

**BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD**

Tuesday, November 28, 2023

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**-Erin Bauer, SLP Stevensville
- 3. Consent Agenda**
  - A. Minutes
  - B. Warrants
  - C. Financial Report
  - D. Resignations
    - a. Matt Devestine, CSCT Behavior Consultant
  - E. New Hires-
    - a. Oscar Umhey, CSCT Behavioral Consultant
    - b. Renne McGrath, CSCT Mental Health Therapist
  - F. Next Meeting: TBD
- 4. Public Comment-**
- 5. Correspondence/Communications-None**
- 6. Board Action- None**
- 7. Information and Discussion**
  - A. December BVEC Board Meeting
  - B. Staff Evaluations
  - C. Montana Prevention Needs Assessment 2024
  - D. Threat Assessment Updates
  - E. Bargaining and Feedback from Kaleva Law
- 8. Adjourn**

11/02/23  
08:40:00

BITTERRoot VALLEY SPECIAL ED COOP  
Claim Approval List  
For the Accounting Period: 11/23

Page: 1 of 1  
Report ID: AP100

\* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
11800	100884 Criminal Records Section	30.00						
	background check for OU CSCT							
2	11/02/23 FINGERPRINT OU	30.00		115 8	160-2144	545	3	
11801	101080 Kim Mutchler	72.00						
	Meal Per Diems for MEA Conference in Great Falls							
1	11/02/23 meals per diem	72.00*		115 4	456-2160	582	777	
11802	100940 WENDI WOOD	303.58						
	Meal per diems for MEA conference in Great Falls							
	Hotel reimbursement for charges on personal card							
5	11/02/23 meal per diems	72.00*		115 4	456-2160	582	777	
6	hotel reimbursement	231.58*		115 4	456-2160	582	777	
	# of Claims 3	Total: 405.58	# of Vendors 3					

11/21/23  
10:21:42

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
11812	101541	BITTERROOT LAUNDRY & CLEANERS	73.29						
		MAT RENTAL Nov 2023							
2		137609 11/16/23 MAT RENTAL Nov 23	27.14		115 12	456-2600	430	777	
3		137610 PS MAT Rental Oct 23	46.15		115 1	456-2600	430	777	
11819	101392	BITTERROOT LOCK AND KEY	60.00						
		SERVICE CALL---Key for Jade's file cabinet							
1		3362 11/08/23 SERVICE CALL JG File Cabinet	60.00		115 12	456-2600	440	777	
11804	100842	BLACK MOUNTAIN SOFTWARE	7,200.00						
		CLOUD HOSTING ANNUAL FEE, MAINTANCE FOR ACCOUNTING & PAYROLL, ACH DIRECT DEPSOIT MAINTENANCE, CHECK SIGNER MAINTENANCE							
1		29725 11/01/23 CLOUD HOSTING ANNUAL FEE SPeD	2,140.00*		115 12	456-2500	330	777	
3		ACCOUNTING ANNUAL MAINT SPED	2,805.00*		115 12	456-2500	330	777	
5		PAYROLL ANNUAL MAINT SPED	2,055.00*		115 12	456-2500	330	777	
7		ACH DIRECT DEPOSIT ANNUAL SPED	130.00*		115 12	456-2500	330	777	
9		CHECK SIGNER MAINT.	70.00*		115 12	456-2500	330	777	
11820	101347	BMO FINANCIAL GROUP	6,894.31						
		PCard transactions Nov 23							
2		Preschool Supplies	255.02*		115 1	456-1000	610	777	
3		Speech Supplies	71.00*		115 3	456-2150	610	777	
4		Informed SLP Dues	164.00*		115 3	456-2150	810	777	
7		Kia Fuel-W Wood Darby	50.57*		115 4	456-2160	581	777	
8		Darby Ele CSCT	124.98		115 31	160-2144	610	3	
9		Darby HS CSCT	7.49		115 32	160-2144	610	3	
10		Darby HS CSCT Training	232.00		115 32	160-2144	581	3	
11		Florence Ele CSCT	55.60		115 33	160-2144	610	3	
12		B DuBose License Renewal	149.00*		115 33	160-2144	810	3	
13		Florence HS CSCT	67.00		115 34	160-2144	610	3	
18		Lone Rock CSCT	18.24		115 40	160-2144	610	3	
19		Stevi Ele CSCT	58.11		115 42	160-2144	610	3	
20		Stevi HS CSCT	103.90		115 44	160-2144	610	3	
27		Director Cell Phone	52.39		115 9	456-2490	530	777	
30		Internet	169.98		115 12	456-2500	531	777	
31		Offsite Storage CSCT	75.00		115 8	160-2144	451	3	
32		Office Solutions - copier copi	32.50		115 12	456-2500	550	777	
33		Granite Technologies Phone	202.67		115 12	456-2500	531	777	
34		Adobe Subscription	12.99		115 12	456-2500	681	777	
39		offsiite storage BVEC	75.00		115 12	456-2600	451	777	
42		Preschool Cleaning	525.00*		115 1	456-1000	430	777	
43		BVEC office cleaining	90.00		115 12	456-2600	430	777	

