

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, June 29, 2017
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. Resignations
 1. Anna Hughes, CSCT Behavior Consultant, Stevensville Elem.
 2. Denise Boushcor, Preschool Paraeducator
 3. Kristie Clark, CSCT Behavior Consultant, Florence
 4. Morgan Miller, CSCT Behavior Consultant, Stevensville HS
(Morgan signed her contract then broke it with resignation. I recommend no penalty for breaking the contract if we can fill the position)
 - E. New Hires
 1. Jeff Barber, CSCT Behavior Consultant, Victor
 2. Michelle, Welch, Behavior Consultant, Florence
 3. Kendra Tucker, LCSW, Clinical Supervisor, .6 FTE
 4. Alisa Martin, .6 FTE Speech-Language Pathologist
 5. Tiffany Martin, 1.0 School Psychologist
 - F. Next Meeting – August 22?
- 4. Public Comment**
- 5. Correspondence**
- 6. Board Action**
 - A. Revise Memorandum of Understanding – attached
 - B. Rehires and Contract Renewals – Preschool Classified, Clinical Supervisor, Business Manager/Assoc. Business Manager, Administrator
 - C. **2017-18 Budget Approval**
- 7. Information and Discussion**
 - A. **FY 2016 Audit Report**
 - D. **90 Day CSCT Report**
 - E. **Para Training 2017-18**
 1. BVEC Sponsored:
 - Annual one-day training for NEW paraeducators in August or September. This could be held in one central location.
 - One-day Alt PIR training for Special Education Teachers.
 - I secured an agreement with Region V CSPD to pay for 1-day training August 17. The model is *Training Teachers to Train Paraprofessionals*. Training is for teachers with some paras (30-40 participants).

1. Orientation
 2. Scheduling
 3. Planning
 4. Delegating
 5. Training
 6. Monitor and Coach
 7. Manage the Workplace
- Continue training on early-outs, or other times, for new and experienced paras. Cover specific areas such as behavior, mental health conditions, Autism, instructional strategies, etc. BVEC staff can do this.
 - Block some routine time for teachers to meet with paras for planning at beginning or end of routine training sessions.
2. Training Teachers to Supervise Paraprofessionals
 - Flyer attached for August 17 training
 3. District and School sponsored:
 - Administrator support in finding time for teachers and paras to meet regularly for planning and instruction.

8. Adjourn

From: Anna Hughes [mailto:HughesA@stevensville.k12.mt.us]
Sent: Friday, April 28, 2017 8:53 AM
To: Tim Miller <millert@bvec-mt.org>; Chris Hughes <hughesc@bvec-mt.org>
Cc: Tracey Rogstad <rogstadt@stevensville.k12.mt.us>
Subject: follow up on conversation

I just wanted to follow up on my conversation yesterday with Chris. Chris asked me to submit some form of written communication indicating that I have chosen not to sign my contract for the 2017- 2018 school year. Please take this email as my written confirmation of that conversation. Thank You.

May 5, 2017

Tim Miller,

I would like to inform you that I am resigning my position as of June 1, 2017.

Thank you for the opportunity. I enjoyed working with the children and will miss them.

Sincerely,

A handwritten signature in cursive script that reads "Denise Bouschor". The signature is written in black ink and has a long, sweeping horizontal line extending to the right.

Denise Bouschor

Tim Miller
Bitterroot Valley Education Cooperative
PO 187
Stevensville MT 59870

May 9, 2017

Dear Tim Miller,

I regret to inform you that I will not be returning as a Behavior Consultant at Florence-Carlton Elementary for the 2017-2018 school year. I have enjoyed my time in this position and am grateful for the guidance throughout my learning process. I will fulfill my contract through June 9, 2017, and I am planning to co-facilitate our summer programming until my replacement is found. Thank you for the opportunity to work for the Bitterroot Valley Education Cooperative.

Sincerely,

Kristina Clark

Chris,

I almost forgot but just remembered that you had requested a more formal letter or sorts saying I was actively resigning from the BC position. So here it is!

I would like to thank you, Tim, and Steve for all that you have done to support me, and provide me with feedback and insight over the last 2 years. Without the BVEC taking a chance on me, I'm not sure I would have ever gotten my foot in the door into mental health, or even really realized that this is my passion. Working for the BVEC has provided me with invaluable life lessons, and knowledge, and even though some of those lessons were learned the hard way, it just fueled me to want to grow and learn even more. There are very few jobs in which I feel like you are given the opportunity to hear honest, and direct feedback that is truly constructive and I feel like I was able to experience that here, and for that I am grateful. I truly hope that when I finish grad school the BVEC will consider me for counselor position as it would be a pleasure to work for you again. Thank you again for everything!

