

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, April 28 2015
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 – May 26
- E. New Hires
 - 1. Jennifer Gaston-Smith, temporary employee, CSCT Stevensville Elem.
- F. Resignations
 - 1. Coral Beck, CSCT Therapist, Florence
 - 2. Katanya Kirkman, SLP, Lone Rock
 - 3. Dusty Schrock, CSCT Behavior Consultant, Lone Rock
 - 4. Melinda Bingham, CSCT Behavior Consultant, Stevensville

4. Public Comment

5. Correspondence

- A. **Letter of Appreciation** – Renee Endicott, SLP-Assistant

6. Board Action

- A. **Request for Family Medical Leave** – Anna Hughes
- B. **Layoff and Reduction in FTE for Staff Under the Bargaining Agreement**

- C. Contract Renewals for Staff Under Bargaining Agreement**
 - D. Contracts for Coach/Trainers**
 - E. Rehire Classified Staff in CSCT Program**
 - F. Approval for Regional and National Conferences 2015-16**
 - G. IDEA Carry over funds for HSD**
 - H. MOU revision for CSCT Summer Work Compensation**
- 7. Information and Discussion**
- A. Special Education Records Destruction Notice**
- 8. Adjourn**

March 27, 2015

Renee Endicott
PO Box 5
Stevensville, MT 59870

Dear Renee,

This is to formally express my appreciation for your outstanding work as a temporary Speech-Language Therapy Assistant. You exceeded all expectations and have performed at a level far above your training and experience in this position.

When we found ourselves in the unique situation of needing someone to fill two consecutive maternity leaves for our SLPS in Stevensville you stepped in and with minimal but adequate training performed at an amazingly high level with limited supervision.

District staff report you quickly developed great relationships with staff and parents including Middle School students with trust and attachment issues who typically would resist positive relations with a new adult. The speech therapists report that students made great progress and that you developed new materials and creative ways to approach students' speech-language goals.

I do not believe we could have asked for more from you but if we did I'm sure you would have figured out a way to get it done.

Thanks so much!

Sincerely,



Tim Miller

Copy: Personnel file
BVEC Board Members



TO: Superintendents
FROM: Tim Miller
COPY: Speech-Language Pathologists, 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: April 21, 2015

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 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 by the first week in April. This will qualify for the records destruction notice requirement. After sixty days, on the first of June, 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 2007-08 school-year and earlier.

**NOTICE
DESTRUCTION OF
SPECIAL EDUCATION RECORDS**

Bitterroot Valley Education Cooperative member school districts; Darby, Florence-Carlton, Hamilton, 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 this section may contact the Bitterroot Valley Education Cooperative at 777-2494 ext. 117 for assistance.