

**BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD**

Tuesday, April 23, 2024  
9:00 a.m. – Cooperative Office

<https://us02web.zoom.us/j/88588018775?pwd=T09JS2lpaFVLQkpKbXFDakNPZmdEQT09>

Meeting ID: 885 8801 8775

Passcode: 126009

**AGENDA**

- 1. Call to Order**
- 2. Consent Agenda**
  - A. Minutes
  - B. Warrants
  - C. Financial Report
  - D. Resignations
    - a. Bobby Sonsteng, CSCT Behavioral Consultant, Stevensville Secondary
    - b. Ellie Garrett, SLP, Lone Rock and Stevensville Secondary
    - c. Nikki Pastian, CSCT Mental Health Therapist, Stevensville Secondary
  - E. New Hires-none
  - F. Next Meeting: May 28, 2024
- 3. Public Comment-**
- 4. Correspondence/Communications-none**
- 5. Board Action- none**
- 6. Information and Discussion**
  - A. Collective Bargaining
  - B. Review Draft Budget for Special Education
  - C. Review Draft Budget for CSCT and Program Discussion
  - D. Schedule Meeting to Ratify CBA and Budget Approval
- 7. Adjourn**

04/09/24  
10:30:32

BITTERROOT VALLEY SPECIAL ED COOP  
Claim Approval List  
For the Accounting Period: 4/24

Page: 2 of 3  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
11895	97 DENNING, DOWNEY & ASSOCIATES P.C.	1,150.00					
	DCF Preparation for federal grant submittal						
1	17261 03/24/24 DCF Prep for Fed Grant Sub	1,150.00*		115 12 456-2315		330	777
11896	101347 BMO FINANCIAL GROUP	4,834.37					
	PCard transactions March 2024						
2	Preschool Supplies	294.99*		115 1 456-1000		610	777
4	Speech Supplies	53.95*		115 3 456-2150		610	777
9	Speech Protocols for MAVA	45.00*		115 3 456-2150		610	777
10	Impala Fuel - AG training	65.00		115 10 160-2144		582	3
11	Darby Ele CSCT	360.89*		115 31 160-2144		610	3
38	Stevi HS CSCT	58.33		115 44 160-2144		610	3
40	Victor HS CSCT	4.83		115 46 160-2144		610	3
41	Director Cell Phone	52.40		115 9 456-2490		530	777
44	Internet	169.98*		115 12 456-2500		531	777
45	Offsite Storage CSCT	75.00		115 8 160-2144		451	3
46	Office Solutions - copier copi	69.06*		115 12 456-2500		550	777
47	Granite Technologies Phone	202.67*		115 12 456-2500		531	777
48	Adeba Subscription	12.99		115 12 456-2500		601	777
53	offsite storage BVEC	75.00		115 12 456-2600		451	777
56	Preschool Cleaning	525.00*		115 1 456-1000		430	777
57	BVEC office cleaning	90.00		115 12 456-2600		430	777
60	Iron Mountain Shredding	120.78*		115 12 456-2600		431	777
61	SASE Envelopes	421.30		115 12 456-2500		532	777
63	Toner Darby Ele CSCT	49.99*		115 31 160-2144		610	3
69	Toner-Cami H Florence	49.99*		115 2 456-2140		610	777
70	Toner Business Mgr	85.99*		115 12 456-2500		610	777
71	Copy Paper - Staples	49.99*		115 12 456-2500		610	777
72	Office Supplies	305.22*		115 12 456-2500		610	777
73	AG Hotel Taxes	26.56		115 10 160-2144		582	3
75	ZOOM Subscription	82.95*		115 8 160-2144		601	3
76	Amazon Web Svcs-Big Sister	201.21		115 8 160-2144		535	3
78	Survey Monkey renewal	468.00		115 8 160-2144		535	3
79	School Psych Protocols	438.75*		115 2 456-2140		610	777
80	Cami H License Renewal	175.00*		115 2 456-2140		610	777
81	OTPF Supplies	29.95*		115 4 456-2160		610	777
84	Director CBA Training	150.00*		115 9 456-2490		581	777
85	Postage Stamps	23.60		115 12 456-2500		532	777

# of Claims 11 Total: 36,723.75 # of Vendors 11

04/16/24  
11:39:31

BITTERROOT VALLEY SPECIAL ED COOP  
Claim Approval List  
For the Accounting Period: 4/24

\* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
11897		101164 ELIZABETH A. KALEVA, P.C.	95.03						
		Legal Fees March 2024							
		Draft of audit letter							
		Director re: Lone Rock eligibility determination							
1		7169 03/01/24 Draft audit letter	25.00*		115 12	456-2500	330	777	
2		7169 03/15/24 LR eligibility determination	68.75*		115 12	456-2500	330	777	
3		7169 03/29/24 postage	1.28*		115 12	456-2500	330	777	
11898		296 PAULA LAMPI	26.53						
		Mileage reimbursement covering Victor during WS maternity leave							
1		Mileage Reimbursement 03/24	26.53*		115 2	456-2144	582	777	
11899		101560 JIM CHISOLM	180.00						
		Spring 2024 landscape clean up							
1		04/15/24 Spring 2024 Landscape cleanup	180.00		115 12	456-2600	440	777	
11900		360 STEVENSVILLE UNITED METHODIST	75.00						
		Mental Health All Staff Meeting April 2024							
1		04/17/24 MH All staff April 2024	75.00		115 8	160-2144	581	3	
11901		101508 AMERICAN HEATING COOLING &	659.91						
		Annual HVAC Maintenance office and preschool							
1		23468 03/29/24 PS mini-split maintenance	169.97*		115 1	456-2600	440	777	
2		23469 03/29/23 PS York furnace maintenance	244.97*		115 1	456-2600	440	777	
3		23475 04/11/24 Office furnace/ac maintenance	244.97		115 12	456-2600	440	777	
		# of Claims	5						
		Total:	1,036.47						
		# of Vendors	5						

04/09/24  
10:30:32

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
11886		100872 NORTHWESTERN ENERGY	224.65						
6		04/01/24 ELECTRICITY	113.43		115 12 456-2600		412	777	
8		GAS	89.89		115 12 456-2600		411	777	
10		TAXES	21.33		115 12 456-2600		412	777	
11887		395 TOWN OF STEVENSVILLE	85.44						
1		04/01/24 Water	16.88*		115 12 456-2600		421	777	
3		WATER BOND	16.39*		115 12 456-2600		421	777	
5		SEWER	31.87*		115 12 456-2600		421	777	
7		SEWER BOND	20.30*		115 12 456-2600		421	777	
11888		101394 KIRK L. CREWS, M.D.	626.00						
		CSCT Medical Director 23-24							
1		04/01/24 Medical Director Apr 2024	626.00*		115 8 160-2144		330	780	
11889		101398 MAJESTIC BUS SERVICE, INC	5,388.97						
		ROUTE TRANSPORTATION COSTS 2024 April							
1		9829 04/01/24 PS Transportation Sep 23	5,388.97		110 1 280-2700		513		
11890		90 DARBY PUBLIC SCHOOL	9,286.95						
		Match Reimbursement 2024 April							
1		04/01/24 Match Reimbursement 4/24	9,286.95		115 8 160-2144		800	3	
11891		134 FLORENCE-CARLTON SCHOOL	5,898.81						
		Match Reimbursement 2024 April							
1		04/01/24 Match Reimbursement 4/24	5,898.81		115 8 160-2144		800	3	
11892		359 STEVENSVILLE PUBLIC SCHOOLS	4,831.38						
		Match Reimbursement 2024 April							
1		04/01/24 Match Reimbursement 4/24	4,831.38		115 8 160-2144		800	3	
11893		404 VICTOR PUBLIC SCHOOLS	4,318.77						
		Match Reimbursement 2024 April							
1		04/01/24 Match Reimbursement 4/24	4,318.77		115 8 160-2144		800	3	
11894		101541 BITTERROOT LAUNDRY & CLEANERS	78.41						
		MAT RENTAL Apr 2024							
2		144608 04/04/24 MAT RENTAL Apr 2024	29.04		115 12 456-2600		430	777	
3		144609 04/04/24 MAT RENTAL PS Apr 2024	49.37		115 1 456-2600		430	777	

**BVEC Monthly Finance Review**

March, 2024

% Year 70%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Transportation</b>					
Beginning Reserve	\$ 10,410				
Revenue	\$ 26,671	\$ 53,324	(26,653)		
Expenditures	\$ 38,262	\$ 53,324	15,062	72%	
Gain/Loss	\$ (11,591)	\$ -	\$ (11,591)		Using \$1,500 from reserves this year to reduce reserves and allocate costs to districts
Ending Reserve	\$ (1,181)				Timing, Semester 2 will be billed to Districts in May/June