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
46	office supplies	189.02*		115 12 456-2500		610 777
47	Toner-PS	47.99*		115 1 456-1000		610 777
48	Toner -Victor Ele CSCT	47.99		115 45 160-2144		610 3
49	A Gillespie License Renewal	149.00		115 10 160-2144		810 3
50	Recruiting Indeed	405.00		115 8 160-2144		545 3
51	ZOOM Subscription	82.95*		115 8 160-2144		681 3
52	Amazon Web Svcs-Big Sistah	208.49		115 8 160-2144		535 3
53	CSCT Resource Books	21.84*		115 8 160-2144		610 3
54	School Psych Supplies	2,799.75*		115 2 456-2140		610 777
55	OTPT Supplies	165.60*		115 4 456-2160		610 777
56	Office Supplies	29.24*		115 12 456-2500		610 777
57	OTPT AOTA	155.00*		115 4 456-2160		810 777
11813	101569 CHRIS WENGER	477.60				
	Speech Supplies - DASEL					
1	220797 10/27/23 Spech - DASEL	477.60*		115 3 456-2150		610 777
11808	90 DARBY PUBLIC SCHOOL	17,006.12				
	Match Reimbursement 2023 November					
1	11/01/23 CSCT Match Reimburse Nov 23	17,006.12		115 8 160-2144		800 3
11814	97 DENNING, DOWNEY & ASSOCIATES P.C.	2,900.00				
	SEFA assistance with prp of SEFA used for federal reporting. Schedule of Expenditures of Federal Awards					
1	16681 11/02/23 Prep of 2023 SEFA	2,900.00*		115 12 456-2315		603 777
11815	101560 JIM CHISOLM	240.00				
	Fall 2023 Landscape clean up					
1	11/13/23 Fall 2023 Landscape cleanup	240.00		115 12 456-2600		440 777
11816	101502 K&A Electrical Services, LLC	95.00				
	Secure 6 outlet receptacles					
1	1040 11/09/23 secure electrical outlets	95.00		115 12 456-2600		440 777
11806	101394 KIRK L. CREWS, M.D.	626.00				
	CSCT Medical Director 23-24					
1	11/01/23 Medical Director Nov2023	626.00		115 8 160-2144		330 99

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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
11818	101520 LIZA GOSTEVSKYH	45.85					
	mileage reimbursement, used personal vehicle						
1	11/17/23 11/10/23 mileage reimburse	45.85*		115 1	456-1000	582	777
11807	101398 MAJESTIC BUS SERVICE, INC	5,522.96					
	ROUTE TRANSPORTATION COSTS 2023 November						
1	11/01/23 PS Transportation Nov 23	5,388.97		110 1	280-2700	513	
2	Fuel Surcharge Nov 23	133.99		110 1	280-2700	513	
11803	100872 NORTHWESTERN ENERGY	157.14					
6	11/01/23 ELECTRICITY	84.51		115 12	456-2600	412	777
8	GAS	48.51		115 12	456-2600	411	777
10	TAXES	24.12		115 12	456-2600	412	777
11817	101150 SAGE PUBLICATIONS, INC.	92.00					
	Journal of positive behavior interventions renewal for CHughes						
1	8738256 09/25/23 JOURNAL OF POSITIVE BEHAVIOR	92.00*		115 18	160-2144	650	3
11805	395 TOWN OF STEVENSVILLE	83.44					
1	11/01/23 Water	14.88		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
11811	404 VICTOR PUBLIC SCHOOLS	9,809.69					
	Match Reimbursement 2023 August						
1	11/01/23 Match Reimbursement 11/23	9,809.69		115 8	160-2144	800	3
<b># of Claims</b>		<b>16</b>	<b>Total:</b>	<b>51,283.40</b>	<b># of Vendors</b>		<b>16</b>

