

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, January 28, 2020
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
- E. Resignations
- F. Next Meeting – February 25, 2020

4. Public Comment

5. Correspondence – letter of appreciation

- a. Paula Lampi, School Psychologist, Stevensville
- b. Sherry Williams, Stevensville HS Counselor
- c. Kathleen Braverman, Stevensville HS Teacher
- d. Steve Zieglowsky, Mental Health Clinical Supervisor
- e. Therese Athman, Speech-Language Pathologist, Darby
- f. Angela Pell, CSCT Therapist, Stevensville

6. Board Action

- A. **Assistant Business Manager/IT Administrator Job Description – attached**
- B. **Business Manager – contract days reduction amendment**

7. Information Discussion

- A. **CPI Training**
- B. **CSCT 90 Day Financial Report and Sign off**
- C. **Discussion regarding possible CSCT services for another school district**
- D. **Possible call with Dr. Mike Merzenich re: Stronger Brains Program**
- E. **August 2020 PIR day on MTSS**

8. Director Evaluation

9. Adjourn

Darby School District #9
Florence School District #15-6
Lone Rock School District #13



Victor School District #7
Stevensville School District #2

DATE: November 7, 2019

TO: Paula Lampi
Kathleen Braverman
Sherri Williams
Steve Zieglowsky

FROM: Tim Miller
Director

Copy: Bitterroot Valley Education Board

RE: **Letter of Appreciation**

This is to formally thank you, individually and collectively, for your rapid assembly and response to turn around a Threat Assessment in a relatively short period of time. I know everyone had to set aside a full schedule of responsibilities, including coming into work on days off.

It was a stressful situation and I was impressed with your professional and respectful approach, focus, knowledge, and thoroughness in sorting through the details to identify the essential facts and come to a determination and recommendations.

Nice work and thank you!

Darby School District #9
Florence School District #15-6
Lone Rock School District #13



Victor School District #7
Stevensville School District #2

DATE: November 8, 2019

TO: Terese Athman

FROM: Tim Miller

COPY: BVEC Board

Terese,

I want to formally acknowledge your recent efforts in promoting the Fall BVEC Early Childhood Screenings.

The child and family you fostered for the article in the Ravalli Republic was a good story and very helpful in advertising and promoting the coordinated valley-wide screening events. Additionally, I appreciate systematic method in which you organized the screening in Darby and quickly submitted all the required data for assessing the results.

Along with our other site coordinators you are invested in the process that benefits our local families and children and supports the districts in meeting their Child Find obligations under the IDEA.

Thank you!

Darby School District #9
Florence School District #15-6
Lone Rock School District #13



Victor School District #7
Stevensville School District #2

DATE: November 11, 2019

TO: Angela Pell

FROM: Tim Miller
Director

Copy: Bitterroot Valley Education Board

RE: **Letter of Appreciation**

This is to formally thank you for your leadership providing valuable training for paraeducators. I know that you consulted with your clinical supervisor and invested time outside work to research and prepare for the training. The presentation was organized and interactive. Feedback from paraeducators, principals and your peers was exceptionally positive.

Nice work and thank you!

**BITTERROOT VALLEY EDUCATION COOPERATIVE JOB
DESCRIPTION
ASSISTANT BUSINESS MANAGER/IT ADMINISTRATOR**

Assistant Business Manager is primarily responsible for Payroll, Human Resources (HR) and billing CSCT and Special Education services. This position is responsible to be knowledgeable of Business Manager duties including Claims and Accounts Receivable and fulfill those duties as needed. IT Administrator role is responsible for maintaining, upgrading and procuring equipment that includes but is not limited to servers, computers (hardware and software), printers, and phones.

CLASSIFICATION Classified/Salaried

REPORTS TO Business Manager and Cooperative Director

QUALIFICATIONS

Demonstrated experience or aptitude in school accounting procedures and payroll. Demonstrated IT experience including procurement, installation and maintenance of computer systems, applications and networking systems.

PRIMARY RESPONSIBILITIES

IT Administrator

- Assign, maintain and terminate staff Office 365 email, BVEC website and Big Sistah accounts.
- Update and maintain Office 365 users and groups.
- Update BVEC website directories, calendar and forms.
- Create and maintain a central depository for BVEC website documents.
- Maintain phone system which includes changing settings, moving extensions, troubleshooting issues. Recommend and procure new equipment when needed.
- Maintain servers including back up process, users, and recommend and procure new servers when needed.
- Maintain/trouble shoot existing computers, iPads, and printers, update software when needed working with BVEC staff and District IT departments when needed.–
- Recommend, procure and set up new software, computers, iPads and printers, working with BVEC staff and District IT departments when needed.
- Maintain a technology inventory, develop standards for replacing equipment proactively.
- Identify technology needs for budgeting each year.

Billing CSCT and Special Education Services

- Medicaid eligibility checks.
- Bill CSCT and Special Education Services – Medicaid, HMK, Private Insurance and Self Pay. Post payments received. Research billing issues and non-payments.

- Maintain Big Sistah billing codes, insurance carries, rates, etc.
- Submit applications for new CSCT teams when needed.
- Maintain strict confidentiality regarding client information.

Payroll and HR

- Prepare payroll, paychecks, electronic deposits, related payroll liability reports, retirement reports and quarterly payroll reports as required by Federal and State regulations.
- Prepare W2/1099 forms annually, distribute forms to employees/contractors, and submit reports to Federal and State agencies.
- Manage Health Insurance/Flex and other employee payroll deductions.
- Distribute, receive and monitor employee contracts and extra duty stipends.
- Distribute, receive and monitor independent contractor contracts.
- Lead the annual Benefits Enrollment process, including meeting with Brokers, bidding with Vendors when needed, summarizing option for the Insurance Board to review and approve, and the actual open enrollment process.
- Create and maintain employee personnel files.
- Document and manage staff leave using x135 log, leave spreadsheets, leave requests, alt. PIR and PTC forms, etc.
- Oversee NHSC-Loan Repayment Program-site maintenance and employee verifications.
- Maintain strict confidentiality regarding personnel information.

General Office Administration

- Assists all office administrative functions.
- Filing
- Office Supplies
- Meetings – reserving space, ordering meals, provide sign in sheets, CEUs, etc.
- Recruiting – placing ads, maintain applicant files, ordering Business Cards.
- Reserve Co-op vehicles for staff. Maintenance of Co-op vehicles when needed.
- Preschool Prior Written Notice mailings.
- Create and Breakdown CSCT Client Files
- QAR Role
- Maintain CSCT training records.

Minimum duties are listed. Other functions may be required as assigned.