	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Retirement</b>					
Beginning Reserve	\$ 92,223				
Revenue	\$ 181,017	\$ 296,397	(115,380)		
Expenditures	\$ 110,263	\$ 296,397	186,134	37%	
Gain/Loss	\$ 70,754	\$ -	\$ 70,754		
Ending Reserve	\$ 162,977				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Mental Health</b>					
Beginning Reserve	\$ 538,471				
Revenue	\$ 960,132	\$ 1,923,128	(962,996)		
Match Reimbursements	\$ 322,661	\$ 557,707	235,046		
Expenditures	\$ 771,694	\$ 1,308,223	536,529	59%	
Gain/Loss	\$ (134,224)	\$ 57,198	\$ (191,422)		
Ending Reserve	\$ 504,247				

# BVEC Monthly Finance Review

March, 2024

% Year 70%

Special Education	Actual	Budget	Act Vs Budget	% of Budget	Comments
Beginning Reserve	\$ 274,583				
Carry Over	\$ 178,317				
Revenue	\$ 617,208	831,498	(214,290)		
IDEA Allocations to Districts	\$ 298,544	497,574	199,030		
Expenditures	\$ 210,227	300,770	90,543	70%	% higher because admin staff pay began July
Gain/Loss	\$ 108,437	\$ 33,154	\$ 75,283		
Ending Reserve	\$ 384,213				

Preschool	Actual	Budget	Act Vs Budget	% of Budget	Comments
Beginning Reserve	\$ -				
Carry Over	\$ 316	316			
Revenue	\$ 34,080	29,336	4,744		
IDEA Allocation to Darby	\$ 4,072	6,786	2,714		
Expenditures	\$ 28,816	22,550	(6,266)	128%	
Gain/Loss	\$ 1,193	\$ -	\$ 1,193		
Ending Reserve	\$ -				

Special Education	Actual	Budget	Act Vs Budget	% of Budget	Comments
Beginning Reserve	\$ 414,829				
Revenue	\$ 745,524	794,294	(48,770)		
Expenditures	\$ 620,705	896,264	275,559	69%	
Gain/Loss	\$ 124,819	(101,970)	\$ 226,789		
Ending Reserve	\$ 539,648				Timing, will decline over balance of year.

**Mental Health Update - Board Copy**

March, 2024

Team	Actual Expenditures for March, 2024	March, 2024 Actual Revenue	Month Over(Under)	Actual Expenditures Year to Date	Actual YTD Revenue	YTD Over(Under)	Forecast Expenditures Full Year	Actual YTD Revenue	YTD Over(Under)	Comments
Darby Elementary	22,315	29,576	7,261	180,197	212,727	52,630	220,525	281,651	71,125	3 person team
Darby Secondary	14,920	12,161	(2,759)	114,069	81,633	(22,436)	152,213	124,674	(27,539)	open BC position
Darby Schools	\$ 37,235	\$ 41,737	\$ 4,502	\$ 294,266	\$ 394,361	\$ 30,095	\$ 372,739	\$ 416,325	\$ 43,586	
Florence Elementary	13,010	10,507	(2,503)	124,651	129,759	5,108	164,493	180,285	(4,208)	open MHT position
Florence Secondary	17,885	10,739	(7,046)	100,413	66,090	(33,723)	168,321	87,010	(71,310)	
Florence Schools	\$ 30,895	\$ 21,247	\$ (9,648)	\$ 225,064	\$ 195,849	\$ (29,215)	\$ 332,814	\$ 267,295	\$ (65,519)	
Lone Rock	\$ 10,592	\$ 284	\$ (10,308)	\$ 76,179	\$ 11,862	\$ (64,317)	\$ 99,738	\$ 12,182	\$ (87,556)	Open MHT position; LD 2 FTE
Stevensville Elementary	17,472	10,994	(6,478)	128,003	105,084	(22,919)	173,802	142,637	(31,164)	
Stevensville Secondary	20,948	13,821	(7,127)	144,581	146,232	1,651	224,113	165,367	(58,747)	3 Person team
Stevensville Schools	\$ 38,420	\$ 24,814	\$ (13,606)	\$ 272,584	\$ 251,316	\$ (21,268)	\$ 397,915	\$ 327,904	\$ (70,011)	
Victor Elementary	18,224	12,648	(5,576)	127,596	118,288	(9,308)	165,895	181,425	(24,470)	
Victor Secondary	17,581	11,188	(6,393)	119,673	99,579	(22,094)	175,892	129,658	(46,234)	
Victor Schools	\$ 35,805	\$ 23,836	\$ (11,969)	\$ 247,269	\$ 217,867	\$ (29,402)	\$ 341,787	\$ 311,083	\$ (30,704)	
Total	\$ 162,746	\$ 111,758	\$ (48,988)	\$ 1,094,355	\$ 979,546	\$ (114,799)	\$ 1,554,983	\$ 1,295,858	\$ (259,124)	

