

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD**

Tuesday, January 22, 2019  
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 2019-20 Contract Year
      1. Jenna Harp, .6 FTE Occupational Therapist
    - E. Resignation Effective End of 2018-19 Contract Year
      1. Tiffany Martin, School Psychologist, Darby/Stevensville
    - F. Resignations mid-contract, Board Action Items
    - G. Next Meeting – February 26
  - 4. Public Comment**
  - 5. Correspondence** – Letter of Appreciation – Cami Hildebrand, School Psychologist, Florence
  - 6. Board Action**
    - A. **Resignations of Contracted Employee Before end of Contract Year** – letters attached
      1. Jovena Mariscal, CSCT Behavior Consultant, Hamilton, resignation effective 1-31-19
      2. Leslie Tracy, CSCT Therapist, Hamilton, resignation effective 2-10-19
    - B. **Retirement Incentive Option** – letter attached
    - C. **Policy Review and Revision**
      - 1) 1000 series: Cooperative Management Board
      - 2) 2000 series: Personnel
      - 3) 4000 series: Operational Services
      - 4) Administrative Regulations Manual
      - 5) Employee Handbook of Procedures
  - 7. Information and Discussion**
    - A. **Special Education Restored Funding for Cooperatives**
  - 8. Director's Performance Evaluation**
- Adjourn**

January 2, 2019

Chris,

It is with great sadness that I am giving you my notification for my resignation at BVEC. My last day with the Co-op will be Thursday, January 31<sup>st</sup>, 2019.

I am extremely grateful for the opportunity to have worked for BVEC for the last 5 ½ years. I cannot thank you enough for all those years ago knowing that Thad and I would make a great team. He was amazing to work with and I am thankful for every day I got to work with him! I could not have asked for a better partner! I can honestly say that you all have become more like family than co-workers.

Please let me know what I can do to make this transition as smooth as possible.

Respectfully,

Jovena Mariscal

January 7, 2019

Management Team Bitterroot Valley Education Cooperative P.O. Box 187 Stevensville, MT 59870

Dear Management Team,

Please recognize this letter as my official resignation from my position as Mental Health Therapist for the Bitterroot Valley Education Cooperative, effective February 10, 2019.

Thank you for the opportunities you have provided over the course of the past almost five years.

I recognize that leaving before the end of the school year is not ideal, and if there is anything I can do to help with the transition please let me know.

Sincerely,

Leslie Tracey, LCPC

January 7, 2019

Dear Tim Miller and the Co-op Board of Directors,

This Fall, I talked to Tim Miller about presenting a proposal to the board about an early retirement incentive as I was contemplating retiring. He expressed concerns about offering an incentive, as he wasn't sure he'd be able to fill the position. It was discussed that if I resigned early, that would give enough time to search for a replacement. In my attempt to be helpful and do the right thing, I turned in my resignation letter right away, so the job could be posted and increase the possibility of filling the position. As good fate would have it, someone called about the position, shadowed me for a day to see if she might be interested, had an interview with Tim and signed a contract just before Christmas. She will be mentoring with me this year to ensure a smooth transition for the 2019-2020 school year.

I am now writing to request that you consider my retirement incentive proposal. I am asking that you consider paying health insurance benefits for 3 years. Realizing this proposal must be uniform to those in the bargaining unit, you may also consider adding that this benefit be contingent upon filling any vacated positions as well as be for those employees at the higher end of the salary schedules (I am at currently at step 29 out of 30 on the licensed employee salary schedule).

Thank you for your time and consideration in this matter. I feel that this could be a win-win situation for everyone.

Sincerely,

Vicky Angyus, OTR/L

To: Cami Hildebrand

From: Tim Miller  
Director, Bitterroot Valley Education Cooperative

Date: December 12, 2018

Copy: BVEC Board  
File

Cami,

Thank you for your quality work on behalf of the Florence-Carlton School District students, families, and BVEC team members.

I appreciate your leadership with the district wide multi-tiered systems of support (MTSS), which is responsive to supports for all students, and with your team of BVEC School Psychologists. You led the investigation, evaluation and training of the Q-Interactive application-based assessment programs which allowed us to take advantage of the technology to facilitate faster and more efficient collaborative assessment with school personnel.

Office staff notice your prompt, proactive and responsive communications. Co-workers appreciate your mediation and leadership skills in difficult meetings. I recently received the following comment:

*“We participated in an IEP that was quite tense and I was absolutely blown away with how calm, poised and articulate Cami remained throughout it. The parent was fairly challenging at several different points and Cami was amazing at addressing the parent's concerns respectfully and calmly. She explained the results and implications very clearly and it was obvious she had put a great deal of time into preparing for the meeting. She is an incredible facilitator and I feel lucky to be a part of her team.”*

Thank you and keep up the good work, we appreciate it!