

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD**

Tuesday, January 27, 2015  
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. Next Meeting – February 24**
  - E. New Hires – Debbie Miller, SLP, Temporary Employment**
  - F. Resignations**
    - 1. Karen Goll, School Psychologist, MBT/RTI Coach – resignation letter attached**
- 4. Public Comment**
- 5. Correspondence**
  - A. Letter of Appreciation**
    - 1. Leslie Tracy, Mental Health Therapist, Victor**
- 6. Board Action**
  - A. Resolution to Participate in MPERA 475(b) Deferred Compensation Plan – attached**
  - B. 4.23 Travel Policy Revision – Second Reading**
  - C. 5.02.5 Procurement Card Policy – First Reading**
- 7. Information and Discussion**
  - A. Update Hamilton School District Transition**
  - B. Collaboration Survey for CSCT Programs**
  - C. Update on Suicide Prevention and Crisis Response Project**
  - D. Race to Nowhere Documentary Showing – flyer example from previous showing attached**
- 8. Director's Performance Appraisal – Executive Session**
- 9. Adjourn**

December 19, 2014

Tim Miller

Bitterroot Valley Education Cooperative

PO Box 187

Stevensville, MT 59870

Dear Tim,

I have accepted a position to work with Hamilton School District for the 2015-16 school year and must offer my resignations from my School Psychologist and MTSS Coach positions, effective at the end of the 2014-15 school year. My seven years of work with the BVEC have been extremely fulfilling and I thank you and my colleagues for all the support I have received and the great work we all do for kids every day. I look forward to continuing to work with BVEC staff within Hamilton School District and continuing on with our mission to provide exceptionally high quality services.

Sincerely,

*Karen Goll*

Karen Goll, Ed.S.

January 13, 2015

Leslie Tracy  
138 Martin Drive  
Corvallis, MT59828

Re: Letter of Appreciation

Dear Leslie,

This is to thank you for helping develop an outstanding new CSCT program in Victor.

Starting new programs is no easy task but when our Behavior Consultant resigned on the first day of school the work got even harder. Within just a few months and the support of a temporary BC (and ultimately a permanent BC) you were productive building a caseload, billing and building new systems of support. And according to your clinical supervisor you did it all with a great attitude.

While visiting the school last week, the principal remarked to me; "Leslie has been so helpful and is keeping kids in class we couldn't keep in class before."

Thank you!

Sincerely,

Tim Miller

Copy: BVEC Board  
Jessica Randazzo  
Chris Hughes  
File

**Bitterroot Valley Education Cooperative**  
**RESOLUTION No. \_\_\_**

Resolution to Participate in the State of Montana 457(b) Deferred Compensation Plan  
administered by the Montana Public Employee Retirement Administration (MPERA)

The Bitterroot Valley Education Cooperative on this 27<sup>th</sup> day of January, 2015, adopts this Resolution to enter into an agreement with the Public Employees' Retirement Board for the voluntary participation by any of the Bitterroot Valley Education Cooperative's eligible employees in the State of Montana Deferred Compensation (457(b)) Plan.

NOW, THEREFORE, BE IT RESOLVED by The Bitterroot Valley Education Cooperative ("Cooperative"), that the Cooperative become a contracting employer for the purposes of section 19-50-201, MCA, and that the Cooperative participate in the State of Montana Deferred Compensation (457(b)) Plan ("Montana Deferred Compensation Plan") administered by the Montana Public Employees' Retirement Board ("Board"). The Cooperative shall abide by the terms of the Montana Deferred Compensation Plan, and all applicable provisions of the Montana Code Annotated. Any eligible employee of the Cooperative may voluntarily choose to participate in the Deferred Compensation Plan.

BE IT FURTHER RESOLVED that the Montana Deferred Compensation Plan is subject to amendment as permitted by the Plan Document, Title 19, chapter 50 of the Montana Code Annotated, and is eligible under section 457 of the Internal Revenue Code of 1954 (26 U.S.C. 457), as amended or superseded; and complies with regulations of the U.S. Department of the Treasury.

