

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, January 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. Introduce Staff Representative-Madison Yerian, School Psychologist, Stevensville and Lone Rock

3. Consent Agenda

- A. Minutes
- B. Warrants
- C. Financial Report
- D. Resignations
 - a. Oscar Umhey, CSCT Behavioral Consultant
 - b. Renee McGrath, CSCT Mental Health Therapist
 - c. Chris Hughes, CSCT Mentha Health Programs Manager
- E. New Hires-none
- F. Next Meeting: Tuesday, February 27, 2024

4. Public Comment-

5. Correspondence/Communications-

- A. Letter from Renne McGrath (attached)
- B. Governance Letter (attached)

6. Board Action-

- A. Resignation-Renee' McGrath, CSCT Mental Health Therapist, Lone Rock School District
Resignation takes place prior to completion of employee contract with BVEC.

Recommendation: Board to consider assessing breach of contract penalty up to \$500

7. Information and Discussion

- A. School Closure/Emergency Notifications from Districts
- B. Mental Health Programs Manager Position
- C. Director Evaluation

8. Adjourn

01/18/24
14:04:32

BITTERROOT VALLEY SPECIAL ED COOP
Check Register
For the Accounting Period: 12/23

Page: 1 of 1
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
147291	S	100975 ACROTEC INC.	225.00	12/07/23	_____		
147306	S	101541 BITTERROOT LAUNDRY & CLEANERS	73.29	12/20/23	_____	CL 11830	225.00
147298	S	90 DARBY PUBLIC SCHOOL	11687.47	12/14/23	_____	CL 11833	73.29
147307	S	97 DENNING, DOWNEY & ASSOCIATES P.C.	8215.00	12/20/23	_____	CL 11826	11687.47
147308	S	101164 ELIZABETH A. KALEVA, P.C.	1209.36	12/20/23	_____	CL 11835	8215.00
147292	S	134 FLORENCE-CARLTON SCHOOL	13282.68	12/07/23	_____	CL 11834	1209.36
147299	S	134 FLORENCE-CARLTON SCHOOL	9267.92	12/14/23	_____	CL 11809	13282.68
147293	S	101394 KIRK L. CREWS, M.D.	626.00	12/07/23	_____	CL 11827	9267.92
147294	S	101398 MAJESTIC BUS SERVICE, INC	5516.32	12/07/23	_____	CL 11824	626.00
147300	S	100872 NORTHWESTERN ENERGY	284.93	12/14/23	_____	CL 11825	5516.32
147295	S	101570 RENEE MCGRATH	25.00	12/07/23	_____	CL 11822	284.93
147296	S	359 STEVENSVILLE PUBLIC SCHOOLS	5105.07	12/07/23	_____	CL 11832	25.00
147301	S	359 STEVENSVILLE PUBLIC SCHOOLS	14695.95	12/14/23	_____	CL 11810	5105.07
147302	S	395 TOWN OF STEVENSVILLE	83.44	12/14/23	_____	CL 11828	14695.95
147303	S	404 VICTOR PUBLIC SCHOOLS	8133.80	12/14/23	_____	CL 11823	83.44
147297	S	100940 WENDI WOOD	308.24	12/07/23	_____	CL 11829	8133.80
						CL 11831	308.24
		Total for Claim Checks	78739.47				
		Count for Claim Checks					16

* denotes missing check number(s)

of Checks: 16 Total: 78739.47

01/18/24
14:05:37

BITTERROOT VALLEY SPECIAL ED COOP
Check Register
For the Accounting Period: 1/24

Page: 1 of 1
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
147309	S	101572 BITTERROOT TREE SERVICE	1260.00	01/05/24	_____		
147310	S	101347 BMO FINANCIAL GROUP	6171.16	01/05/24	_____	CL 11846	1260.00
147311	S	90 DARBY PUBLIC SCHOOL	12637.88	01/05/24	_____	CL 11845	6171.16
147312	S	101394 KIRK L. CREWS, M.D.	626.00	01/05/24	_____	CL 11841	12637.88
147313	S	101398 MAJESTIC BUS SERVICE, INC	5417.40	01/05/24	_____	CL 11839	626.00
147314	C S	101545 MICHELLE BRUSHIA	0.00	01/05/24	_____	CL 11840	5417.40
147315	* S	404 VICTOR PUBLIC SCHOOLS	9938.30	01/05/24	_____	CL 11755	
147316	S	100940 WENDI WOOD	63.08	01/05/24	_____	CL 11844	9938.30
						CL 11847	63.08
Total for Claim Checks			36113.82				
Count for Claim Checks							8

