

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, January 27, 2026
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-Lucy Chadwick, CSCT Mental Health Therapist, Florence Elementary
3. Consent Agenda
 - A. Minutes
 - B. Warrants
 - C. Resignations-None
 - D. New Hires-Julie Capser, Preschool Paraprofessional
 - E. Next Meeting: February 24, 2026
4. Public Comment-
5. Correspondence/Communications-
6. Board Action- None
7. Information and Discussion
 - A. BVEC Board and CSCT/SBMH
 - B. CSCT/SBMH Update and Review
 - C. Evidence Based Practices for Behavior and Training Dates
 - D. Related Services and Teletherapy
 - E. Business Manager Recruitment Plan
 - F. Director Evaluation
8. Adjourn

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

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

MINUTES - DRAFT

- 1. Call to Order** – Mr. Stiegler called the meeting to order at 10:02 AM. Board members in attendance: Mr. Stiegler, Ms. Weems, Mr. Fiske, and Mr. Konen. Board members not in attendance: Mr. Biesiot. Cooperative Administration in attendance: Ms. Rammell, Ms. Gillespie. Staff in attendance: Ms. Yerian. Board Clerk: Jill Reynolds.
- 2. Staff Representative**-Madison Yerian, School Psychologist, Stevensville/Lone Rock/BVEC Preschool. Ms. Yerian talked about the School Psychologist role in the Cooperative and how Ms. Rammell supports them in their group meetings, whenever they have questions regarding changes in law or policy, and that she is always available to them when needed.
- 3. Consent Agenda** – Motion to approve by Mr. Fiske, second by Mr. Konen. Consent agenda approved unanimously.
 - A. Minutes
 - B. Warrants
 - C. Resignations-None
 - D. New Hires-None
 - E. Next Meeting: TBD - The next regularly scheduled Board meeting is Tuesday, December 23, 2025, when all schools are on winter break. The Board agreed to cancel the December meeting. The next meeting will be the regularly scheduled meeting on January 27, 2026.
- 4. Public Comment** – None.
- 5. Correspondence/Communications** – None.
- 6. Board Action** – None.
- 7. Information and Discussion**
 - A. Child Find and BVEC Preschool – Ms. Rammell discussed the impacts to preschool enrollment. One of the issues was Early Learning Programs in our member districts, the other being the impact of the CDC transfer of duties to Benchmark. Child find sessions were held in Darby, Victor, Florence, and the Preschool. Stevensville and Lone Rock Districts were covered by the session in the Preschool. Darby evaluated seven children, Victor evaluated four children, and Florence evaluated eight children. Thirteen children were screened at the Preschool session. One of those children was from Hamilton, two were already in the Jackets program in Stevensville. Evaluations are being fast tracked as much as possible. The expectation is the preschool enrollment will increase significantly in the next few

months. Some of the students will be very high needs. We are actively looking for a second para to start as soon as possible to help cover the additional enrollment.

B. Professional Development: Transition IEPs Supporting FAPE Service to Age 22 – Ms. Rammell explained that everyone is still waiting for written direction on this. The majority of our students will graduate with a diploma, which leaves the minority of our students that may qualify and choose to stay in school until the age of twenty-two.

One of our case managers asked if there was any licensure issue since teachers license specifically state they are licensed for P/K-Grade 12, not by age. Any returning students will still be categorized as seniors therefore there is no license issue because of age. Ms. Rammell will distribute OPI guidance as soon as we receive it.

Ms. Rammell also explained that there is some training she will be attending in January and February that she recommends all case managers also attend. She will forward the training subject matter and dates to all superintendents.

C. OPI Request for Program Narrative and Completion of Financial Risk Assessment – Ms. Rammell explained the new requirements for a program narrative and the financial risk assessment. She is working on the program narrative and the cooperative version of the financial risk assessment. Superintendents will have to complete the financial risk assessment for their districts. Ms. Rammell will distribute the email with explanations, the risk assessment file, and directions on the information needed. One of the risk assessment items asks if the district met MOE (Maintenance of Effort). She explained that as a cooperative we did meet MOE for 2025, but individually some districts did not. Ms. Reynolds is going to send a file to the Superintendents and Business Clerks showing the trends for the last few years. Each district should always be prepared to explain significant shifts in their MOE dollars year over year. Some variances may qualify for an exclusion, but when they do not it can impact future funding.

