

BITTERROOT VALLEY EDUCATION COOPERATIVE  
MANAGEMENT BOARD

Tuesday, January 26, 2010  
10:00 a.m. – Cooperative Office

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**AGENDA**

1. Call to Order
2. Introduce Co-op Staff Representative
3. Consent Agenda
  - A. Minutes
  - B. Warrants
  - C. Financial Report
  - D. Next Meeting – Feb 23
4. Public Comment
5. Correspondence
  - A. Letter of Appreciation – Wendy Wood, PT, Florence, Stevensville
6. Board Action
  - A. Amend Preschool bus contract
  - B. Mileage Policy Amendment - 4.23 Travel – First Reading - attached
7. Information and Discussion
  - A. Letter of Resignation – Lois Micheletti, OT, Darby, Hamilton, Victor
  - B. FY 2009 Audit
  - C. Data Report for (CSCT) Mental Health Program
  - D. Restraint and Seclusion Bill before Congress
  - E. Bereavement Leave for Classified and Administration
  - F. Administrative and Clinical Supervision Duties – reference chart
  - G. Directors' Evaluation – Executive Session
8. Adjourn

## 4.23 Travel

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.

- A. All Cooperative employees are required to meet the minimum automobile liability insurance required by Montana State Law 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.
- B. 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.
- C. Reimbursement for travel shall be based on the current state rate.
- D. 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 work site for the day.
    - b. Out of Cooperative Travel (outside Ravalli County). ~~Travel related to a temporary work site (e.g., staff meeting, in-service training within Co-op boundaries, or other approved non-routine work related travel).~~ If, after stopping at a temporary work site, the employee drives to the regularly assigned work site, then only the miles exceeding the standard commute to and from work can be claimed for reimbursement. 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 15, 20 or 25 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.