

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD**

Tuesday, May 28, 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**

1. Ashley Hughes, CSCT Therapist, TBD

2. Lindsay Mendenhall, CSCT Therapist, Stevensville

3. Kelsie O'Connell, CSCT Behavior Consultant, Hamilton

**E. Resignation**

1. Mollie Devlin-McKay, CSCT Therapist Florence, end of summer program 2019

2. Coreen Barrett, CSCT Behavior Consultant, Hamilton, end of school year 2019

3. Candace Briggs, Preschool Teacher, end of kindergarten camp program 2019

4. Sue Forrest, Preschool Paraeducator, end of school year 2019

**F. Next Meeting – June 25**

**4. Public Comment**

**5. Correspondence – Letter of Appreciation – Jill Reynolds, Business Manager**

**6. Board Action**

**A. Approval of 2017-18 Audit**

Jill emailed out May 1<sup>st</sup>. Reviewed findings and corrective action plan at April board meeting. Copy available at meeting.

**Recommendation:** approve audit report

**B. Approval of Cancelled Checks – attached**

**Recommendation:** approve

**C. Policy Review and Revision – Administrative Regulations Manual**

1) 1000 series: Cooperative Management Board (approved Jan)

2) 2000 series: Personnel (approved Jan)

3) 4000 series: Operational Services (approved Jan)

- 4) Employee Handbook of Procedures (approved March)
- 5) **Administrative Regulations Manual** - attached revisions to Succession Plan, Safety Plan, Accounting GASB standards

**Recommendation:** approve Administrative Regulations Manual

## **7. Information and Discussion**

### **A. CSCT Summer Programs**

Discussion of vehicle use and scheduling for summer programs. Hope to avoid situations where someone from the district takes a vehicle and we don't get any notice.

Office summer cleaning schedule where staff show up for summer programs and they can't use their space and have no advance notice.

### **B. CSCT 90 Day Financial Report**

Report will be reviewed at meeting and signatures collected.

## **8. Adjourn**

Hello,

I am emailing my formal resignation. I will not be signing my contract for the 2019-2020 school year. I have enjoyed working with the BVEC in the Florence Secondary program for the past four years. This decision was not one that was quickly attained. I will greatly miss my school, my colleagues and clients and families. I will also miss the support of the BVEC. I would like to work through the summer in an effort to help to build a consistent and beneficial summer program for the kids as well as Amanda. I will have part time private practice in Missoula as well as engaging in other endeavors.

Thank you for your support over the years,

Mollie

*Mollie Devlin-McKay, L.C.S.W.  
Comprehensive School and Community Treatment (CSCT) Therapist  
Florence Carlton Middle and High School  
(406) 273-6301, ext. 419*

May 6, 2019

To Whom it may concern,

I would like to notify you that the terms of my resignation have changed. I am no longer available for summer program. My new effective date for resignation is June 7, 2019.

Again, I appreciate the opportunities I have been given to grow professionally through my work with Darby and Hamilton Schools.

If I can be of assistance during this transition, please let me know.

Sincerely,

Coreen Barrett

CANDACE BRIGGS  
1179 Heritage Dr.  
Stevensville, MT 59870  
406-777-7035

April 30, 2019

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

Dear Tim and BVEC Board of Directors:

This is my 'Formal Notification' of resignation as the Preschool Teacher for Bitterroot Valley Education Cooperative.

My last official day as an employee will be June 7, 2019, as stipulated in my 2018-2019 Employment Contract.

However, as agreed to with Tim, I will assist with the transition of my students to Kindergarten, the first two weeks of August, in conjunction with Stevensville School Districts, "Kinder Camp", (as I've done the past two years).

"Thank You" for the opportunity of working at Bitterroot Valley Education Cooperative as the Preschool Teacher. During this time, many opportunities for growth, plus connections with some wonderful therapists and professionals have developed.

Sincerely,



Candace Briggs

April 30, 2019

Dear Tim Miller,

I am writing to inform you that I have greatly appreciated the opportunity to be a para professional and substitute for the Bitterroot Valley Cooperative Preschool in Stevensville. It has been a wonderful opportunity for me to connect with young children again. Candace Briggs has been delightful to work with. I have valued the opportunity provided to me. It has allowed me to put a period at the end of my 4-decade career. As you are aware, I was retired but chose to accept the para position as I wanted to earn some dollars to fund my goal of hiking the Camino de Santiago (El Camino) in Spain and France with Peggy Moses. I am writing to inform you that I will not return next year and plan to resign my position as a para professional and substitute on June 5, 2019.

Thank-you,

  
Sue Forest

April 29, 2019

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

Dear Jill,

This is to personally and formally thank you for your outstanding work.

Due to budget cuts this year, we reduced office FTE and consolidated business office responsibilities. While we contracted out many of the IT responsibilities, some of them, including all office and business administration functions, were added to your job description.

I was skeptical that one person could handle the workload, but you asked if you could try it for one year to ensure you had a handle on all functions before determining what could be assigned to someone else if necessary. After almost a full school-year, I am impressed that you managed, with occasional extra weekend hours, to stay on top of it. As if the office duties are not enough, you have covered in the preschool and on the bus when we were shorted handed!

