

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, August 25, 2015
9:00 a.m. – Telephone Conference Call
777-2494 extension 408 to enter conference

AGENDA

1. Call to Order by Board Chair

Next Meeting – September 22, 9:00 a.m.

2. Roll Call of Board Members and Staff Representative Present

3. Board Action

A. New Hires

1. Maggie Nelson, Business Manager/IT*
2. Jeannie Morgan, Assoc. Business Manager/HR*
3. Candace Briggs, BVEC Preschool Teacher
4. Rachella Moresi, CSCT Therapist, Victor Elementary
5. Kinsey Webb, CSCT Behavior Consultant, Victor HS
6. Kristie Clark, CSCT Behavior Consultant, Florence Elem.
7. Molly Devlin, CSCT Therapist, Florence HS
8. Alexandra Bronk, CSCT Behavior Consultant, Darby HS
9. Alana Lopez, CSCT Behavior Consultant, Hamilton Washington Elementary
10. Lani Gallegos, CSCT Behavior Consultant, Lone Rock
11. Morgan Miller, CSCT Behavior Consultant, Stevensville HS
12. Kendra Tucker, CSCT Therapist, Darby HS
13. Alexandra Bronk, CSCT Behavior Consultant, Darby HS

***Business office Duty Breakdown**

Each position is required to cross train the other position so that either can fulfill all duties as needed.

Business Manager/IT	Associate Business Manager/HR
Reimbursements/Purchasing/Claims	Licensed Contracts
Issue and manage P-Cards	Classified Employment Agreements
IT, hardware/printer support	Payroll/Timesheets
Van/Car scheduling	Employee Benefits
Independent Contractor contracts	Manage staff leave
IDEA-B/Preschool Funding Applications	NHSC-Loan Repayment Program
Budget and Financial Reports	Medicaid Administrative Claiming
Medicaid Billing and Medicaid Match	Board Meetings and Policy Updates
Board Meetings and Policy Updates	Personnel File Management

Recommendation: Approve new hires

B. Request for Family Medical Leave (Maternity) Tracy Leslie

Tim,

Thank you for clarifying my questions regarding maternity leave. Here is my updated request:

I plan on being out of work beginning September 28, 2015. Returning to work December 14, 2015 and working December 14-18, 2015.

I will return to work full time beginning Jan. 4, 2016.

Again, thank you for your flexibility regarding unforeseen circumstances/emergencies and also thank you for working with me regarding this leave. Have a great summer.

Warmly,

Leslie Tracey

Recommendation: Approve FML Sept 25 – Jan 4

4. Information or Discussion

5. Adjourn