

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, November 26, 2024

10:00 AM – Cooperative Office

<https://us02web.zoom.us/j/82182552760?pwd=mTQs1onSG0Ogb8HpOhTubsP0aPo1C1.1>

Meeting ID: 821 8255 2760

Passcode: 870910

AGENDA

1. **Call to Order**
2. **Consent Agenda**
 - A. Minutes
 - B. Warrants
 - C. Resignations: Alice Bratches, IT Coordinator
 - D. New Hires: Katie Lewis SLP Lone Rock 2025-26
 - E. Next Meeting: TBD
3. **Public Comment-**
4. **Correspondence/Communications-none**
5. **Board Action-**
 - A. 2011 Chevy Impala-Request to sell vehicle from fleet
6. **Information and Discussion**
 - A. Montana Autism Education Project (MAEP)
 - B. IDEA B Grant Application Update
 - C. CSCT/School Based Mental Health Financial Review
7. **Adjourn**

10/28/24

Jenny and Jill.

I am embarking on a new chapter in my career, and I would like to inform you that I will be officially resigning on November 4th. I have accepted a position at NIH Laboratories, and this opportunity is one I cannot overlook. As you both know, I feel a significant amount of guilt about this decision because I truly value my time here. However, in order to advance my career and financial prospects, I must seize this opportunity. I want to express my sincere gratitude for all that you have done for me and for your support during my time as part of the team. I will always hold my experience at BVEC in high regard as one of my most rewarding roles.

Sincerely,

Alice Bratches.

P.S. As you know, I am here to assist you in any way I can. Please don't hesitate to reach out if you need anything at all.

BVEC Monthly Finance Review

October, 2024

% Year 20%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 10 Transportation					
Beginning Reserve	\$ 8,879				
Revenue	\$ -	\$ 57,045	(57,045)		
Expenditures	\$ 11,208	\$ 58,045	46,837	19%	using \$1000 of reserve, excess carry over for fund
Gain/Loss	\$ (11,208)	\$ (1,000)	\$ (10,208)		Timing, Districts billed January and June
Ending Reserve	\$ (2,329)				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 14 Retirement					
Beginning Reserve	\$ 220,986				
Revenue	\$ -	\$ 284,456	(284,456)		
Expenditures	\$ 37,275	\$ 284,456	247,181	13%	
Gain/Loss	\$ (37,275)	\$ -	\$ (37,275)		Timing of county reimbursements
Ending Reserve	\$ 183,711				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 15 Mental Health					
Beginning Reserve	\$ 285,772				
Revenue	\$ 438,875	\$ 1,273,040	(834,165)		
Match Reimbursements	\$ 93,073	\$ 445,564	352,491		\$15K in HSS services to be billed this week
Expenditures	\$ 284,853	\$ 1,094,362	809,509	26%	
Gain/Loss	\$ 60,949	\$ (266,886)	\$ 327,835		
Ending Reserve	\$ 346,720				

BVEC Monthly Finance Review

October, 2024

% Year 20%

Fund	Special Education	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Beginning Reserve	\$ 355,393				
	Carry Over	\$ 184,780				
	Revenue	\$ 214,757	831,498	(616,741)		
	IDEA Allocations to Districts	\$ 49,757	497,574	447,817		
	Expenditures	\$ 117,237	276,473	159,236	42%	need to move 3rd party provider for Speech and PT to Fund 182
	Gain/Loss	\$ 47,762	\$ 57,451	\$ (9,689)		
	Ending Reserve	\$ 407,809				

Fund	Preschool	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Beginning Reserve	\$ -				
	Carry Over	\$ 549	549			
	Revenue	\$ 10,024	29,336	(19,312)		
	IDEA Allocation to Darby	\$ 679	6,786	6,107		
	Expenditures	\$ 4,691	(6,786)	(11,477)	-69%	New Keypad entry and fire alarm crash bars \$2500, Carpet Cleaning \$320; CPR Training \$130
	Gain/Loss	\$ 4,654	\$ 29,336	\$ (24,682)		
	Ending Reserve	\$ -				

Fund	Special Education	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Beginning Reserve	\$ 224,792				
	Revenue	\$ 110,684	891,544	(780,860)		
	Expenditures	\$ 200,214	1,054,425	854,211	19%	Timing Districts aren't billed until January need to move 3rd party provider for Speech and PT to Fund 182
	Gain/Loss	\$ (89,530)	\$ (162,881)	\$ 73,351		
	Ending Reserve	\$ 135,263				