D. Ms. Rammell explained that Jennifer Clossen has offered to provide Behavioral Support and Strategies training to our case managers and paraeducators for all districts. Ms. Rammell is working to find a site, date and time, that will work for the majority of BVEC and District staff.

8. **Adjourn** – Mr. Stiegler adjourned the meeting at 11:11 AM.

12/08/25
13:44:06

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 12/25

Page: 1 of 2
Report ID: AP100

* ... Over spent expenditure

Claim Warrant Line #	Vendor #/Name Invoice #/Inv Date/Description	Amount Line Amount	Acct/Source/ PO # Fund Org Prog-Fund Obj Proj				
12315	134 FLORENCE-CARLTON SCHOOL Match Reimbursement December 2025	4,446.90					
1	12/01/25 Match Reimbursement 12/25	4,446.90	115	8	160-2144	800	3
12316	404 VICTOR PUBLIC SCHOOLS Match Reimbursement December 2025	6,767.02					
1	12/01/25 Match Reimbursement 12/25	6,767.02	115	8	160-2144	800	3
12317	101398 MAJESTIC BUS SERVICE, INC ROUTE TRANSPORTATION COSTS Dec 2025	5,845.23					
1	10742 12/01/25 PS Transportation Jun 24	5,828.71	110	1	280-2700	513	
2	10743 Fuel Surcharge	16.52	110	1	280-2700	513	
12320	101394 KIRK L. CREWS, M.D., CSCT Medical Director 24-25	639.00					
1	12/01/25 Medical Director Dec 2025	639.00*	115	8	160-2144	330	3
12321	101541 BITTERROOT LAUNDRY & CLEANERS MAT RENTAL Dec 2025	83.91					
1	173347 11/20/25 PS MAT RENTAL Dec 25	52.83	115	1	456-2600	430	777
2	173346 Office mat rental Dec 25	31.08	115	12	456-2600	430	777
12322	101582 PACIFIC SOURCE ADMINISTRATORS Health Insurance Cobra Administration	50.00					
1	46981 12/01/25 Health Insurance Cobra Admin	50.00	115	12	456-2500	260	777
12324	101537 ROCK CREEK TELETHERAPY PT Services November 2025	4,161.93					
1	2312 12/02/25 PT Services Nov 2025	4,161.93*	115	4	280-2160	320	
12325	100884 Criminal Records Section Fingerprint checks JC Preschool Para	30.00					
1	12/02/25 Fingerprint checks	30.00*	115	12	456-2500	545	777
12326	101589 JULIE CAPSER Fingerprint check reimbursement JC Preschool	50.00					
1	12/08/25 Fingerprint reimb JC	50.00*	115	12	456-1000	545	777

12/08/25
13:44:06

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-Fund	Obj	Proj
12327	101566 GRANITE TECHNOLOGY SOLUTIONS	660.00								
	Set up Acrotec so he has access to BVEC EMR for enhancements/updates									
1	44946 11/30/25 AWS work for Acrotec access	660.00*					115	12 456-2500	531	777
12328	101560 JIM CHISOLM	193.00								
	Fall cleanup of beds									
1	44946 11/20/25 Fall Clean up of landscape b	193.00					115	12 456-2600	440	777
12329	101559 JADE GORDON	47.40								
	Mileage and per diem for Star Training 11/325-11/4/25									
1	Mileage/per diem 11/3/25-11/4/	47.40*					115	3 456-2150	582	777
12330	101347 BMO FINANCIAL GROUP	6,808.62								
	PCard transactions November 2025 035976									
79	Speech Dues KB	108.00*					115	3 456-2150	810	777
80	Kia - Stevi Car Wash	11.00*					115	12 456-2600	624	777
81	Lone Rock MH Supplies	49.36					115	40 160-2144	610	3
82	Victor CSC Supply	89.46					115	45 160-2144	610	3
83	Internet	240.00*					115	12 456-2500	531	777
85	Office Solutions - copier	70.85					115	12 456-2500	550	777
92	offsite storage BVMC	75.00					115	12 456-2500	451	777
126	Zoom Subscription	88.14					115	8 160-2144	650	3
149	Office Supplies	121.98					115	12 456-2500	610	777
151	Town of Stevi Water/Sewage	68.50					115	12 456-2600	421	777
154	Town of Stevi Water/Sewage	68.49					115	1 456-2600	421	777
155	NW Energy gas/electric	89.90					115	12 456-2600	412	777
157	NW Energy gas/electric	89.89					115	1 456-2600	412	777
158	PS Cleaning	412.50					115	1 456-2600	430	777
159	Office cleaning	82.50					115	12 456-2600	430	777
163	AG snacks Victor, OP	6.99					115	46 160-2144	610	3
165	AG Training	149.00					115	18 160-2144	581	3
167	Amazon Web Svcs-Big Sistah	265.57					115	8 160-2144	535	3
177	PS supplies	40.49*					115	1 457-1000	610	797
181	School Psych Protocols	511.00*					115	2 456-2140	610	777
182	LRP Sp Ed Subscription	4,159.00*					182	9 280-2490	650	
183	Caravan-Stevi Car Wash	11.00*					115	12 456-2600	624	777

