

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Thursday, September 26, 2024

10:00 AM – Cooperative Office

<https://us02web.zoom.us/j/85207181471?pwd=jwHR9naahrVXSOF1CY4PHxfKc02MMd.1>

Meeting ID: 852 0718 1471

Passcode: 138611

AGENDA

1. Call to Order
2. Consent Agenda
  - A. Minutes
  - B. Warrants
  - C. Resignations
  - D. New Hires
    - a. Leah Hapke-Mental Health Therapist, Florence Secondary School
  - E. Next Meeting: Tuesday, October 22, 2024, 10:00 AM BVEC Office
3. Public Comment-
4. Correspondence/Communications-none
5. Board Action-
  - A. IDEA Final Allocations and Budget Impact
6. Information and Discussion
  - A. Threat Assessment Training
  - B. PT Coverage
  - C. Child Find Dates
  - D. Child Count
  - E. CSCT/School Based Mental Health
7. Adjourn

09/04/24  
12:49:33

BITTERROOT VALLEY SPECIAL ED COOP  
Claim Approval List  
For the Accounting Period: 9/24

Page: 1 of 2  
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
11998	100884 Criminal Records Section	60.00					
	background check for CSCT AB and Sp Ed AR						
2	09/03/24 FINGERPRINT AB and AR	60.00*		115 12 456-2500		545	777
11990	90 DARBY PUBLIC SCHOOL	2,602.26					
	Match Reimbursement 2024 September						
1	09/01/24 Match Reimbursement 9/24	2,602.26		115 8 160-2144		800	3
11991	134 FLORENCE-CARLTON SCHOOL	738.49					
	Match Reimbursement 2024 September						
1	09/01/24 Match Reimbursement 9/24	738.49		115 8 160-2144		800	3
11996	101560 JIM CHISOLM	875.70					
	Summer 2024 Landscape clean up and materials						
1	08/26/24 Summer 2024 Landscape cleanup	875.70		115 12 456-2600		440	777
11995	101394 KIRK L. CREWS, M.D.	639.00					
	CSCT Medical Director 24-25						
1	09/01/24 Medical Director Sep 2024	639.00*		115 8 160-2144		330	780
11997	101557 MADISON YERIAN	350.00					
	NCSP Renewal and NASP renewal 2024						
3	NASP and NCSP renewals	350.00*		115 2 456-2140		650	777
11994	101398 MAJESTIC BUS SERVICE, INC	5,604.53					
	ROUTE TRANSPORTATION COSTS Sep 2024						
1	09/01/24 PS Transportation Sep 24	5,604.53		110 1 280-2700		513	
11992	359 STEVENSVILLE PUBLIC SCHOOLS	1,301.15					
	Match Reimbursement September 2024						
1	09/01/24 Match Reimbursement 9/24	1,301.15		115 8 160-2144		800	3
11989	395 TOWN OF STEVENSVILLE	86.48					
1	09/01/24 Water	18.19		115 12 456-2600		421	777
3	WATER BOND	16.39		115 12 456-2600		421	777
5	SEWER	31.60		115 12 456-2600		421	777
7	SEWER BOND	20.30		115 12 456-2600		421	777

09/04/24  
12:49:33

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj	
11993	404 VICTOR PUBLIC SCHOOLS	2,883.62						
Match Reimbursement 2024 September								
1	09/01/24 Match Reimbursement 9/24	2,883.62		115 8 160-2144		800	3	
# of Claims 10		Total: 15,141.23	# of Vendors 10					