BE IT FURTHER RESOLVED that a participating employee may defer receipt of a part of their compensation and the deferred amount shall be invested in one or more of the investment options provided for in section 19-50-102, MCA. The total amount of compensation deferred may not exceed the amount permitted by the Internal Revenue Code. Compensation deferred pursuant to this Resolution is included as compensation for the purpose of computing retirement or pension benefits, but is not subject to state and federal income tax until properly distributed.

BE IT FURTHER RESOLVED THAT the Cooperative's employees may make contributions to only this Deferred Compensation Plan, not to additional 457 plans sponsored by

the Cooperative. The Cooperative understands that it must choose one of the following with respect to any additional 457 plans sponsored by the Cooperative:

- (a) leave existing account balances in the prior 457 plan with all new contributions being made to this Plan;
- (b) do a direct transfer of all funds from the prior plan to this Plan; or
- (c) allow employees to elect to retain existing account balances in the prior 457 plan or to do direct transfers to this Plan. All new contributions will be made to this Plan, regardless of whether employees chose to maintain their prior account balances in the prior 457 plan or transfer such balances to this Plan.

BE IT FURTHER RESOLVED that the Board will hold the deferred compensation funds invested pursuant to this Resolution and contract in trust for the exclusive benefit of the Montana Deferred Compensation Plan participants and their beneficiaries. The Montana Deferred Compensation Plan's administrator may allocate any necessary costs against the assets and interest earnings of each participant.

BE IT FURTHER RESOLVED that neither the Board nor the Cooperative shall be financially liable for any investment losses incurred.

BE IT FURTHER RESOLVED that the legislative body of the Cooperative is authorized and directed to enter into an Adoption Agreement with the Board that carries out the intent of this Resolution. The contract shall be effective on the 12th, day of February, 2015.

AND BE IT FINALLY RESOLVED that in the event subsequent legislative assemblies of the state of Montana amend Title 19, Chapter 50 as to benefits, rights, or deferrals, or the Board amends the Montana Deferred Compensation Plan Document, the contract established pursuant to this Resolution shall be deemed amended to correspond thereto and the legislative amendments and Plan Document amendments shall be made a part of this Resolution and the ensuing contract.

## 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** ~~a Cooperative employee, 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 staff members or students. Cooperative liability insurance will cover in a secondary capacity. ~~No collision or property coverage is in place for the vehicle.~~ **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.**
- F. Travel for work:
1. Travel Reimbursed
    - a. In-Cooperative (inside Ravalli County). Travel between first assigned work site for the day and last assigned work site for the day. This includes travel to temporary worksites but only when it exceeds the standard commute to and from the assigned worksite for the day.
    - b. Out of Cooperative Travel (outside Ravalli County). Travel for workshops and meetings to and from the assigned work site for the day or to and from home, whichever is closer.
  2. Travel Not Reimbursed
    - a. Travel from home to first assigned work site for the day.
    - b. Travel from last assigned work site to home.

3. Carpool Incentive
    - a. Incentives apply to employees who carpool with at least one additional person from home to the first assigned work site and from last assigned work site to home.
    - b. Each member in a carpool is eligible to document and submit on the carpool incentive form the number of trips and miles for reimbursement at three cents per mile.
  4. Travel Stipend
    - a. Employees are eligible for a travel stipend when they drive over forty-five (45) miles round trip from home to the first assigned work site and from last assigned work site to home.
    - b. Employees who verify they meet the minimum travel miles shall be offered a monthly stipend based upon the days they are projected to drive over 45 miles. A tiered multiplier of 20, 30, or 40 cents per mile will be assigned to each qualifying employee based upon the number of assigned work sites and opportunities to receive carpooling incentives. The stipend will be calculated by taking all miles over the 45 mile base and multiplying that number by the tiered multiplier.
    - c. Travel stipends are calculated each October and February after work assignments are confirmed or upon initial date of employment.
- E. Travel for Professional Development:
1. Travel authorization must be granted before travel beyond the employee's usual or routine schedule is undertaken. Requests must be submitted in writing to the Cooperative Director and the Director may grant permission so long as the travel is in keeping with the approved budget.
  2. Such travel requests are to be submitted on a Professional Development Form to the Cooperative Director a minimum of 10 working days prior to departure.
  3. Reimbursement for travel related to Professional Development shall be:
    - a. Meals--Reimbursement not to exceed current state rate per day per employee
    - b. Lodging --Reimbursement not to exceed current state rate plus tax or actual rate, with advance approval, if state rate is not available (receipt required)
    - c. Transportation expenses negotiable with the Cooperative Director (receipt is required if state mileage reimbursement rate is not utilized).
  5. Requests for reimbursement shall be made by completing Step 2 and resubmitting the Professional Development Form within 10 working days after returning to work. Failure to complete the above mentioned form completely shall be grounds for forfeiture of reimbursement.
  6. Travel advances must be preapproved by the Cooperative Director. Travel advances must be pre-approved by the Cooperative Director.
  7. Training days which fall on non-contract work days requires prior approval and will be paid at \$95.00 per day for salaried positions and \$65.00 per day for classified positions. Less than a minimum 7.5 hour day will be prorated on an hourly rate of pay based on the daily rates herein. Exchanging non-contract work days for regular contract days requires advance approval from a direct supervisor.