of Claims 13 Total: 29,783.01 # of Vendors 13

12/18/25
08:21:27

BITTERROOT VALLEY SPECIAL ED COOP
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj

12331 101588 GRANITE TECHNOLOGY SOLUTIONS 2,152.07

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	45175 12/10/25 Remote IT support	907.50*	115	12	456-2500	300	777
2	45337 11/30/25 Monthly IT Maintenance	1,108.00*	115	12	456-2600	300	777
3	45337 Phones	136.57*	115	12	456-2500	531	777

12332 101164 KALEVA LAW OFFICE 68.75

Legal Fees November 2025

communicatios with Director re: various personnel issues

Director Training registration for Admnnistrator Academy Workshop and KLOSpED
Update - 22 year olds

1	9418 12/08/25 Legal Fees Nov 2025	68.75*	115	12	456-2500	330	777
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12333 101370 JILL REYNOLDS 74.97

REIMBURSE FOR Christmas supplies, snow shovel

1	9418 12/09/25 Facility supplies	74.97	115	12	456-2500	610	777
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of Claims 3 Total: 2,295.79 # of Vendors 3

01/07/26
08:21:04

BITTERROOT VALLEY SPECIAL ED COOP
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
12347		101231 ANN N. GARFINKLE	500.00						
		ASD Consults Victor Dec 2025							
1		2339 11/06/25 ASD Consult Victor	500.00*	115	12	456-2500		330	777
12340		101541 BITTERROOT LAUNDRY & CLEANERS	83.91						
		MAT RENTAL January 2026							
1		174655 12/18/25 PS MAT RENTAL Jan 26	52.83	115	1	456-2600		430	777
2		174654 Office mat rental Jan 26	31.08	115	12	456-2600		430	777
12345		101347 BMO FINANCIAL GROUP	3,748.88						
		PCard transactions December 2025 035976							
79		Speech License and Assoc	947.00*	115	3	456-2150		810	777
82		Florence CSCT Supplies	32.96	115	33	160-2144		610	3
83		MP License	85.00	115	40	160-2144		810	3
84		Victor CSCT Supplies	6.78	115	45	160-2144		610	3
85		LP License	149.00	115	45	160-2144		810	3
86		Internet	240.00*	115	12	456-2500		531	777
88		Office Solutions - copier	79.02	115	12	456-2500		550	777
95		offsiite storage BVEC	75.00	115	12	456-2600		451	777
129		Zoom Subscription	88.14	115	8	160-2144		650	3
152		Office Supplies	-56.01	115	12	456-2500		610	777
154		Town of Stevi Water/Sewage	68.50	115	12	456-2600		421	777
157		Town of Stevi Water/Sewage	68.49	115	1	456-2600		421	777
158		NW Energy gas/electric	108.58	115	12	456-2600		412	777
160		NW Energy gas/electric	108.57	115	1	456-2600		412	777
161		PS Cleaning	550.00	115	1	456-2600		430	777
162		Office cleaning	110.00	115	12	456-2600		430	777
166		Staff Appreciation WW	123.98*	115	12	456-2316		610	777
167		AG snacks Victor OP	24.81	115	46	160-2144		610	3
171		Amazon Web Svcs-Big Sistah	258.62	115	8	160-2144		535	3
181		Adobe for AG	16.04*	115	18	160-2144		650	3
186		School Pscyh Protocols	256.60*	115	2	456-2140		610	777
187		Staff Appreciation	382.80*	115	12	456-2316		610	777
188		Staff apprecaition	25.00*	115	12	456-2316		610	777
12343		101588 GRANITE TECHNOLOGY SOLUTIONS	2,856.42						
		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		45685 12/29/25 New PC for AG	1,556.45*	115	12	456-2500		660	777
2		46102 12/30/25 Monthly IT Maintenance	1,163.40*	115	12	456-2600		300	777

