

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, April 23, 2019
9:00 a.m. – Cooperative Office

AGENDA

- 1. Call to Order**
- 2. Introduce Staff Representative**
- 3. Consent Agenda**
 - A. Minutes**

Correction to March: 1000, 2000, 4000 series policies approved Jan (not Dec)
 - B. Warrants**
 - C. Financial Report**
 - D. Resignation**
 1. Tina Graff, CSCT Therapist, Stevensville MS, effective end of 2018-19 contract
 - E. Next Meeting – May 28**
- 4. Public Comment**
- 5. Correspondence – Letter of Appreciation**

Chelsea McNamara, CSCT Therapist, Stevensville HS
Tim Kolberg, CSCT Behavior Consultant, Stevensville HS
- 6. Board Action**
 - A. Employee contract status request**
 - B. Memorandum of Agreement for Waiver of Notice Deadline**
 - C. Policy Review and Revision - Administrative Regulations Manual**
 - D. 2019-20 Proposed BVEC Calendar**
 - E. Contract Renewals for Licensed and Non-Licensed Staff under CBA**
 - F. Rehire Classified Staff in CSCT Programs**
 - G. Policy Review and Revision**
 - 1) 1000 series: Cooperative Management Board (approved Jan)
 - 2) 2000 series: Personnel (approved Jan)
 - 3) 4000 series: Operational Services (approved Jan)
 - 4) Administrative Regulations Manual (up for review and adoption)
 - 5) Employee Handbook of Procedures (approved March)
- 7. Information and Discussion**
 - A. Financial Audit – Denning, Downey and Associates, P.C.**
- 8. Adjourn**

To: Chelsea McNamara
Tim Kolberg

From: Tim Miller
Director, Bitterroot Valley Education Cooperative

Re: Letter of Appreciation

Date: March 8, 2019

Copy: BVEC Board
Personnel File

Chelsea and Tim,

This is to express my appreciation for your work.

We started the school year with a plan to improve communication and collaboration with school staff and to improve routine and predictable scheduling of student groups in Stevensville High School.

I am pleased to report that recent survey data from the school staff indicate improvement in all major areas in the plan. Additionally, there was strong agreement that you have developed good working relationships with school personnel and are engaged in the school culture. Examples of specific comments include; "excellent rapport with students" and "very professional."

Thank you for your commitment to program improvement. Your efforts have made a significant difference.

BVEC 2019-20

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Contract Days: 3
Total Days: 3

Contract Days: 20
Total Days: 23

Contract Days: 23
Total Days: 46

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
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24	25	26	27	28	29	30
31						

February						
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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Contract Days: 18
Total Days: 64

Contract Days: 15
Total Days: 79

Contract Days: 22
Total Days: 101

Contract Days: 19
Total Days: 120

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Contract Days: 22
Total Days: 142

Contract Days: 20
Total Days: 162

Contract Days: 20
Total Days: 182




Contract Days: 5
Total Days: 187

Important Work Dates:

CSCT All Staff Days 8/16 and 8/19
All Staff Meeting Fall 8/28
October PIR 10/17-10/18 (MEA Days)
All Staff Meeting Spring 5/20

Holidays

Labor Day- 9/2
Thanksgiving-11/27-11/29
Winter Break-12/23-1/1
President's Day- 2/17
Spring Break- 4/10-4/13
Memorial Day-5/25

-  Vacations, BVEC office closed
-  Holidays, BVEC office closed
-  CSCT Staff Only

Audit FY 2018

CORRECTIVE ACTION PLAN

Expected Completion Date of Corrective Action Plan: April 30, 2019

FINDING 2018-001: Misstated Cash Balance

Response: The Co-op will reconcile with the County monthly throughout the year. This process started Q4 2018 and we reconcile with the County through January 2019.

FINDING 2018-002: Unreported Due from Other Governments and Related Revenue

Response: The Co-op will quantify dollars paid in July and August each year related to prior year services. The revenue will be posted in the month and year received with a revenue voucher and then a JV will be processed to recognize the funds as prior year.

FINDING 2018-003: Payroll Cost Management

Response: All payroll cost distribution will be reviewed for accuracy no later than April 30th, 2019. This will be done at least twice a year going forward.

FINDING 2018-004: Subrecipient Monitoring

Response: The Co-op will obtain Audits from all member districts annually. The Co-op will request quarterly reports from member districts detailing expenditures to ensure IDEA B program guidelines are met. This will be done in April for year to date Q1 2019 and again in May prior to the end of school year. Going forward this will be done quarterly each year.

STATUS OF PRIOR AUDIT FINDINGS

FINDING 2017-001: Financial Reporting Misstatements - Repeated 2018-001 & 2018-004

Response: The Co-op will reconcile with the County quarterly to ensure all revenue is posted accurately and in a timely manner. The Co-op will compare the BMS accounting system fund balances to the TFS prior to submitting the TFS. Any issues will be addressed prior to submitting the TFS.