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
11999	101347 BMO FINANCIAL GROUP	9,822.40					
	PCard transactions Sep 2024 035976						
2	Preschool Supplies	24.98*		115 1 456-1000		610	777
41	Darby Ele CSCT Summer Program	293.38		115 31 160-2144		611	3
42	Florence Ele CSCT Summer Prog	153.18		115 33 160-2144		611	3
44	Florence HS CSCT Summer Progra	19.99		115 34 160-2144		611	3
45	Stevi Ele CSCT Summer Program	235.55*		115 42 160-2144		611	3
46	Stevi HS CSCT Summer Program	102.83		115 44 160-2144		611	3
47	Victor Ele CSCT Summer Program	86.90		115 45 160-2144		611	3
48	Victor HS CSCT Summer Program	912.19*		115 46 160-2144		611	3
49	Iron Mountain Shredding	120.87*		115 12 456-2500		431	777
52	Internet	169.98		115 12 456-2500		531	777
53	Offsite Storage CSCT	75.00		115 8 160-2144		451	3
54	Office Solutions - copier copi	24.45		115 12 456-2500		550	777
61	offsite storage BVEC	75.00		115 12 456-2600		451	777
89	Office Supplies	220.89*		115 12 456-2600		610	777
94	Zoom Subscription	82.95		115 8 160-2144		650	3
95	Phones - 2 months	407.58		115 12 456-2500		531	777
96	Amazon Web Svcs-Big Sistah	264.90		115 8 160-2144		535	3
101	CB mobile Office Cleaning	105.00*		115 12 456-2500		430	777
102	CB Mobile PS cleaning	555.00*		115 1 456-1000		430	777
103	AG office chair	168.37*		115 18 160-2144		610	3
104	Indeed Recruiting	120.00		115 8 160-2144		545	3
110	CASII Training new hires	995.00*		115 8 160-2144		581	3
111	CPI Supplies	3,879.20*		115 12 456-2500		581	777
112	KM OT Training	269.99*		115 4 456-2160		581	777
114	Staff meeting coffee	35.90*		115 12 456-2316		610	777
115	Postage Stevi Match	30.45		115 12 456-2500		532	777
116	Staff Meeting food supplies	392.87*		115 12 456-2316		610	777
12001	100884 Criminal Records Section	30.00					
	background check KK (practicum in Florence)						
2	09/05/24 FINGERPRINT KK	30.00*		115 12 456-2500		545	777
12003	359 STEVENSVILLE PUBLIC SCHOOLS	296.81					
	PAPER TOWEL, TOILET PAPER AND TRASH BAGS ORDERED 2022-23						
3	OFFICE Paper SUPPLIES	81.58		115 12 456-2500		610	777
4	PS paper supplies	215.23*		115 1 456-1000		610	777

09/10/24  
13:23:03

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Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
12004	101518 Pacific Source Health Plans	28,585.12						
	Pacific Source Binder for 24-25							
1	2424900002 09/06/24 Pacific Source binder	28,585.12*		186 3	280-2150	260		
	# of Claims	4	Total:	38,734.33	# of Vendqrs	4		

09/18/24  
11:33:14

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
12008	101581 ASHLEY BAUGUS	25.00				
	Fingerprint reimbursement					
1	08/27/24 Fingerprint reimbursement	25.00		115 8 160-2144		545 3
12007	101547 CONNECTIONS TO COMMUNICATION	7,650.00				
	THIRD PARTY PROVIDER FOR SPEECH SERVICES AT LONE ROCK SCHOOL Weeks 1-3 of 40 weeks					
1	1-3/40 LONE ROCK SPEECH SERVICES	7,650.00*		182 3 280-2150		350
12010	100884 Criminal Records Section	30.00				
	background check for CSCT LH					
2	09/08/24 FINGERPRINT LH	30.00		115 8 160-2144		545 3
12006	101164 ELIZABETH A. KALEVA, P.C.	575.00				
	Research re: FLSA rules, begin review of contracts regarding impact of same Director registration for Principals Academey 8/8/24-8/9/24					
1	7642 09/13/24 FLSA rules and impact	275.00		115 12 456-2500		330 777
2	7642 Director training	300.00		115 9 456-2490		581 777
11988	100872 NORTHWESTERN ENERGY	93.29				
6	09/01/24 ELECTRICITY	61.27		115 12 456-2600		412 777
8	GAS	25.39		115 12 456-2600		411 777
10	TAXES	6.63		115 12 456-2600		412 777
12009	101582 PACIFIC SOURCE ADMINISTRATORS	50.00				
	Health Insurance Cobra Administration					
1	39925 09/01/24 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
12005	339 SAM/MCASE	325.00				
	2024 Fall Administrator Conference Jenny Rammell 9/23/24-9/24/24					
1	1150 09/09/24 24 fall conf registration	325.00		115 9 456-2490		582 777
	# of Claims	7	Total:	8,748.29	# of Vendors	7