01/07/26
08:21:04

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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
3		Phones	136.57*		115	12	456-2500	531	777
12349		193 KAREN GIDEON	294.00						
		Mileage Reimbursement Aug-Dec 2025							
2		MILEAGE 01/05/26 Mileage Reimb Aug-Dec 2025	294.00*		115	3	456-2150	581	777
12339		101394 KIRK L. CREWS, M.D.	639.00						
		CSCT Medical Director Jan 26							
1		01/01/26 Medical Director Jan 26	639.00*		115	8	160-2144	330	3
12348		101577 LUCY CHADWICK	85.00						
		Reimbursement for License renewal							
1		12/15/25 LC license renewal	85.00		115	33	160-2144	810	3
12336		101398 MAJESTIC BUS SERVICE, INC	5,843.43						
		ROUTE TRANSPORTATION COSTS Jan 2025							
1		10790 01/01/26 PS Transportation Jun 24	5,828.71		110	1	280-2700	513	
2		10791 Fuel Surcharge	14.72		110	1	280-2700	513	
12344		101597 NEXUS CPA GROUP	5,425.00						
		24-25 Audit Process - Federal audit SEFA preparation, GASB 24 Statement							
1		407 12/28/28 24-25 Audit Process	5,425.00		115	12	456-2315	300	777
12341		101582 PACIFIC SOURCE ADMINISTRATORS	50.00						
		Health Insurance Cobra Administration							
1		47214 01/01/26 Health Insurance Cobra Adminis	50.00		115	12	456-2500	260	777
12346		101537 ROCK CREEK TELETHERAPY	2,469.34						
		PT Services December 2025							
1		2339 01/05/26 PT Services Dec 2025	2,469.34*		115	4	280-2160	320	
12335		404 VICTOR PUBLIC SCHOOLS	6,186.99						
		Match Reimbursement January 2026							
1		01/01/26 Match Reimbursement 1/26	6,186.99		115	8	160-2144	800	3
		# of Claims	12	Total:	28,181.97	# of Vendors	12		

01/23/26
08:22:21

BITTERROOT VALLEY SPECIAL ED COOP
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* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount	Acct/Source/					
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
12334		134 FLORENCE-CARLTON SCHOOL	5,916.31						
Match Reimbursement Dec 25									
1		01/01/26 Match Reimbursement 12/25	5,916.31	115	8	160-2144		800	3
12350		101541 BITTERROOT LAUNDRY & CLEANERS	83.91						
MAT RENTAL February 2026									
1		175955 01/15/26 PS MAT RENTAL Feb 26	52.83	115	1	456-2600		430	777
2		175954 Office mat rental Feb 26	31.08	115	12	456-2600		430	777
12352		101392 BITTERROOT LOCK AND KEY	55.00						
New Key for PS office									
1		4115 01/13/26 new key for PS office	55.00*	115	1	456-2600		440	777
12353		101304 LIZ PEPION	15.29						
Reimburse for CSCT supplies on personal credit card									
1		01/12/26 Victor CSCT supplies	15.29	115	45	160-2144		610	3
12354		245 MONTANA MEDICAL LEGAL PANEL	117.00						
2026 MT MEDICAL LEGAL PANEL ASSESSMENT COSTS									
1		1247 01/12/26 MT LEGAL PANEL COSTS 2025	117.00	115	8	160-2144		810	3
# of Claims		5	Total:	6,187.51	# of Vendors	5			

