

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, May 24, 2022
9:00 a.m. – Cooperative Office

MINUTES

1. **Call to Order** – Dr. Moore called the meeting to order at 9:00 AM. Board members in attendance: Dr. Moore, Dr. DoBell, Ms. Woodard, Mr. Toynbee, Mr. Rayburn. BVEC admin staff in attendance: Ms. Rammell and Mr. Hughes. Others in attendance: Tammy Olds, MHT Victor Secondary, Tony Biesiot, Darby Superintendent effective July 1, 2022, and Bea Kaleva, Cooperative Attorney, and Jill Reynolds, Board Clerk.
2. **Introduce Staff Representative-Caitlin Nogle, Speech Language Pathologist, Stevensville and BVEC Preschool** – Caitlin discussed her role at Stevensville and the Preschool, the experience and knowledge she is gaining, and that she is excited to be here.
3. **Consent Agenda** – Consent agenda approved by unanimous consent.
 - A. Minutes
 - B. Warrants
 - C. Financial Report
 - D. Resignations
 1. Wendie Bauer, CSCT Mental Health Therapist, Darby Secondary
 2. Kylee Chase, CSCT Behavior Consultant, Stevensville middle and high school
 - E. New Hires
 1. None
 - F. Next Meeting – Tuesday, June 28, 2022, at 9:00 at cooperative
4. **Public Comment** – Dr. DoBell updated the Board with the progression of Bargaining, that we think we may be close to agreement and hoped to be able to bring the agreement to the Board for approval in June.
5. **Correspondence** - none
6. **Old Business**
 - A. **Terese Athman retirement incentive request** – remain on future agendas as old business.
 - B. **Employee retention premium** – remain on future agendas as old business.
7. **Board Action**
 - A. **Contract Renewal-Mental Health Medical Director**

Dr. Kirk Crews as an independent contractor as Medical Director for CSCT Program for term of July 1, 2022, through June 30, 2023. 5% increase for 2022-2023. Ms. Rammell explained Dr. Crews' role as the Cooperative Medical Director. Dr. Crews reviews our policy manual annually, he acts as liaison for care when needed, etc. Mr. Toynbee made a motion to approve the contract renewal as recommended for 2022-23 with a 5% increase, \$595 per month. Mr. DoBell seconded the motion. There was discussion on how often the Cooperative interacts with Dr. Crews annually and his role. Mr. Hughes explained Dr. Crews

reviews our policy manual each year and recommends edits if needed, usually provides one training per year, Mr. Hughes interacts with him 4-5 times per year, Ms. Gillespie interacts with him 4-5 times per year. Dr. Moore called for the vote on the motion. Dr. Moore, Dr. DoBell, Mr. Toynbee, and Ms. Woodard voted aye. Mr. Rayburn voted nay. Motion carries 4-1.

- B. Contract Renewal CSCT Clinical Supervisor- Ashley Gillespie** – Ms. Rammell explained Ms. Gillespie’s role as Clinical Supervisor effective March 1, 2022. Ms. Gillespie is doing an exceptional job, no formal review has been done at this time since she just started in the role in March, informally she is doing a great job with the highest of standards. Dr. DoBell made a motion to approve the recommendation to approve contract renewal for Ms. Gillespie for 2022-23. Mr. Toynbee seconded the motion. Dr. DoBell clarified the discussion on salary amounts for administrative staff would take place after negotiations. Ms. Rammell confirmed this. Dr. Moore called for the vote on the motion. Dr. Moore, Dr. DoBell, Mr. Toynbee, and Ms. Woodard voted aye. Mr. Rayburn voted nay. Motion carries 4-1.
- C. Contract Renewal Business Manager-Jill Reynolds** – Ms. Rammell explained Ms. Reynolds role as Business Manager, her responsibilities in this role, and that she does a very good job. Mr. Toynbee made a motion to approve the recommendation to approve contract renewal for Ms. Reynolds for 2022-23. Ms. Woodard seconded the motion. Mr. Rayburn asked to review the current job description for the Business Manager role. The group reviewed the job description. Dr. Moore, Dr. DoBell, Mr. Toynbee, and Ms. Woodard voted aye. Mr. Rayburn voted nay. Motion carries 4-1.
- D. Contract Renewal Mental Health Programs Manager-Chris Hughes** – Ms. Rammell discuss Mr. Hughes role as MH Programs Manager, the exceptional job he does in that role, that the CSCT program has been in crisis since early 2020 due to the pandemic and Chris’s commitment and dedication to ensuring services in schools and program sustainability. Mr. Rayburn made a motion not to approve the recommendation for Mr. Hughes’ contract renewal. There was no second to the motion. Dr. DoBell made a motion to approve the recommendation to approve contract renewal for Mr. Hughes for 2022-23. Mr. Toynbee seconded the motion. Dr. DoBell stated he can not say enough about the job Mr. Hughes has done as Programs Manager, that he has been an unwavering positive support person for him for 20 years. Mr. Toynbee agreed with Dr. DoBell and stated he was very appreciative of everything Mr. Hughes has done for Darby the last 2 years. Mr. Rayburn asked to review the current job description for Mental Health Programs Manager. The group reviewed the job description. Mr. Rayburn asked about rules regarding what comments he could make in open session versus closed session. Ms. Kaleva explained the rules regarding the type of comments to be made. At 9:10 AM the Board went into closed session. Board meeting reconvened at 9:20 AM. Dr. Moore called for the vote on the motion to approve the recommendation to approve Mr. Hughes contract renewal. Dr. Moore, Dr. DoBell, Mr. Toynbee, and Ms. Woodard voted aye. Mr. Rayburn voted nay. Motion carries 4-1.

