

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, Feb 24, 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 – March 24
 - E. New Hires – none
 - F. Resignations – none
- 4. Public Comment**
- 5. Correspondence**
 - A. Letter of Appreciation**
 1. Jenn Bluhm, BVEC Preschool Teacher
 2. Windi Webdster, BVEC Preschool Paraeducator
 3. Denise Bouschor, BVEC Preschool Paraeducator
- 6. Board Action**
 - A. Proposed MOU: Multiple Lane Changes in One Year on Teacher Salary**
 - B. 5.02.5 Procurement Card Policy – Second Reading – attached**
- 7. Information and Discussion**
 - A. 2013-14 Financial Audit**
 - B. Ninety Day CSCT Report**
 - C. Update Hamilton School District Transition**
 - D. Summer Food Service Program through OPI**
 - E. Race To Nowhere Documentary Update**
- 8. Director's Performance Appraisal – Executive Session**
- 9. Board Action: Director's Contract Renewal**
- 10. Adjourn**

TO: BVEC Preschool Team; Jennifer Bluhm, Windy Webster, Denise Bouschor

FROM: Tim Miller

DATE: January 29, 2015

COPY: BVEC Board, Personnel file

RE: Letter of Appreciation

I wish to express my genuine appreciation to each of you individually and collectively as a preschool instructional team.

The first thing that one notices upon entering the classroom is how it is thoughtfully organized, bright and cheery. Next is how much each of you truly enjoy teaching. Interactions with children and each other are positive and with good humor. Behavior expectations are explicitly taught and positively reinforced. Every activity seems purposeful. This is impressive given the challenging behaviors in the mix.

Another thing that stands out is your communication with each other and with parents. The parent newsletter is informative and guides the parents with suggestions for learning activities in the home. All team members, including the itinerant related services staff, receive weekly status briefs and progress updates. Weekly team meetings provide a reminder and concise agenda. The emphasis on communication helps itinerant staff keep up with students' rapid progress from week to week and ensures that all team members are addressing the same objectives.

In a properly structured learning environment, with caring and dedicated instructional staff, student progress can be significant. This is what I see in our preschool program and I want you to know it is clearly noticed. Thank you!

Memorandum of Understanding

Granting More than One Lane Movement Per Year

This Memorandum of Understanding is entered into between Bitterroot Valley Education Cooperative and Cooperative Bargaining Unit, MEA/MFT, NEA, AFT, AFL-CIO.

The Bitterroot Valley Education Cooperative Management Board and Employee's Bargaining Unit recognize the difficulty in recruiting and retaining certain licensed positions.

For the advancement on the licensed teacher salary schedule an employee may move only one step but may move up to two lanes subject to meeting all of the notification and approval provisions of Article 4.A.2.e. This provision remains in effect for the duration of the 2013-2016 Collective Bargaining Agreement.

Agreed Upon By:

Bitterroot Valley Education Management Board, Chair _____
Date

Employee' Bargaining Unit, President _____
Date

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