* denotes missing check number(s)

of Checks: 8 Total: 36113.82

BVEC Monthly Finance Review

December, 2023

% Year 40%

	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 110 Transportation	\$ 10,410					
Revenue	\$ -	\$ 53,324	53,324	(53,324)		
Expenditures	\$ 22,030	\$ 53,324	53,324	31,294	41%	
Gain/Loss	\$ (22,030)	\$ -	-	\$ (22,030)		<i>Timing, Districts aren't billed until January and June</i>
Ending Reserve	\$ (11,620)					

	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 114 Retirement	\$ 92,223					
Revenue	\$ 140,311	\$ 296,397	296,397	(156,086)		
Expenditures	\$ 69,914	\$ 296,397	296,397	226,483	24%	
Gain/Loss	\$ 70,397	\$ -	-	\$ 70,397		<i>Timing pending County reimbursements</i>
Ending Reserve	\$ 162,620					

	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 115 Mental Health	\$ 638,471					
Revenue	\$ 457,603	\$ 1,923,128	1,923,128	(1,465,525)		
Match Reimbursements	\$ 176,058	\$ 557,707	557,707	381,649		
Expenditures	\$ 483,282	\$ 1,308,223	1,308,223	824,941	37%	
Gain/Loss	\$ (201,736)	\$ 57,198	57,198	\$ (258,934)		
Ending Reserve	\$ 436,734					

BVEC Monthly Finance Review

December, 2023

% Year 40%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 115 Special Education					
Beginning Reserve	\$ 274,583				
Carry Over	\$ 178,317				
Revenue	\$ 396,253	831,498	(435,245)		
IDEA Allocations to Districts	\$ 199,030	497,574	298,544		
Expenditures	\$ 153,493	300,770	147,277	51%	% higher because admin staff pay began July
Gain/Loss	\$ 43,730	\$ 33,154	\$ 10,576		
Ending Reserve	\$ 307,793				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 115 Preschool					
Beginning Reserve	\$ -	\$ -			
Carry Over	\$ 316	316			
Revenue	\$ 19,167	29,336	(10,169)		
IDEA Allocation to Darby	\$ 2,714	6,786	4,072		
Expenditures	\$ 26,973	22,550	(4,423)	120%	
Gain/Loss	\$ (10,520)	\$ -	\$ (10,520)		
Ending Reserve	\$ -				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 182 Special Education					
Beginning Reserve	\$ 414,829				
Revenue	\$ 146,257	794,294	(648,037)		
Expenditures	\$ 353,541	896,264	542,723	39%	
Gain/Loss	\$ (207,284)	\$ (101,970)	\$ (105,314)		Timing Districts billed in January
Ending Reserve	\$ 207,545				

Oscar Umhey
11/29/23

Dear Jenny, this is my official resignation from my position as behavior consultant for the Bitterroot Valley Education Cooperative. I simply feel that after working a few days on site, this job is not going to be a good fit for me. Everyone who I worked with was kind to me and very welcoming, however I did get a sense that not a lot of them were very happy in their work and that communication problems among the school administration prevented them from being able to do their jobs effectively. On top of that I have several other factors pop up in my life outside of work that I need to be able to give more attention to.

I'm thankful for the opportunity given to me and I apologize that I had to cut my time so short. I simply need to think about what I need right now and this position is not it. It would not be fair to myself or BVEC for me to continue working in this position without being able to give it my full attention. I wish you all the best of luck in the future and sincerely hope you find a suitable replacement as soon as possible.

Sincerely, Oscar

RENÉE MCGRATH

1044 Iron Cap Drive
Stevensville MT 59870
reneejvm@gmail.com
406-360-8537

December 20, 2023

Bitterroot Valley Education Cooperative
PO Box 187
Stevensville MT 59870

Dear Jenny, Chris, and Ashley:

I regret to inform you of my resignation from the position of Mental Health Therapist at Lone Rock School, effective at the end of this month. While I would ordinarily provide more advanced notice, upon conferring with Jenny, it was decided that it would be in the best interest of the school, the agency, and most importantly the students, if I did not return after the holiday break.

I will clear out my office at Lone Rock tomorrow morning and will return my laptop when I meet with Jenny for an exit interview tomorrow afternoon. I have arranged with Dr. DoBell to leave my keys in his office tomorrow as well.

I intend to reimburse the Bitterroot Valley Education Cooperative for my signing bonus and licensure renewal payment. Please let me know how I should make this payment and if there are any other reparations that I can make to help ease the burden of this quick and unexpected transition.

I regret that I was unable to foresee that this position would not be a good fit for me and I apologize for the impact that my departure will have on everyone. I enjoyed working with the staff and students at Lone Rock and getting to know the BVEC staff and have nothing but respect and admiration for the work that you do. I wish you all the best.

