: March 10, 2018

Copy: BVEC Board  
Personnel File

Alana:

I am pleased to inform you that your clinical supervisor has recommended you for special recognition.

When staff are out for extended medical or family leave it can impact services and become challenging for our students in the program.

During your partner's maternity leave, you have consistently demonstrated exceptional ability to handle a very full caseload for an extended period with limited support from the clinical supervisor as the fill-in CSCT therapist.

It was reported that you have maintained excellent rapport and communication with teachers and other school staff by going above and beyond expectations. This includes consistency with interventions and support for your students and flexibility by positively adjusting to collaborating with an intern and the clinical supervisor.

We all appreciate your attitude, effort and high level of performance.

#### **4.24 Disciplinary Action** (new policy)

Cooperative employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the Cooperative or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Director's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Cooperative Management Board may terminate an employee or non-renew employment.

The Cooperative member school districts maintain tobacco and vapor product free buildings and grounds. Use of tobacco or vapor products will not be allowed in member school district buildings or grounds. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, alternative nicotine product, or any other tobacco or nicotine innovation.

July						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contract Days: 3  
Total Days: 3

Contract Days: 19  
Total Days: 22

Contract Days: 23  
Total Days: 45

November						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
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December						
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30	31					

January						
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27	28	29	30	31		

February						
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17	18	19	20	21	22	23
24	25	26	27	28		

Contract Days: 19  
Total Days: 64

Contract Days: 15  
Total Days: 79

Contract Days: 21  
Total Days: 100

Contract Days: 19  
Total Days: 119

March						
S	M	T	W	T	F	S
					1	2
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24	25	26	27	28	29	30
31						

April						
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28	29	30				

May						
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June						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Contract Days: 21  
Total Days: 140

Contract Days: 20  
Total Days: 160

Contract Days: 22  
Total Days: 182

Contract Days: 5  
Total Days: 187

**\*\*Full Time staff may propose an individual work calendar for PT Conferences to fulfill one or more contract work days**

**Important Work Dates:**

- CSCS New Staff Orientation 8/22
- CSCS PIR Days 8/23-8/24
- All Staff Meeting Fall 8/29
- October PIR 10/18-10/19
- All Staff Meeting Spring 5/22

**Holidays**

- Labor Day- 9/3
- Thanksgiving-11/21-11/25
- Winter Break-12/22-1/1
- MLK Day - 1/21
- President's Day- 2/18
- Spring Break- 4/19-4/21
- Memorial Day-5/27

**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 28, 2018

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 will be published in the Ravalli Republic on **March 29**. This will qualify for the records destruction notice requirement. **After sixty days, (May 29), 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 **2011-12 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-Carlton, 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

(Sample letter to last known address: put on 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 five 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