

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, January 23, 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. New Hires
 - E. Next Meeting – February 27
- 4. Public Comment**
- 5. Correspondence – Letter of Appreciation**
 - A. Kendra Tucker, CSCT Clinical Supervisor
 - B. Jill Reynolds, Assoc. Bus Mgr.
- 6. Board Action**
 - A. **Update Travel Policy 4.23 – 1st Reading** - attached
- 7. Information and Discussion**
 - A. **MTSBA Call for Resolutions**
 - B. **IDEA Maintenance of Fiscal Effort Compliance**
 - C. **Crisis Prevention Institute (CPI) Training as Alternative to Mandt**
- 8. Director’s Performance Evaluation – Executive Session**
- 9. Board Action- Director’s Contract**
- 10. Adjourn**

December 1, 2017

Kendra Tucker
302 Blair Lane
Victor, MT 59875

Dear Kendra,

On behalf of our Leadership Team I want to extend our appreciation for your work.

As a new clinical supervisor, you have learned the complex and evolving responsibilities quickly. You demonstrate attention to detail and follow-through on our program quality assurance measures, build strong rapport with our school district and BVEC staff, provide in-service training to teachers and paraeducators, and exhibit great flexibility filling in for CSCT staff on leave to name a few. This requires being highly organized and of course, putting in a lot of hours.

Thank you for juggling multiple routine job functions with emerging demands while always remaining positive and in good humor.

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

Darby School District #9
Florence School District #15-6
Lone Rock School District #13



Stevensville School District #2
Victor School District #7

January 5, 2018

Jill Reynolds
495 Eight Mile Creek Rd.
Florence, MT 59833

Dear Jill,

This is to offer my appreciation for several program improvements and efficiencies under your direction or with substantial support from you.

Let's start with the NHSC Loan Repayment program for your efforts to negotiate through a cumbersome federal agency approval process. Your problem-solving and persistence provided exactly what we needed to ensure our agency's eligibility which financially supports our employees with student loans who are eligible.

Additionally, you have initiated and driven numerous efficiencies in our electronic cloud-based billing systems and procedures for CSCT and special education related services. Your spreadsheets, analysis and reporting developments have increased revenues and increased our ability to make better and faster analysis and decisions related to fiscal sustainability.

These improvements occur on top of a full load including payroll and human resources and you manage it with a great sense of humor.

Thank you!

Sincerely,

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

Tim Miller

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.