

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, November 25, 2025
10:00 AM – Cooperative Office

<https://us02web.zoom.us/j/89691287012?pwd=jmhPQ3rFUPqv8hDXyQcNI05ucbzWvy.1>

Meeting ID: 896 9128 7012

Passcode: 658692

AGENDA

1. Call to Order
2. Staff Representative-Madison Yerian, School Psychologist, Stevensville/Lone Rock/BVEC Preschool
3. Consent Agenda
 - A. Minutes
 - B. Warrants
 - C. Resignations-None
 - D. New Hires-None
 - E. Next Meeting: TBD
4. Public Comment-
5. Correspondence/Communications- No Items Submitted
6. Board Action- None
7. Information and Discussion
 - A. Child Find and BVEC Preschool
 - B. Professional Development: Transition IEPs Supporting FAPE Service to Age 22
 - C. OPI Request for Program Narrative and Completion of Financial Risk Assessment
8. Adjourn

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, October 28, 2025
10:00 AM – Cooperative Office/Zoom

MINUTES – DRAFT

1. **Call to Order** - Mr. Fiske, Vice Chair, called the meeting to order at 10:01 AM. Board members in attendance: Mr. Fiske, Mr. Konen. Via Zoom: Ms. Weems, Mr. Biesiot. Board members not in attendance: Mr. Stiegler. BVEC administrators in attendance: Jenny Rammell, Director, and Ashley Gillespie, MH Program Supervisor. Staff in attendance: Paula Lampi, Liz Pepion (via Zoom). Board Clerk: Jill Reynolds.
2. **Staff Representative** - Paula Lampi, School Psychologist, Stevensville. Ms. Lampi shared things that are going well in Stevensville Schools this year. She feels there is a lot of momentum, change, and moving forward with the new Superintendent and new curriculum. One thing she sees is a higher level of anxiety for staff as well as students. After attending NASP conference this summer, there is a new focus on how to help students control levels of anxiety while staying in class, versus the old model of removing them from calls.
3. **Consent Agenda** – Motion to approve the consent agenda by Mr. Biesiot, second by Mr. Konen. There was discussion regarding the surprise resignation from Ms. Rodgers. Motion carried by unanimous consent, 4-0.
 - a. Minutes
 - b. Warrants
 - c. Resignations
 - i. Alyssa Larson, Occupational Therapist, Darby/Lone Rock/Victor
 - ii. Karen Rodgers, Preschool Paraprofessional-Classified
 - d. New Hires - None
 - e. Next Meeting: Tuesday, November 25, 2025
4. **Public Comment** - None
5. **Correspondence/Communications** - None
6. **Board Action** -
 - a. Consideration of Penalty Regarding Early Resignation - Alyssa Larson. Ms. Rammell explained that Alyssa is having her second child and has requested longer leave than she has accrued for sick and personal leave. Due to the length of time, she will be in unpaid status, she is resigning with the intention of returning for the 26-27 school year. Ms. Rammell explained Alyssa is an exceptional Occupational Therapist, with good or better performance appraisals each year. Mr. Biesiot made a motion to accept the resignation without penalty for not completing her contract. Mr. Konen seconded the motion. Motion carried 4-0.

7. Information and Discussion

- a. Special Education Related Services and Outside Providers – Ms. Rammell explained current trend of increases in Speech, Occupational, and Physical Therapist wanting to come in to school and provide services to students during school hours with no charge to schools. These providers would bill the family's insurance carrier, including Medicaid, for the services provided. There has been advertising from some the providers, which is unethical.

It is recommended that outside providers not be allowed to provide services in the schools as it could be construed as the school not being able to cover FAPE. In addition, if the family's coverage lapses the schools could be liable for the cost of the services. There is also a financial risk to the cooperative as there is a limit of one unit of service per day for these services. If the outside provider bills Medicaid and is paid for day that we also provide services, Medicaid would not reimburse us. There is also an issue if the outside provider is not going through the district's vetting process and background checks.

Parents may sign a Release of Information to allow collaboration between district and private providers. Parents may invite outside providers to attend IEP meetings to share input. The IEP team determines if strategies align with the district's offer of FAPE.

Ms. Rammell will send Board members a summary regarding the potential issues and what a collaborative model would look like.

- b. Memorandum of Understanding from Montana School of Deaf and the Blind (MSDB) – Ms. Rammell explained that each district currently leveraging MSDB services should sign the MOU. The memorandum clarifies that MSDB will not provide direct services to any students, only consultation. This agreement was vetted by both Kaleva Law and the attorney for MSDB. Ms. Rammell is looking into which of our member districts are currently leveraging MSDB for consultation and if they are not currently using MSDB should they sign the MOU now or wait until the need arises.
- c. Ms. Rammell added an update of the Child Find schedule for each district.