10/31/24
07:59:45

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 10/24

Page: 1 of 1
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
12030	101216 ALLEGIANCE BENEFIT PLAN MGMT	400.00						
	Allegiance Term Run Out Fee 24-25 no employees enrolled in Flex Plan, want to keep option open one year							
1	2024092800 Allegiance Term Run Out Fee	400.00*		115 12	456-2500	280	777	
12031	101485 ALYSSA LARSON	229.34						
	Mileage Reimburseemnt for OT/PT Conference in Great Falls Lunch per diem for OT PT conference in Great Fall October 16-18, 2024							
1	Mileage Reimbursement Oct 24	197.34*		115 4	456-2160	581	777	
2	Lunch Per Diems Oct 24	32.00*		115 4	456-2160	581	777	
12033	101541 BITTERROOT LAUNDRY & CLEANERS	78.41						
	MAT RENTAL October 2024							
1	154641 10/24/24 PS MAT RENTAL Oct 24	49.37*		115 1	456-1000	430	777	
2	154640 Office mat rental Oct 24	29.04*		115 12	456-2500	430	777	
12036	101547 CONNECTIONS TO COMMUNICATION	17,850.00						
	PT Services Oct 2024 weeks 1-7 of 40							
1	PT Services Aug-Oct 11 2024	17,850.00*		115 4	456-2160	320	777	
12032	101404 HEART OF THE VALLEY CPR	90.00						
	CPR Training Victor Liz and Mathilda							
1	09/27/24 CPR Training Liz/Mathilda	45.00		115 45	160-2144	581	3	
2	CPR Training Liz/Mathilda	45.00		115 46	160-2144	581	3	
12035	101583 LEAH HAPKE	36.45						
	Mileage reimbursement Oct 2024							
1	Mileage Reimb Oct 2024	36.45		115 34	160-2144	581	3	
12034	101584 VOVO HANDYMAN SERVICES LLC	191.92						
	Install new faucet in office conference room, patch holes in office conf room and bathroom walls. Install faucet extenstion in PS bathroom.							
1	11 10/24/24 Install faucets, patch holes	191.92		115 12	456-2600	440	777	
	# of Claims	7	Total:	18,876.12	# of Vendors	7		

11/13/24
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BITTERROOT VALLEY SPECIAL ED COOP
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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
12037	100872 NORTHWESTERN ENERGY	159.80					
6	11/01/24 ELECTRICITY	90.05		115 12 456-2600		412	777
8	GAS	54.93		115 12 456-2600		411	777
10	TAXES	14.82		115 12 456-2600		412	777
12038	100842 BLACK MOUNTAIN SOFTWARE	8,352.00					
CLOUD HOSTING ANNUAL FEE, MAINTANCE FOR ACCOUNTING & PAYROLL, ACH DIRECT DEPOSIT MAINTENANCE, CHECK SIGNER MAINTENANCE 24-25							
1	1480 11/01/24 CLOUD HOSTING ANNUAL FEE SPeD	2,482.40*		115 12 456-2500		330	777
3	ACCOUNTING ANNUAL MAINT SPED	3,253.80*		115 12 456-2500		330	777
5	PAYROLL ANNUAL MAINT SPED	2,383.80*		115 12 456-2500		330	777
7	ACH DIRECT DEPOSIT ANNUAL SPED.	150.80*		115 12 456-2500		330	777
9	CHECK SIGNER MAINT.	81.20*		115 12 456-2500		330	777
12039	395 TOWN OF STEVENSVILLE	119.63					
1	11/01/24 Water	63.13*		115 12 456-2600		421	777
5	SEWER	56.50*		115 12 456-2600		421	777
12040	90 DARBY PUBLIC SCHOOL	11,340.96					
Match Reimbursement 2024 November							
1	11/01/24 Match Reimbursement 11/23	11,340.96		115 8 160-2144		800	3
12041	134 FLORENCE-CARLTON SCHOOL	8,612.98					
Match Reimbursement 2024 November							
1	11/01/24 Match Reimbursement 11/24	8,612.98		115 8 160-2144		800	3
12042	359 STEVENSVILLE PUBLIC SCHOOLS	8,495.65					
Match Reimbursement 2024 November							
1	11/01/24 Match Reimbursement 11/24	8,495.65		115 8 160-2144		800	3
12043	404 VICTOR PUBLIC SCHOOLS	9,254.67					
Match Reimbursement 2024 November							
1	11/01/24 Match Reimbursement 11/24	9,254.67		115 8 160-2144		800	3
12044	101398 MAJESTIC BUS SERVICE, INC	5,691.20					
ROUTE TRANSPORTATION COSTS NNovember 2024							
1	10145 11/01/24 PS Transportation Jun 24	5,604.53		110 1 280-2700		513	
2	Fuel Surcharge	86.67		110 1 280-2700		513	