Team	Total Students	Medicaid	HMK	Private Insurance	Self Pay/Sliding Fee	Date	Superintendent Signature	% Medicaid
Darby Elementary	26	21	1	2	2			81%
Darby Secondary	20	14	4	2	4			70%
Darby Schools	46	35	1	4	6			76%
Florence Elementary	15	11	4	4	1			73%
Florence Secondary	16	10	1	4	1			63%
Florence Schools	31	21	1	8	1			68%
Lone Rock	12	6	1	4	1			50%
Stevensville Elementary	15	12	4	2	1			80%
Stevensville Secondary	24	12	4	4	4			50%
Stevensville Schools	39	24	4	6	8			62%
Victor Elementary	20	15	4	4	1			75%
Victor Secondary	22	16	1	3	2			73%
Victor Schools	42	31	5	3	3			74%
Total	176	117	12	25	15			69%

Date \_\_\_\_\_  
 Director Signature \_\_\_\_\_  
 Mental Health Program Manager Signature \_\_\_\_\_

## Jenny Rammell

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**From:** Robert Sonsteng <sonstengr@stevensville.k12.mt.us>  
**Sent:** Tuesday, April 16, 2024 2:18 PM  
**To:** Jenny Rammell  
**Cc:** Chris Hughes; Ashley Gillespie; Jill Reynolds  
**Subject:** Resignation

Hello,

First, I want to say thank you for the opportunity to work for BVEC. I have thoroughly enjoyed my time here and I feel I have made a positive impact with the students we support. I have been fortunate to work on an amazing team and cannot thank Nikki and Laura enough for the daily support. I am writing to inform you that I will not be extending my contract with BVEC next year. My wife has been accepted into the MBA program with the Ross School of Business at the University of Michigan. Our family will be moving to Ann Arbor this summer to begin our next chapter. I intend to complete my contract through June 6, 2024 but I will not be available to work summer programming. Thank you again for the opportunity!

### **Bobby Sonsteng**

CSCT Behavior Consultant  
Stevensville Middle and High School  
406-777-5533 x230



## Jenny Rammell

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**From:** Ellie Garrett  
**Sent:** Thursday, April 18, 2024 8:52 AM  
**To:** Jenny Rammell  
**Subject:** Re: Notification Request

Jenny,

Please accept this email as a formal notification of my intention to resign from my position as a Speech-Language Pathologist with Bitterroot Valley Education Cooperative, following the completion of my 2023-2024 contract.

I would like to thank you for the opportunity to have worked for Bitterroot Valley Education Cooperative as a Speech-Language Pathologist. This past year, I have grown as a clinician and person. I have tremendously enjoyed collaborating with my colleagues and building relationships that I will always hold dear. I know I will take a lot of what I have learned with me in my career and will look back at my time here as a valuable period of my professional life.

Thank you for your unwavering support, kindness, and understanding no matter the circumstances. You and the BVEC team are phenomenal, and I feel so lucky to have had the opportunity to work with all of you.

During the next 6 weeks, I will do what I can to make the transition as smooth as possible and will support in whatever way I can to ensure a smooth transition. Please let me know if there is anything further, I can do to assist in this process.

Kind Regards,

**Ellie Garrett**  
**MS, CF-SLP**  
Speech-Language Pathologist, BVEC  
garrette@bvec-mt.org  
Stevensville Middle School: TH  
Lone Rock School: M, T, W, F

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**From:** Jenny Rammell <rammellj@bvec-mt.org>  
**Sent:** Wednesday, April 17, 2024 4:47 PM  
**To:** Ellie Garrett <garrette@bvec-mt.org>  
**Subject:** Notification Request

Hello Ellie,

April 19, 2024

Nikki Pastian  
6125 Crist Lane  
Florence, MT. 59833

Jenny Rammell  
P.O. Box 187  
Stevensville, MT. 59870

RE: Notice of Resignation from Employment at Bitterroot Valley Education Cooperative

Dear Jenny Rammell,

Please accept this letter of resignation from my position as CSCT Mental Health Therapist for Stevensville Secondary. My last day of work will be June 6, 2024, at the completion of my contract for the 2023-2024 school year.

I appreciate the opportunity afforded to me as a member of the CSCT program for Bitterroot Valley Education Cooperative over the past five years. I have loved working with the amazing students of Stevensville School District, it is an experience I will always hold close to my heart. I wish everyone the best as the program navigates in a new direction.

Sincerely,

A handwritten signature in black ink that reads "Nikki Pastian". The signature is written in a cursive style with a large, stylized "P" at the end.

Nikki Pastian, LCSW  
CSCT Mental Health Therapist