# BVEC Monthly Finance Review

October, 2023

% Year 20%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Fund 110 Transportation</b>					
Beginning Reserve	\$ 10,410				
Revenue	\$ -	\$ 53,324	(53,324)		
Expenditures	\$ 10,992	\$ 53,324	42,332	21%	
Gain/Loss	\$ (10,992)	\$ -	\$ (10,992)		Timing, Districts aren't billed until January and June
Ending Reserve	\$ (582)				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Fund 114 Retirement</b>					
Beginning Reserve	\$ 92,223				
Revenue	\$ -	\$ 296,397	(296,397)		
Expenditures	\$ 42,041	\$ 296,397	254,356	14%	
Gain/Loss	\$ (42,041)	\$ -	\$ (42,041)		Timing pending County reimbursements
Ending Reserve	\$ 50,182				We have excess reserves due to Terese retiring, we will see this reduce this year

	Actual	Budget	Act Vs Budget	% of Budget	Comments
<b>Fund 115 Mental Health</b>					
Beginning Reserve	\$ 638,471				
Revenue	\$ 284,199	\$ 1,923,128	(1,638,929)		
Match Reimbursements	\$ 87,069	\$ 557,707	470,638		
Expenditures	\$ 294,789	\$ 1,308,223	1,013,434	23%	
Gain/Loss	\$ (97,660)	\$ 57,198	\$ (154,858)		
Ending Reserve	\$ 540,811				

**BVEC Monthly Finance Review**

October, 2023

% Year 20%

Fund	Special Education	Beginning Reserve	\$ 274,583	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Carry Over	\$ 178,317				-		
	Revenue	\$ 234,694		831,498	(596,804)			22-23 final cash payments
	IDEA Allocations to Districts	\$ 99,515		497,574	398,059			
	Expenditures	\$ 98,108		300,770	202,662		33%	% higher because admin staff pay began July
	<b>Gain/Loss</b>	<b>\$ 37,072</b>	<b>\$ 33,154</b>	<b>\$ 33,154</b>	<b>\$ 3,918</b>			
	Ending Reserve	\$ 314,151						

Fund	Preschool	Beginning Reserve	\$ -	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Carry Over	\$ 316		316				
	Revenue	\$ 17,131		29,336	(12,205)			22-23 final cash payments
	IDEA Allocation to Darby	\$ 1,357		6,786	5,429			
	Expenditures	\$ 13,238		22,550	9,312		59%	
	<b>Gain/Loss</b>	<b>\$ 2,536</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,536</b>			
	Ending Reserve	\$ -						

Fund	Special Education	Beginning Reserve	\$ 414,829	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Revenue	\$ 108,311		794,294	(685,983)			
	Expenditures	\$ 185,837		896,264	710,427		21%	
	<b>Gain/Loss</b>	<b>\$ (77,526)</b>	<b>\$ (101,970)</b>	<b>\$ (101,970)</b>	<b>\$ 24,444</b>			
	Ending Reserve	\$ 337,303						

Jenny and Chris,

I am writing this letter to formally inform you of my intent to resign from Bitterroot Valley Education Co-op. First and foremost I would like to thank you for the opportunity of being a member of this company. BVEC has designated a mission for itself of helping those in need. This belief is an idea that I also strive for, and will hopefully succeed in doing. However, the act of helping can look very different depending on the circumstance, with each one requiring a specific set of qualities and abilities. This is where I feel that I am not the right person to carry out the mission in the school environment. Unfortunately, this is not an easy form of helping. This in turn requires someone of a specific mindset and quality with correlating beliefs, values, and experiences. Therein lies the issue; My core beliefs and experiences have molded me into someone who does not quite fit within what is expected and required in such an environment.

I want to thank you once again for the opportunity that was given; I truly do appreciate it. I wish all the best of luck in the future and hope that BVEC continues in its full capacity to carry out the mission that never ends- Helping.

Sincerely,

Matt Devestine