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12045	101394 KIRK L. CREWS, M.D.	639.00					
	C SCT Medical Director 24-25						
1	11/01/24 Medical Director Nov 2024	639.00*		115 8 160-2144		330	780
12046	359 STEVENSVILLE PUBLIC SCHOOLS	1,900.00					
	CPI Stipend Agreement for Sierra Hanikinson duties as CPI Trainer for EVEC.						
1	10/31/24 S Hankinson CPI Trainer	1,900.00*		115 12 160-2500		581	20
12047	101585 ALLEGRA	97.83					
	PRINTING CHARGES FOR CHILDFIND						
	EARLY CHILDHOOD SCREEIG ASSESSMET RESULTS						
1	82911 10/13/24 CHILDFIND SUPPLIES	97.83		115 12 456-2500		616	777
12048	39 BITTERROOT STAR	175.00					
	Child Find story in Bitterroot Star October 2024						
1	9196 10/30/24 child find story	175.00		115 12 456-2500		540	777
12049	97 DENNING, DOWNEY & ASSOCIATES P.C.	315.00					
	Audit finding adjustment						
1	17683 10/28/24 Audit Adjustment	315.00*		115 12 456-2315		330	777
12050	101582 PACIFIC SOURCE ADMINISTRATORS	50.00					
	Health Insurance Cobra Administration						
1	40860 11/12/04 Health Insurance Cobra Adminis	25.00		115 8 160-2144		260	3
2	Health Insurance Cobra Adminis	25.00*		182 3 280-2150		260	3
12051	101537 ROCK CREEK TELE THERAPY	2,443.21					
	PT Services Oct 2024						
1	2030 PT Services Oct 2024	2,443.21*		115 4 456-2160		320	777
12052	101347 BMO FINANCIAL GROUP	6,108.61					
	P Card transactions Nov 2024 035976						
2	Preschool Supplies	175.44*		115 1 456-1000		610	777
41	Speech Supplies	193.43*		115 3 456-2150		610	777
42	Ally KG, EB, JG	309.00*		115 3 456-2150		581	777
43	Informed SLP EG - refund comin	108.00*		115 3 456-2150		810	777
44	Darby Ele CSCT	227.80		115 31 160-2144		610	3
45	Darby HS CSCT	34.45		115 32 160-2144		610	3
46	Florence Ele CSCT	135.77		115 33 160-2144		610	3
50	Stevi Ele CSCT	62.37		115 42 160-2144		610	3
51	Stevi HS CSCT	83.16		115 44 160-2144		610	3
57	Internet	256.31		115 12 456-2500		531	777

11/13/24
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Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
58	Offsite Storage CSCT	75.00		115 8 160-2144		451	3
59	Office Solutions - copier	57.89		115 12 456-2500		550	777
66	offsiite storage BVEC	75.00		115 12 456-2600		451	777
94	Office Supplies	87.26*		115 12 456-2600		610	777
99	Zoom Subscription	82.95		115 8 160-2144		650	3
100	Phones	203.81		115 12 456-2500		531	777
101	IT peripherals	388.96*		115 12 456-2500		660	777
102	Toner Cartridge PS	49.99*		115 1 456-1000		610	777
103	PS Cleaning	550.00*		115 1 456-1000		430	777
104	Office Cleaning	110.00*		115 12 456-2500		430	777
105	Amazon Web Svcs-Big Sistah	257.44		115 8 160-2144		535	3
110	CPI Supplies	969.80		115 12 456-2500		610	777
114	School Psych Protocols	937.50*		115 2 456-2140		610	777
121	OTPT Protocols	396.00*		115 4 456-2160		810	777
122	Director Travel/Training	46.91		115 9 456-2490		582	777
123	L Hapke CASII	199.00*		115 8 160-2144		581	3
126	Late Fee - lost check	35.37		115 12 456-2500		610	777