### **5.02.5 Procurement Card Use**

The Management Board permits the use of procurement cards for actual and necessary expenses incurred in the performance of work-related duties for the Cooperative. A list of those individuals that will be issued a Cooperative procurement card will be maintained in the business office and reported to and approved by the Director.

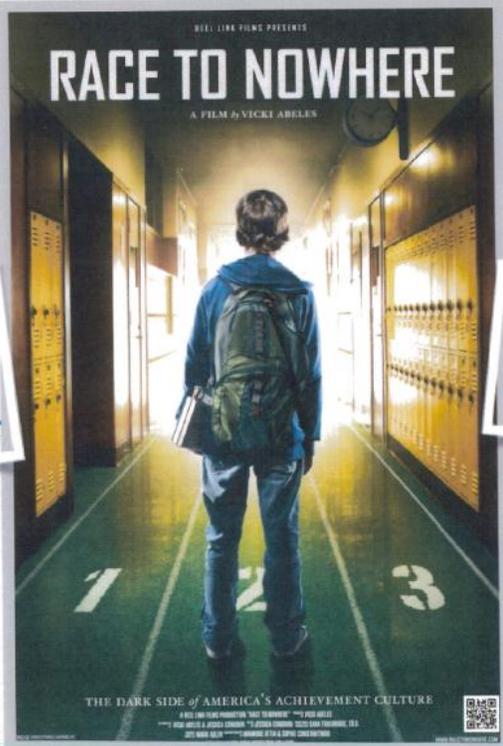
- A. The Cooperative may have up to 25 procurement cards, with a credit limit not to exceed \$10,000.
- B. Procurement cards may only be used for legitimate Cooperative business expenditures. The use of procurement cards is not intended to circumvent the Cooperative's policy on purchasing.
- C. Users must take proper care of Cooperative credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the business office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.
- D. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in procurement card revocation and discipline of the employee.
- E. Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the procurement card has been used.
- F. The Director shall establish regulations governing the issuance and use of procurement cards. Each cardholder shall be apprised of the procedures governing the use of the procurement card, and a copy of this policy and accompanying regulations shall be given to each cardholder.
- G. The Cooperative Business Manager shall monitor the use of each procurement card every month and report any serious problems and/or discrepancies directly to the Director and the Board.

Cross Reference: 5.02 Purchasing

Legal Reference: §2-7-503, MCA Financial reports and audits of local government entities

# SAMPLE FLYER FROM PREVIOUS SHOWING IN MISSOULA

MARCH 19, 7PM



FREE @ the UC Theater

OPI Renewal Credits Available

Where: UC Theater (University of Montana Campus)  
When: March 19th, 7pm (open forum following screening)  
Cost: FREE \*\*OPI renewal credits available\*\*

SPONSORED BY: UNITED WAY OF MISSOULA COUNTY, THE FORUM, MCCHD TOBACCO PREVENTION, MCCHD SUICIDE PREVENTION, POTOMAC SD #11

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