Best,

Morgan Miller
Behavior Consultant
Stevensville Secondary CSCT Program
(406) 777-5481 ext 148
MillerM@Stevensville.k12.mt.us

MEMORANDUM OF UNDERSTANDING –Salary Schedule Adjustments

This Memorandum of Understanding is entered between the Bitterroot Valley Education Cooperative and the Cooperative Employees’ Bargaining Unit, MEA/MFT, NEA, AFL-CIO.

Without a salary adjustment one employee classified as a Behavior Consultant II (BC II) who will move into the Collective Bargaining Agreement in 2017-2018 will have a salary reduction. The bargaining unit and management agree to place this employee at step 5 on the Mental Health Behavior Consultant (BC I) salary schedule for the 2017-18 contract year. Employee will continue to move up from step 5 with each additional year of experience.

In Witness Whereof, the parties have executed this agreement as follows:

For Bitterroot Valley Education Cooperative Employees Bargaining Unit:

Wendi Wood, Unit President

Date

For Bitterroot Valley Education Cooperative Management Board:

Robert Moore, Board Chair

Date

Tim Miller, Director

Date

PARAEDUCATOR SUPERVISION ACADEMY (PSA).

*NOTE CHANGE IN LOCATION**

Save the date: August 17, ~~Bitterroot River Inn~~ *Hamilton High School room 101 , 8:30 – 4:00 pm.

Target Audience: Special Education Teachers who are responsible to supervise and direct Paraeducators.

Instructor and Sponsor: WM CSPD is sponsoring, no cost. Instructor is Barbara Stimpson of the Paraprofessional Resource and Research Center at the University of Colorado.

Options for credit: Alt PIR contract credit or paid extra day (must be approved by district administrator). OPI renewal units available.

Registration: email attendance confirmation to millert@bvec-mt.org. Then check your email box for any updates!

COURSE OVERVIEW:

The purpose of this course is to provide the professional educator with core knowledge and skills to work effectively in teams composed both of professionals and paraeducators. Specifically, participants will refine their knowledge of the characteristics of paraeducators in education, the distinction between professional and paraeducator roles and responsibilities, liability and ethical issues. They will learn about seven research-based components of paraeducator supervision. They will develop skills in: (1) establishing collaboration and working relationships (2) assessing personal supervisory skills; (3) building work schedules and instructional plans; (4) identifying career development areas for paraeducators through needs assessment; and (5) using feedback to improve the job performance of paraeducators

TOPIC OUTLINE:

I. Characteristics of Paraeducators in Education

- Personal Characteristics
- Characteristics of Paraeducator Positions
- Contributions Paraeducators Make in Education

II. Roles and Responsibilities of All Team Members

- Changing Roles & Responsibilities of School Professionals
- Changing Roles & Responsibilities of Paraeducators
- Liability Issues
- Deciding Who Supervises the Paraeducator
- Collaboration among team members

III. Executive Functions of School Professionals Associated with Paraeducator Supervision

- **Orienting Paraeducators into the Classroom, the School, the Program**
 - ❑ Introduce New Employees to Co-Workers, Policies, Procedures, Roles, Responsibilities
 - ❑ Understand Work Style Preferences
 - ❑ Clarify Program/Professional Needs
 - ❑ Recognize the Paraeducators Skills/Confidence
 - ❑ Develop Personalized Job Descriptions

PARAEDUCATOR SUPERVISION ACADEMY (PSA).

TOPIC OUTLINE (continued):

- **Planning**
 - ❑ Setting Goals
 - ❑ Describing Activities, Methods
 - ❑ Set Expectations for Outcomes
- **Managing Schedules**
 - ❑ Identifying Task Importance/Urgency
 - ❑ Creating Schedules for All Program Personnel
- **Delegation**
 - ❑ Analyze Tasks
 - ❑ Deciding What to Delegate
 - ❑ Creating Work Plans
 - ❑ Selecting the Right Person
 - ❑ Directing Tasks
 - ❑ Monitoring Performance
- **Promoting Paraeducator Growth and Development**
 - ❑ Assess Current Skills/Confidence
 - ❑ Teach, Coach New Skills
 - ❑ Plan for Formal Growth Opportunities
 - ❑ Document Training
 - ❑ Monitor Performance of Skills After Training
 - ❑ Provide Formative Feedback on Performance of Skills
- **Monitoring Paraeducator Performance and Evaluation**
 - ❑ Track Performance of Duties Through Observation
 - ❑ Gain Feedback From Others Who Observe
 - ❑ Provide Summative Feedback About Job Performance
- **Managing the Work Environment**
 - ❑ Hold Meetings
 - ❑ Maintain Effective Communications
 - ❑ Manage Conflicts
 - ❑ Solve Problems