of Claims 16 Total: 63,755.54 # of Vendors 15

11/21/24
07:59:16

BITTERROOT VALLEY SPECIAL ED COOP
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Claim Warrant	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
12053	101559 JADE GORDON	511.00				
	Reimburse for ASHA Dues and CCCs paid on personal card					
1	Reimburse for ASHA dues	511.00*		115 2 456-2140		810 777
12054	101164 ELIZABETH A. KALEVA, P.C.	1,512.50				
	Legal Fess October re: SM personel issues					
1	7873 11/13/24 Fees re SM personnel	1,512.50*		115 12 456-2500		330 777
12055	101547 CONNECTIONS TO COMMUNICATION	5,100.00				
	PT Services Oct 2024 weeks 11-12 of 40					
1	Speech Services Nov 2024	5,100.00*		182 3 280-2150		320 20
	# of Claims 3	Total: 7,123.50	# of Vendors 3			

SB Mental Health Update - Board Copy

October, 2024

Team	Actual Monthly Expenditures	Actual Monthly Revenue	Month Over(Under)	Actual Expenditures Year to Date	Actual YTD Revenue	YTD Over(Under)	Comments
Darby Elementary	16,889	27,673	10,784	48,691	78,829	30,138	
Darby Secondary	7,880	7,600	(280)	23,229	11,595	(11,634)	minimal summer program; new Therapist
Darby Match Reimbursements	11,047		(11,047)	32,092		(32,092)	
Darby Schools	\$ 35,816	\$ 35,273	\$ (543)	\$ 104,011	\$ 90,424	\$ (13,587)	
Florence Elementary	11,840	19,391	7,551	33,787	39,756	5,959	new therapist
Florence Secondary	11,102	7,698	(3,404)	25,079	14,226	(10,852)	minimal summer program; new Therapist
Florence Match Reimbursements	4,128		(4,128)	15,998		(15,998)	
Florence Schools	\$ 27,070	\$ 27,089	\$ 19	\$ 74,873	\$ 53,982	\$ (20,891)	
Lone Rock	\$ 7,152	\$ 2,261	\$ (4,891)	\$ 23,932	\$ 4,709	\$ (19,223)	outpatient therapy; new Therapist
Stevensville Elementary	9,874	14,519	4,645	29,778	30,304	526	new Therapist
Stevensville Secondary	10,787	13,252	2,464	31,420	28,550	(2,870)	new Therapist
Stevensville Match Reimbursements	6,414		(6,414)	20,567		(20,567)	
Stevensville Schools	\$ 27,075	\$ 27,770	\$ 695	\$ 81,765	\$ 58,854	\$ (22,911)	
Victor Elementary	12,433	15,298	2,865	37,441	39,950	2,509	\$15K HSS service to be billed
Victor Secondary	10,414	7,405	(3,009)	30,846	22,314	(8,534)	new Therapist
Victor Match Reimbursements	7,550		(7,550)	24,417		(24,417)	
Victor Schools	\$ 30,397	\$ 22,704	\$ (7,693)	\$ 92,708	\$ 62,264	\$ (30,442)	
Total	\$ 127,520	\$ 115,097	\$ (12,423)	\$ 377,287	\$ 270,233	\$ (107,054)	MH Prog Mgr Retirement/Summer Program Losses

Team	Total Students	Medicaid	HMK	Private Insurance	Self Pay/Sliding Fee	Date	Superintendent Signature	% Medicaid
Darby Elementary	24	18	1	4	1			75%
Darby Secondary	19	14	1	2	2			74%
Darby Schools	43	32	2	6	3			74%
Florence Elementary	16	11	1	3	1			69%
Florence Secondary	12	7	1	4				58%
Florence Schools	28	18	2	7	1			64%
Lone Rock	14	8	3	3				57%
Stevensville Elementary	13	9		2	2			69%
Stevensville Secondary	18	13	1	4				72%
Stevensville Schools	31	22	1	6	2			71%
Victor Elementary	18	16	1	-	1			89%
Victor Secondary	16	11	2	3				68%
Victor Schools	34	27	3	3	1			79%
Total	150	107	11	25	7			71%

SBMH Program Supervisor Signature/Date

Director Signature/Date