8. Adjourn – Mr. Fiske adjourned the meeting at 10:33 AM.

Board Chair Signature

Date

Board Clerk Signature

Date

11/06/25

12:02:55

BITTERROOT VALLEY SPECIAL ED COOP

Claim Approval List

For the Accounting Period: 11/25

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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	
12309		100975 ACROTEC INC.	37.50						
		run Medicaid report 10/9/25							
1		11/02/25 run MDC report	37.50		115 6 160-2144		330	3	
12306		101541 BITTERROOT LAUNDRY & CLEANERS	83.91						
		MAT RENTAL Oct 2025							
1		172057 10/23/25 PS MAT RENTAL Sep 25	52.83		115 1 456-2600		430	777	
2		172056 Office mat rental Sep 25	31.08		115 12 456-2600		430	777	
12296		100842 BLACK MOUNTAIN SOFTWARE	9,354.25						
		CLOUD HOSTING ANNUAL FEE, MAINTANCE FOR ACCOUNTING & PAYROLL, ACH DIRECT DEPOSIT							
		MAINTENANCE, CHECK SIGNER MAINTENANCE							
1		12048 11/01/25 CLOUD HOSTING ANNUAL FEE SPED	2,780.29*		115 12 456-2500		330	777	
3		ACCOUNTING ANNUAL MAINT SPED	3,644.26*		115 12 456-2500		330	777	
5		PAYROLL ANNUAL MAINT SPED	2,669.86*		115 12 456-2500		330	777	
7		ACH DIRECT DEPOSIT ANNUAL SPED	168.90*		115 12 456-2500		330	777	
9		CHECK SIGNER MAINT.	90.94*		115 12 456-2500		330	777	
12310		101347 BMO FINANCIAL GROUP	3,561.12						
		PCard transactions October 2025 035976							
79		Victor CSCT Training	283.56		115 45 160-2144		581	3	
80		Victor CSCT Supplies	156.91		115 45 160-2144		610	3	
81		Internet	240.00*		115 12 456-2500		531	777	
83		Office Solutions - copier	55.73		115 12 456-2500		550	777	
90		offsite storage EVEC	75.00		115 12 456-2600		451	777	
124		Zoom Subscription	88.14		115 8 160-2144		650	3	
147		Office Supplies	195.55		115 12 456-2500		610	777	
149		Town of Stevi Water/Sewage	68.50		115 12 456-2600		421	777	
152		Town of Stevi Water/Sewage	68.49		115 1 456-2600		421	777	
153		NW Energy gas/electric	71.91		115 12 456-2600		412	777	
155		NW Energy gas/electric	71.91		115 1 456-2600		412	777	
156		PS Cleaning	550.00		115 1 456-2600		430	777	
157		Office cleaning	110.00		115 12 456-2600		430	777	
159		Iron Mtn Shredding	128.14		115 12 456-2600		431	777	
160		Ink Toner Florence Ele	49.99		115 33 160-2144		610	3	
161		AG snacks Victor OP	39.66		115 46 160-2144		610	3	
162		AG snacks Florence OP	39.65		115 34 160-2144		610	3	
163		AG Training	145.78		115 18 160-2144		581	3	
165		Amazon Web Svcs-Big Sistah	258.55		115 8 160-2144		535	3	
175		PS supplies	114.27*		115 1 457-1000		610	797	
176		PS Training	330.00*		115 1 456-1000		581	777	
178		Child find forms	141.40		115 12 456-2500		616	777	

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
179		AL Training	269.99*		115 4	456-2160	581	777
180		OTPT supplies	7.99*		115 4	456-2160	610	777
12298		134 FLORENCE-CARLTON SCHOOL	4,408.23					
		Match Reimbursement Nov 2025						
1		11/01/25 Match Reimbursement 11/25	4,408.23		115 8	160-2144	800	3
12311		101588 GRANITE TECHNOLOGY SOLUTIONS	1,278.41					
		Monthly IT support for monitoring laptops, security, et.						
		Tickets for online support for onboarding/offboarding laptops, updating Go Daddy						
		certificates, AWS access for Acrotec						
1		43378 09/30/25 Monthly IT agreement	618.41*		115 12	456-2500	531	777
2		43317 Remote IT support	660.00*		115 12	456-2500	531	777
12304		101394 KIRK L. CREWS, M.D.	639.00					
		CSCT Medical Director 24-25						
1		11/01/25 Medical Director Nov 2025	639.00*		115 8	160-2144	330	3
12301		101398 MAJESTIC BUS SERVICE, INC	5,862.13					
		ROUTE TRANSPORTATION COSTS Nov 2025						
1		10675 11/01/25 PS Transportation Jun 24	5,828.71		110 1	280-2700	513	
2		10676 Fuel Surcharge	33.42		110 1	280-2700	513	
12307		101582 PACIFIC SOURCE ADMINISTRATORS	50.00					
		Health Insurance Cobra Administration						
1		46531 11/01/25 Health Insurance Cobra Adminis	50.00		115 12	456-2500	260	777
12312		101537 ROCK CREEK TELETHERAPY	4,413.04					
		PT Services October 2025						
1		2286 11/03/25 PT Services Oct 2025	4,413.04*		115 4	280-2160	320	
12300		404 VICTOR PUBLIC SCHOOLS	6,999.04					
		Match Reimbursement Nov 25						
1		11/01/25 Match Reimbursement 11/25	6,999.04		115 8	160-2144	800	3
		# of Claims 11	Total: 36,686.63		# of Vendors 11			