Sincerely,

Renee McGrath

RENÉE MCGRATH

1044 Iron Cap Drive
Stevensville MT 59870
reneeivm@gmail.com
406-360-8537

December 21, 2023

Bitterroot Valley Education Cooperative
PO Box 187
Stevensville MT 59870

Dear BVEC Board Members:

As you know, I have recently resigned from my position as Mental Health Therapist at Lone Rock School. I deeply regret that this position was not a good fit for my temperament and personality, and recognize that leaving prematurely has caused a significant inconvenience to the BVEC and Lone Rock staff and students.

I have tried my best to act with integrity throughout the termination process and minimize the impact of my departure on staff and students. I have also endeavored to leave the Lone Rock office space in better condition than I found it. I have already reimbursed the Bitterroot Valley Education Cooperative for my \$1250 sign-on bonus and licensure renewal fee of \$149. Since this amount represents nearly half of the take-home pay I received for the month of December, I am writing to request that you waive the additional \$500 penalty for breaking my employment agreement.

I appreciate the kindness and professionalism that has been shown to me by the staff of BVEC and Lone Rock School and would recommend both entities as employers to my colleagues who are better suited to doing school-based therapy. Thank you for your kindness and professionalism throughout this process and for your consideration of my request.

Sincerely,

Renee McGrath

Chris Hughes

Resignation Letter

January 12, 2024

Jenny Rammel

Director

Bitterroot Valley Education Cooperative

559 E. 3rd St Stevensville, MT 59840

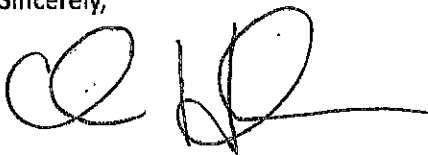
Dear Jenny Rammel and BVEC Board Members,

Please accept this as my formal letter of resignation. It is with mixed emotions that I officially inform you of my intent to retire from my position with the Bitterroot Valley Education Cooperative upon completion of my 23-24 contract. My last day will be **June 27, 2024**.

There are multiple factors contributing to this decision. After 25 years with the Co-op and a total of 28 years working in school mental health in a variety of roles, I believe the time has come for me to move on to something different. I also believe it is time for the BVEC school mental health program to have a new leadership perspective moving forward. Additionally, I am working through some medical issues that have prompted me to evaluate and initiate changes to my future work / life balance.

It has been a privilege to spend nearly the entirety of my career in education with the BVEC working with the school districts that make up the Co-op. I have been afforded incredible opportunities in multiple job roles to develop and grow as a professional and person. I am both proud and humbled by the work we have done with the CSCT program over the years to support students, families, and schools. It has been a true honor to work with our amazing and dedicated BVEC staff. I greatly appreciate the leadership, support and guidance provided by yourself, Tim Miller, and the many outstanding board members I have worked with and learned from over my years at BVEC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Hughes', with a long horizontal flourish extending to the right.

Chris Hughes

Mental Health Program Manager

Bitterroot Valley Education Cooperative

Denning, Downey & Associates, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 1957 Kalispell, MT 59903-1957

(406) 756-6879 • FAX (406) 257-7879 • E-Mail dda@ddaudit.com

Robert K. Denning, CPA, CGFM, CFF, CITP

January 13, 2024

Board of Trustees

Jenny Rammell, Director

Jill Reynolds, Business Manager

Bitterroot Valley Education Cooperative

P.O. Box 187

Stevensville, MT 59870

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bitterroot Valley Education Cooperative for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards and the Uniform Guidance*.

As stated in our engagement letter dated May 26, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Bitterroot Valley Education Cooperative's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Bitterroot Valley Education Cooperative's financial statements are free of material misstatements, we will perform tests of Bitterroot Valley Education Cooperative's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Bitterroot Valley Education Cooperative's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to

each of its major federal programs for the purpose of expressing an opinion on Bitterroot Valley Education Cooperative's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Bitterroot Valley Education Cooperative's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We are also responsible for communicating particular matters required by law, regulation, agreement, or other requirements applicable to the engagement.

We gave significant consideration to particular circumstances or relationships such as financial interests, business, or family relationships, or non-attest/non-audit services provided or expected to be provided, and have implemented safeguards to ensure independence.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis (MD&A), Schedule of Changes in the District's Total OPEB Liability and Related Ratios, Schedule of Proportionate Share of the Net Pension Liability, and a Schedule of Contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the the Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An Audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding to the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to the acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are

encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately January 13, 2024 and issue our report on approximately March 31, 2024. Robert Denning is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use the Board of Trustees and management of Bitterroot Valley Education Cooperative and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Angela Holmes, Senior Auditor
Denning, Downey & Associates, P.C.