Additionally, you have recommended several improvements to streamline, reduce time and effort, and clean-up outstanding and unfinished business matters. A good example is the recent financial audit where you promptly addressing the required corrective action items you inherited and further cleaned-up misplaced and uncashed checks going back many years to ensure BVEC staff were re-issued payments for reimbursements.

BVEC staff and the entire organization benefits from your commitment and determination to do conscientious work. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to be the name 'Tim', written in a cursive style.

Tim

Copy: BVEC Board  
Personnel file

Warrant #	Name	Amount	Date Issued	Reissued	Canceled		Comments
					Claim and	Check	
681	Montana Unified Trust	302.76	6/25/1999			x	more than eight years old, no contractual obligation to pay
38607	Mary Huffman	6.00	4/23/2001			x	
41544	Jeff Schroeder	74.93	4/26/2005	146114		x	
42213	Ann Straub	65.72	6/27/2006			x	
42260	Ann Straub	85.44	6/30/2006			x	
43350	Big Sky Call Center	25.00	10/28/2008			x	
43996	Katherine Braun	28.40	12/15/2009			x	
141012	Veronica Kenney	125.00	1/24/2006			x	

Warrant #	Name	Amount	Date Issued	Reissued	Canceled		Comments
					Claim and	Check	
143345	Lisa Larson	66.60	1/21/2012			x	still contractual obligated to pay until 8 years old
143745	Lindsay Huls	51.98	6/30/2013			x	still contractual obligated to pay until 8 years old
143886	Holly Smith	6.00	10/28/2013			x	still contractual obligated to pay until 8 years old
144052	Anna Hughes	18.00	2/25/2014			x	still contractual obligated to pay until 8 years old
144861	Kinsey Webb	18.00	9/30/2015			x	still contractual obligated to pay until 8 years old
144862	Lacey Raymond	18.00	9/30/2015			x	still contractual obligated to pay until 8 years old
144906	Alex Brown	6.00	11/20/2015			x	still contractual obligated to pay until 8 years old
145115	Maries Italian Restaurant	80.00	6/17/2016			x	still contractual obligated to pay until 8 years old
145252	Centric Internet Services	149.00	11/22/2016			x	still contractual obligated to pay until 8 years old
145267	Pierce Lock & Safe	304.00	11/22/2016			x	still contractual obligated to pay until 8 years old
145272	Alex Brown	7.49	12/8/2016			x	still contractual obligated to pay until 8 years old
145319	Morgan Miller	30.00	1/24/2017			x	still contractual obligated to pay until 8 years old

## Succession Plan (page 53)

Should the Director become unable to execute his duties, the Mental Health Programs Manager will assume the duties until the Director is available or the Management Board has appointed another individual to fulfil the responsibilities of the Director. Should the board need to recruit an individual for the Director position, it will search for a qualified interim or permanent replacement.

## Safety Plan (page 56)

Cooperative staff follow the safety and emergency plans for their respective assigned school districts. The Cooperative office staff and preschool building staff located on the Stevensville School District campus follow the Stevensville School District Emergency Operations Plans.

The cooperative office maintains a three-day supply of bottled water and non-perishable food for nine people to shelter in place. Blankets, extra garbage bags and sanitation supplies are maintained in the storage room. An inventory of emergency supplies will be reviewed periodically.

## Accounting Standards (page 69)

The following procedures been adopted in order to address the implications of Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. These procedures are created in consideration of unanticipated events that could adversely affect the financial condition of the Cooperative and jeopardize the continuation of necessary public services. These procedures, along with the Policy, will ensure that the Cooperative maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

The Board must review and annually approve its policy regarding accounting standards. (Is annual review necessary?)

## FUND TYPE DEFINITIONS

The following definitions will be used in reporting activity in governmental funds across the Cooperative. The Cooperative may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund (Interlocal Fund) is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Cooperative's purposes.

## FUND BALANCE REPORTING IN GOVERNMENTAL FUNDS

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

*Nonspendable Fund Balance* – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in--tact.

Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The Cooperative will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the Cooperative)
- The Cooperative will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The Cooperative will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The Cooperative will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

*Restricted fund balance* – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

*Committed fund balance* – includes amounts that can be used only for the specific purposes determined by a formal action of the Management Board.

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Board.

*Assigned fund balance* – includes amounts intended to be used by the Cooperative for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – Pursuant to Board Policy, the Board may delegate the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

*Unassigned fund balance* – includes the residual classification for the Cooperative's general fund and

includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

## OPERATIONAL GUIDELINES

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use – Board policy dictates prioritization of reducing fund balances.

Minimum unassigned fund balance – The Cooperative will maintain a minimum unassigned fund balance in its **Miscellaneous Fund 115 of 15 percent** of the Cooperative’s fund operating expenditures. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Replenishing deficiencies – when fund balance falls below the **minimum 15 percent** range, the Cooperative will replenish shortages/deficiencies using the budget strategies and timeframes described below.

The following budgetary strategies shall be utilized by the Cooperative to replenish funding deficiencies:

1. **Reduce budget expenditures**
2. **Voluntary reduction in FTE**
3. **Mandatory reduction in FTE**
4. **Increase local district budget contributions**
5. **Increase use of Federal IDEA Part B and Preschool Carry Over funds**