11/19/25

12:04:41

BITTERROOT VALLEY SPECIAL ED COOP

Claim Approval List

For the Accounting Period: 11/25

Page: 1 of 1

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
12308	101541 BITTERROOT LAUNDRY & CLEANERS	83.91					
MAT RENTAL Nov 2025							
1	11/25/25 PS MAT RENTAL Oct 25	52.83		115 1	456-2600	430	777
2	Office mat rental Oct 25	31.08		115 12	456-2600	430	777
12313	101588 GRANITE TECHNOLOGY SOLUTIONS	1,491.98					
Phones							
Monthly IT support for monitoring laptops, security, et.							
Tickets for online support for onboarding/offboarding laptops, updating Go Daddy certificates, AWS access for Acrotec							
1	44307 10/30/25 Phones	136.57*		115 12	456-2500	531	777
2	44307 Monthly IT/AWS Support	1,107.91*		115 12	456-2600	300	777
3	44307 Remote IT support	247.50*		115 12	456-2500	531	777
12314	101164 KALEVA LAW OFFICE	787.50					
Legal Fees October 2025							
communications with Director re: sharing information with Aware, contracts related to OT; MSDB contract							
Director Training registration for Administrator Academy Workshop and KLOSpED Update - 22 year olds							
1	9295 11/07/25 Legal Fees Oct 2025	787.50*		115 12	456-2500	330	777
# of Claims		3	Total:		2,363.39	# of Vendors	
						3	

BVEC Monthly Finance Review

October, 2025

% Year 20%

		Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 110	Transportation				
	Beginning Reserve	\$ 5,484			
	Revenue	\$ 2,139	\$ 59,287	(57,148)	Timing - Districts billed January and June
	Expenditures	\$ 11,743	\$ 59,287	47,544 20%	
	Gain/Loss	\$ (9,604)	\$ -	\$ (9,604)	
	Ending Reserve	\$ (4,120)			

		Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 114	Retirement				
	Beginning Reserve	\$ 361,333			
	Revenue	\$ -	\$ 135,716	(135,716)	Timing - County Reimbursements
	Expenditures	\$ 16,309	\$ 135,716	119,407 12%	
	Gain/Loss	\$ (16,309)	\$ -	\$ (16,309)	
	Ending Reserve	\$ 345,025			

		Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 115	Mental Health				
	Beginning Reserve	\$ 360,152			
	Revenue	\$ 148,902	\$ 302,869	(153,967)	
	CSCT Stabilization Grants	\$ 20,400			
	Other	\$ 7,310	\$ 120,873	(113,563)	Act=C Hughes TRS Corrections
	Match Reimbursements	\$ 47,474	\$ 139,815	92,341	
	Expenditures	\$ 123,431	\$ 283,927	160,496 43%	
	Gain/Loss	\$ 5,707	\$ -	\$ 98,871	
	Ending Reserve	\$ 365,860			

		Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 115	Special Education				
	Beginning Reserve	\$ 343,487			
	Carry Over	\$ 155,500			
	Revenue	\$ 124,682	\$ 812,829	(688,147)	
	IDEA Allocations to Districts	\$ -	\$ 499,316	499,316	
	Expenditures	\$ 94,627	\$ 373,017	278,390 25%	
	Gain/Loss	\$ 30,055	\$ (59,505)	\$ 89,560	
	Ending Reserve	\$ 361,704			

		Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 115	Preschool				
	Beginning Reserve	\$ -	\$ -		
	Carry Over	\$ 7,739	\$ 7,739		
	Revenue	\$ -	\$ 29,619	(29,619)	
	IDEA Allocation to Darby	\$ -	\$ 6,925	6,925	
	Expenditures	\$ 11,838	\$ 30,433	18,595 39%	
	Gain/Loss	\$ (11,838)	\$ -	\$ (4,099)	
	Ending Reserve	\$ -			

		Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 182	Special Education				
	Beginning Reserve	\$ 109,221			
	Revenue	\$ 112,483	\$ 913,286	(800,803)	Timing - Districts billed in January
	Expenditures	\$ 184,973	\$ 906,042	721,068 20%	
	Gain/Loss	\$ (72,490)	\$ 7,244	\$ (79,734)	
	Ending Reserve	\$ 36,731			