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, August 27, 2024  
10:00 AM – Cooperative Office/Zoom

MINUTES - FINAL

1. **Call to Order** – Mr. Thennis called the meeting to order at 10:02 AM. Board members in attendance: Mr. Thennis, Mr. Fiske, Ms. Schneider, Mr. Biesiot. Board Members not in attendance: Mr. Stiegler. BVEC administrators in attendance: Director Jenny Rammell, MH Program Supervisor Ashley Gillespie, Clinical Supervisor Rachella Moresi. Staff in attendance via Zoom: Liz Pepion, Robin Williams. Board Clerk: Jill Reynolds.
2. **Consent Agenda** – Mr. Biesiot made a motion to approve the consent agenda, seconded by Ms. Schneider. Motion carries by unanimous consent.
  - A. Minutes
  - B. Resignations
  - C. New Hires
    - a. Mathilda Hendin-Hoecker, Mental Health Therapist, Victor Secondary
    - b. Ashley Baugus, Mental Health Therapist, Darby Secondary
    - c. Rachella Moresi-Mental Health Clinical Supervisor
  - D. Next Meeting: TBD – Regularly scheduled 4<sup>th</sup> Tuesday falls on the same dates as the MASS/MCASE meeting. The next meeting will be Thursday, September 26, 2024, at 10 AM.
3. **Public Comment** – None.
4. **Correspondence/Communications** – None.
5. **Board Action** – None.
6. **Information and Discussion**
  - A. **Special Education Training Schedule** – Ms. Rammell will be offering Special Education training for new staff, refresher training for existing staff, on the following dates from 1-3 PM at the BVEC Office:
    - i. September 13, 2024
    - ii. September 27, 2024
    - iii. October 11, 2024Ms. Rammell will send emails to Special Education staff and offer the training and will offer some make-up dates if these dates do not work for some staff. The training will include instruction on amendments per Mr. Fiske's request.
  - B. **OPI Documents (Procedural Safeguards & Special Education Guidance)** – Ms. Rammell communicated that there are new Special Education Guidance documents on the OPI website. These are good documents for Case Managers and Principals. Ms. Rammell will send an email to School Psychologists and Principals regarding the error in the OPI Procedural Safeguards documentation. The error is in the communication that foster parents can sign as parents. Montana laws state the foster parent can only sign if parental

rights have been extinguished. Ms. Rammell explained it is rare for parental rights to be extinguished and Case Managers verify parent rights prior to meetings.

- C. Parent Involvement Survey – This is the survey Districts are required to send out annually. Districts determine how they would like to distribute the survey which must be sent to all parents of Special Education students. Examples of distribution include, but are not limited to, Blast, during IEPs, via QR code. Ms. Rammell will resend the information regarding the survey of ten questions the parents will answer regarding their involvement in their student’s education. Results from the state will be available to Districts, but no timing for those results has been communicated.
  
- D. BVEC Program Narrative – Ms. Rammell explained she was notified BVEC needed to update our narrative document by June 30, 2024. Ms. Rammell completed and submitted the revisions to OPI May 24, 2024. She made multiple requests for feedback on the revisions, with no reply from OPI. At some point between the request for revisions and the due date, there were some rule changes that OPI was unaware of that could lead to a complaint and corrective action needed in October 2024. BVEC legal counsel has reviewed the revised document and communicated they did not see any issues with the narrative Ms. Rammell submitted.
  
