

BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD

Tuesday, October 27, 2009
10:00 a.m. – Cooperative Office

AGENDA

1. **Call to Order**
2. **Introduce Co-op Staff Representative**
3. **Consent Agenda**
 - A. **Minutes**
 - B. **Warrants**
 - C. **Financial Report**
 - D. **Next Meeting – Nov 17**
 - E. **New Hires –**
 1. Cheryl Gill, Speech Therapy Assistant, Darby
 2. Linda Packet, SLP, On call for training support and evaluations
 - F. **Contract Amendments –**
 1. Terese Athman, SLP, from .7 to 1.0 FTE for speech therapy in Hamilton and supervision of speech aide at Daly.
 2. Lois Micheletti, OT, from 1.0 to .8 FTE
 3. Vicky Angyus, OT, from .6 to .8 FTE
4. **Public Comment**
5. **Correspondence**
 - A. **Letters of Appreciation – attached**
 1. Jorilyn Williams, MH Behavior Consultant, Hamilton
 2. Terri Ward, Business Manager
6. **Board Action**
 - A. **Request for Family Medical Leave for Maternity – Kim Mutchler, OT**
 - B. **Release from Contract – Jennifer McCormick, Mental Health Therapist, Hamilton**
 - C. **Internet Use and Safety Policy 4.41 – 3rd Reading with Changes – attached**
 - D. **Work Day Policy 4.12 – 2nd Reading - attached**
 - E. **Job Description Revisions**
 1. Mental Health Behavior Consultants – 1, 2, 3 differentiated qualifications
 2. Business Manager
7. **Information and Discussion**
 - A. **AIM Special Education Forms Training**
 - B. **Medicaid Audits**
 - C. **Mandt Training**
 - D. **Training Position**
 - E. **Tuition Assistance for Employees in Speech Therapy Masters Program**
8. **Adjourn**

4.41 Internet Use and Safety

All use of electronic networks shall be consistent with the Cooperative's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Any student who uses the Cooperative's network shall be under the direct supervision of a Cooperative staff member. Cooperative staff member shall ensure student under supervision abides by the provisions of this policy.

Acceptable Use – Access to the Cooperative's or member District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the Cooperative; or (b) for legitimate business use.

Unacceptable Use – Unauthorized downloading of software, regardless of whether it is copyrighted or devirused; downloading copyrighted material for other than personal use; using the network for private financial or commercial gain; hacking or gaining unauthorized access to files, resources, or entities; invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone; using another user's account or password; posting material authored or created by another, without his/her consent; posting anonymous messages; using the network for commercial or private advertising; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; initiating or forwarding chain email messages; setting up or updating personal electronic social networking websites using the Cooperatives' or member districts' computers, network or equipment. Employees who set up personal websites or webpages on personal time and on personal computers do so at their own risk and are strongly encouraged to keep their personal webpages private and to prevent students and the parents of students from accessing their personal webpages.

Copyright Web Publishing Rules – Copyright law and Cooperative policy prohibit the republishing of text or graphics found on the Web or file servers, without explicit written permission. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Use of Electronic Mail – The Cooperative reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Electronic messages transmitted via the Cooperative's or member District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the Cooperative or member District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this Cooperative. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based

message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the Cooperative's/District's network and electronic mail system constitutes consent to abide by this policy.

Internet Safety – Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed herein, and will otherwise abide by this policy.

The Cooperative and member Districts have a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Director or respective Superintendent.

4.12 Work Day

All personnel are expected to be in their buildings at least fifteen (15) minutes before the students' school day begins and fifteen (15) minutes after the students' school day ends-, generally this is 8:15-3:45 unless different hours are agree upon by the Director. The total length of the workday shall be a minimum seven and one-half (7 1/2) hours inclusive of a one-half hour lunch with the following qualifications:

- A. The director may set the length of the lunch period when necessary.
- B. It is expected that employees will spend whatever additional time is required to meet other normal responsibilities of their positions such as CST and IEP meetings, parent conferences, or upon administrative directive for work related activities.
- C. Personnel, required to travel in the course of their employment between school buildings or between school districts during the school day shall be provided sufficient time for travel.
- D. Employees are required to notify both the Cooperative office and ~~the respective~~ their assigned schools ~~districts~~ in advance for any kind of absence, late arrival, early departure or change of schedule. Assigned schools means: building secretaries or responsible office personnel in the buildings in which employees are assigned for the day.
- E. Employees are expected to work the minimum standard 7 1/2 hour workday when schools have early-outs for planning meetings.
- F. Employees assigned to a single district full-time follow the district calendar and work day schedule including attendance at parent-teacher conferences and earn contract workday credit according to district standards unless alternative standards are agreed to in advance by a Cooperative supervisor.
- G. Employees who are not assigned full-time to a single district and would like to work a parent-teacher conference for contract workday credit must have advance approval from a Cooperative supervisor.