8. Information and Discussion

- A. Preschool Teacher Maternity Leave** – Ms. Rammell explained our preschool teacher, Liza Gostevskiyh, would be going out on maternity leave September 6, 2022-November 7, 2022. The Cooperative has posted the job opening on our website and OPI Jobs for Teachers. Ms. Gostevskiyh is planning to spend the first two weeks of August developing lesson plans, meeting with parents of new students, and working with paras on what they will need to do during her absence. Ms. Rammell explained we have two full time para’s working in the preschool that will cover the class instruction during this time. If we are unable to fill the position for a temporary teacher, Ms. Rammell will be responsible for IEPs and progress monitoring


and the dual role of case manager and administrative representative. Dr. Moore expressed his concern that two paras would be enough and the additional workload for Ms. Rammell would be too much. It was agreed Ms. Rammell will address with the Board if the workload becomes too much for her to cover.

B. CPI Trainer/Training- Ms. Rammell explained that although MANDT training was available on a limited basis, Districts had communicated they prefer CPI training. Cami Hildebrand, Florence District School Psychologist, has expressed an interest in attending training to become the Cooperative CPI Coordinator. The all-inclusive costs of training in Spokane in July 2022 are approximately \$5,000. This amount will include cost of training, lodging, meals, and mileage. Ms. Hildebrand is currently full time, 187 days, and would not be able to provide training as part of her contract days. Ms. Rammell estimated Ms. Hildebrand would need to work an additional five days to provide training in Districts and would recommend training sessions in August, MEA days, or spring break. Ms. Rammell explained the historical process of the cooperative invoicing districts \$37.50 per District employee that attends training. Mr. Rayburn expressed his concern that one person is enough to cover all the training needed in the Cooperative districts, he doesn't feel one person is enough. There was discussion around adding a second person to training. Ms. Rammell explained she had asked BVEC staff about interest and Ms. Hildebrand was the only one who came forward. Mr. Rayburn explained he had a staff member that had expressed interest in doing this. Mr. Rayburn is going to talk to his staff member to see if they would be willing to work as a BVEC employee for this training and the following training for Districts. Ms. Rammell will follow up on the costs for training for two people versus one and add this topic to the June 2022 agenda.

C. CSCT – Mr. Hughes explained the CSCT staff is gearing up for summer programs, adjusting the programs to align with the new regulations and billing. The Cooperative will continue to assess summer program services, the cost of the programs and the associated revenue generated by the programs. Mr. Hughes explained we currently have three openings; all are posted, and he is reviewing applicants. Mr. Hughes first priority is to fill the roles we have open for two person teams, but longer term looking at three person teams in some schools as they may be more sustainable.

D. Superintendent Meet and Greet for July 19 – Ms. Rammell explained that the Cooperative would like to have a Superintendent Meet and Greet in July because we will have three new Board members for 2022-23. The 19th is not going to work, so the plan is now to have the meeting on July 12th, 2022 in the BVEC Office at Noon. There will be a light lunch, Cooperative Overview and Program Overviews.

9. Adjourn – Dr. Moore adjourned the meeting at 9:45 AM.


Board Chair Signature

6-28-2022
Date


Board Clerk Signature

6/28/2022
Date