- E. School Based Mental Health (CSCT) – Ms. Rammell spoke to the summer program performance and staffing levels. CSCT did have a good summer, and we are fully staffed. Ms. Gillespie spoke in more detail about the summer programs, how the teams were able to adapt quickly when needed due to lack of student attendance. CSCT is starting the 24-25 fully staffed except Florence Secondary. All staff are aware we need to hit the ground running and will start reviewing referrals from the end of the year and meeting with school staff and reviewing any wait list. Ms. Gillespie also explained the issues incurred with billing new HSS services. We are working with the Children’s Mental Health Bureau and Montana Medicaid to reconcile what is to be done to bill and be reimbursed for these services. There was group discussion on the impact the increase in the FMAP percentage will have on the reimbursement rate the Co-op will retain because it will lead to a loss of \$1.40 per claim.
  
- F. Ms. Rammell is pursuing coverage for Physical Therapy services in lieu of Ms. Woods’ medical leave. In the interim services will be covered by our Occupational Therapists and meetings will be covered by Rock Creek Teletherapy. The option to use Rock Creek to cover meetings was chosen over delaying meetings.

7. Adjourn – Mr. Thennis adjourned the meeting at 10:57 AM.

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BOARD CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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BOARD CHAIR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BVEC Monthly Finance Review**

August, 2024

% Year 0%

Fund	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Fund 110 Transportation</b>	\$ 8,879					
Revenue	\$ -	\$ 57,045		(57,045)		using \$1000 of reserve, excess carry over for fund
Expenditures	\$ -	\$ 58,045		58,045	0%	
Gain/Loss	\$ -	\$ (1,000)		\$ 1,000		Timing, Districts billed January and June
Ending Reserve	\$ 8,879					

Fund	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Fund 114 Retirement</b>	\$ 220,986					
Revenue	\$ -	\$ 284,456		(284,456)		
Expenditures	\$ 9,016	\$ 284,456		275,440	3%	
Gain/Loss	\$ (9,016)	\$ -		\$ (9,016)		Timing of county reimbursements
Ending Reserve	\$ 211,970					

Fund	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Fund 115 Mental Health</b>	\$ 285,772					
Revenue	\$ 328,736	\$ 1,273,040		(944,304)		
Match Reimbursements	\$ 56,408	\$ 445,564		389,156		
Expenditures	\$ 85,373	\$ 1,094,362		1,008,989	8%	
Gain/Loss	\$ 186,954	\$ (266,886)		\$ 453,840		Timing one PY payment held up due to missing MATCH check
Ending Reserve	\$ 472,726					

# BVEC Monthly Finance Review

August, 2024

% Year 0%

Fund	Special Education	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Beginning Reserve	\$ 355,393				
	Carry Over	\$ 184,780				
	Revenue	\$ 7,075	831,498	(824,423)		
	IDEA Allocations to Districts	\$ -	497,574	497,574		
	Expenditures	\$ 60,123	276,473	216,350	22%	
	Gain/Loss	\$ (53,048)	\$ 57,451	\$ (110,499)		
	Ending Reserve	\$ 299,269				

Fund	Preschool	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Beginning Reserve	\$ -	\$ -			
	Carry Over	\$ 549	549			
	Revenue	\$ -	29,336	(29,336)		
	IDEA Allocation to Darby	\$ -	6,786	6,786		
	Expenditures	\$ 3,076	(6,786)	(9,862)	-45%	New Keypad entry and fire alarm crash bars \$2500, Carpet Cleaning \$320; CPR Training \$130
	Gain/Loss	\$ (3,076)	\$ 29,336	\$ (32,412)		
	Ending Reserve	\$ -				

Fund	Special Education	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Beginning Reserve	\$ 224,792				
	Revenue	\$ 39,894	891,544	(851,650)		
	Expenditures	\$ 8,145	1,054,425	1,046,280	1%	Timing Districts aren't billed until January
	Gain/Loss	\$ 31,749	(162,881)	\$ 194,630		
	Ending Reserve	\$ 256,542				