

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD**

Tuesday, February 27, 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. Next Meeting – March 27
- 4. Public Comment**
- 5. Correspondence – Letter of Appreciation**
  - A. Maggie Nelson, Business/IT Manager
  - B. Kim Mutchler, Occupational Therapist
- 6. Board Action**
  - A. **Travel Policy 4.23 – 2<sup>nd</sup> Reading** – attached
  - B. **Discipline Policy 4.43 – 1<sup>st</sup> Reading** – attached
- 7. Information and Discussion**
  - A. **Collective Bargaining – letter from employee unit requesting to bargain** – attached
  - B. **Guidance for BVEC Staff on March 14 Student Walk-out Protest**
  - C. **90 Day CSCT Report and Sign Off**
  - D. **Implications and Training for Prior Written Notice (PWN) Requirements**
- 8. Adjourn**

February 15, 2018

Maggie Nelson  
154 Bayberry Lane  
Hamilton, MT 59840

Dear Maggie,

This letter is to express my appreciation for your efforts to improve BVEC systems by creating efficiencies and reducing costs wherever possible. Following are a few examples that come to mind:

Your analysis and recommendation to consolidate phone lines and internet under one provider increased our bandwidth while reducing costs. Offering to coordinate office and preschool staff in the routine cleaning of the facilities in lieu of contract custodial services reduced office expenses. Development and fine-tuning of the Purchase Card system improved the efficiency and reduced time in managing the purchase order process.

Additionally, I appreciate that you continually work on refining and fixing bugs in the budget file process and cleaning up and consolidating the paper and electronic file storage systems.

Topping all of this off, you offer regular reminders and questions which both challenge us and remind us of our budgetary constraints. While we may not always want to hear it, you hold us accountable to the budget when you ask: "How do we pay for that?" or "We don't have a line-item for that purchase so where is going to come from?"

Thank you for your important contributions to manage our systems and programs efficiently and cost effectively.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Miller', with a stylized flourish at the end.

Tim Miller

Copy: BVEC Board  
Personnel File

February 16, 2018

Kim Mutchler  
PO Box 841  
Lolo, MT 59847

Dear Kim,

This is to express my appreciation for your attitude and effort. Our business office staff and supervisors occasionally comment on employees who are consistently on top of everything. I have overheard your name mentioned more than once lately for always submitting paperwork punctually such as; payroll related forms, random moment Medicaid surveys, billing notes, and the list goes on.

Conscientious attention is so important in keeping things moving along efficiently. And an upbeat outlook is icing on the cake. Your attitude and work level suits our organization very well, so please keep up the good work. Thanks.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Miller', with a stylized flourish extending to the right.

Tim Miller

Copy: BVEC Board  
Personnel file

## 4.23 Travel

- A. The Cooperative owns and maintains a car for use by properly authorized personnel of the Cooperative for Cooperative business purposes.
  - 1. Employees are strongly discouraged from using a cell phone or engaging in other activities that may be distracting while driving. Any driver who receives a citation for a driving violation while operating the Cooperative vehicle shall personally pay all fines levied. All citations received while the driver is on Cooperative business, whether operating a Cooperative vehicle or not, must be reported and may result in disciplinary action up to and including termination.
  
- B. Where more than one employee of the Cooperative is traveling to the same destination on the same date, every effort should be made to coordinate the activities, including sharing of transportation and use the Cooperative car.
  
- C. All Cooperative employees are required to meet the minimum automobile liability insurance required by Montana State Law for personal vehicles and submit proof of insurance to the business manager by the first date of employment and annually no later than the first contract day of work.
  
- D. Employee auto insurance is primary when employee uses a personal vehicle to transport self, staff members or students. Transporting students in employee personal vehicle is not allowed except when a Cooperative or District owned vehicle is not available and is approved by a supervisor. Cooperative liability insurance will cover in a secondary capacity. The Cooperative insurance policy does not cover collision or property damage to a personal vehicle.
  
- E. Reimbursement for travel shall be based on the current state rate, with the following exceptions:
  - a. Employees are required to use the Cooperative car for travel whenever practicable. If the Cooperative car is available and an employee is a singular attendee and chooses to drive a personal vehicle, reimbursement will be made at a rate of 15 cents per mile.
  - b. If a carpool is available in the Cooperative car and an employee chooses to drive a personal vehicle rather than carpooling in the Cooperative car, no reimbursement will be paid.

#### **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.

February 21, 2018  
Tim Miller, Director  
Bitterroot Valley Education Co-op  
P.O. Box 187  
Stevensville, MT 59870

Dear Tim,

We are writing to request commencement of the bargaining process for the Collective Bargaining Agreement between Bitterroot Valley Education Cooperative (BVEC) and The Cooperative Employee's Bargaining Unit.

The Cooperative Employee's Bargaining Unit is finalizing the selection of a bargaining team and will be available soon to begin the process.

Our team may have additional information requests as we proceed; but preliminarily, we request the following information from BVEC:

- A. Current salaried employee FTE and placement on the salary schedules
- B. Current classified employee salaries and FTE
- C. Administrative employee salaries and FTE
- D. 2016/2017 and 2017/2018 Co-op budget information.

We look forward to a very positive and productive process. Please respond to the email address listed below.

Sincerely,

Wendi Wood, President  
The Cooperative Employee's Bargaining Unit  
[woodw@bvec-mt.org](mailto:woodw@bvec-mt.org)