BVEC Monthly Finance Review

December, 2025

% Year 40%

				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		\$ 23,450	\$ 59,287	35,837	40%	
	Gain/Loss		\$ (21,311)	\$ -	\$ (21,311)		
	Ending Reserve		\$ (15,827)				
Fund 114	Retirement	Beginning Reserve	\$ 363,857				
	Revenue		\$ 60,720	\$ 135,716	(74,996)		Timing - County Reimbursements
	Expenditures		\$ 26,161	\$ 135,716	109,555	19%	
	Gain/Loss		\$ 34,559	\$ -	\$ 34,559		
	Ending Reserve		\$ 398,416				
Fund 115	Mental Health	Beginning Reserve	\$ 360,152				
	Revenue		\$ 219,940	\$ 302,869	(82,929)		
	CSCT Stabilization Grants		\$ 22,950				
	Other		\$ 7,310	\$ 120,873	(113,563)		
	Match Reimbursements		\$ 70,095	\$ 139,815	69,720		
Fund 115	Expenditures		\$ 194,642	\$ 283,927	89,285	69%	
	Gain/Loss		\$ (14,537)	\$ -	\$ 76,076		
	Ending Reserve		\$ 345,615				
Fund 115	Special Education	Beginning Reserve	\$ 343,676				
	Carry Over		\$ 155,500				
	Revenue		\$ 639,537	\$ 812,829	(173,292)		
	IDEA Allocations to Districts		\$ 202,502	\$ 499,316	296,814		
	Expenditures		\$ 156,101	\$ 373,017	216,916	42%	
Fund 115	Gain/Loss		\$ 280,933	\$ (59,505)	\$ 340,438		
	Ending Reserve		\$ 608,411				
Fund 115	Preschool	Beginning Reserve	\$ -	\$ -			
	Carry Over		\$ 7,739	\$ 7,739			
	Revenue		\$ 6,925	\$ 29,619	(22,694)		
	IDEA Allocation to Darby		\$ 2,770	\$ 6,925	4,155		
	Expenditures		\$ 20,353	\$ 30,433	10,080	67%	
Fund 182	Gain/Loss		\$ (16,198)	\$ -	\$ (8,459)		
	Ending Reserve		\$ -				
Fund 182	Special Education	Beginning Reserve	\$ 111,560				
	Revenue		\$ 184,548	\$ 913,286	(728,738)		Timing - Districts billed in January
	Expenditures		\$ 351,129	\$ 906,042	554,913	39%	
	Gain/Loss		\$ (166,581)	\$ 7,244	\$ (173,825)		
	Ending Reserve		\$ (55,020)				

SBMH Financial Analysis

December 2025

District	REIMBURSED						Total Reimbursed
	Medicaid	HMK	Private Insurance	Self-Pay			
Florence	\$ 52,789	\$ 3,547	\$ -	\$ -			\$ 56,336
Victor	\$ 67,342	\$ 3,022	\$ -	\$ -			\$ 70,363
Total CSCT	\$ 120,131	\$ 6,569	\$ -	\$ -			\$ 126,700
Florence Outpatient	\$ -	\$ -	\$ -	\$ -			\$ -
Lone Rock Outpatient	\$ 12,921	\$ 3,604	\$ -	\$ -			\$ 16,525
Victor Outpatient	\$ -	\$ -	\$ -	\$ -			\$ -
Total Outpatient	\$ 12,921	\$ 3,604	\$ -	\$ -			\$ 16,525
Total SBMH	\$ 133,052	\$ 10,172	\$ -	\$ -			\$ 143,224

Percent of reimbursements

93%

7%

0%

0%

Due to time lag of reimbursements, these dollars include forecasts dollars

District	EXPENDITURES YTD					Gain/(Loss)
	PR/Benefits	Admin/OH/ Other	District Match	Total Exp		
Florence	\$ 40,965	\$ 9,888	\$ 17,300	\$ 68,153	\$ (11,816)	
Victor	\$ 38,091	\$ 9,888	\$ 5,316	\$ 53,295	\$ 15,287	
Total CSCT	\$ 79,056	\$ 19,777	\$ 22,615	\$ 121,448	\$ 3,471	
Florence Outpatient	\$ 10,152	\$ 9,888		\$ 20,040	\$ (20,040)	
Lone Rock Outpatient	\$ 18,429	\$ 9,888		\$ 28,317	\$ (11,793)	
Victor Outpatient	\$ 6,768	\$ 9,888		\$ 16,656	\$ (16,656)	
Total Outpatient	\$ 35,348	\$ 29,665	\$ -	\$ 65,013	\$ (48,489)	
Total SBMH	\$ 114,404	\$ 49,442	\$ 22,615	\$ 186,461	\$ (45,018)	

Percent of Expenditures

61%

27%

12%

District	District Contributions *	YTD CSCT Grant	Total Other Funding
Florence	\$ 60,000	\$ 11,475	\$ 71,475
Victor	\$ 50,000	\$ 11,475	\$ 61,475
Total CSCT	\$ 110,001	\$ 22,950	\$ 132,951
Lone Rock	\$ 10,503		
Total SBMH	\$ 120,504	\$ 22,950	\$ 132,951

* Districts have not been billed for contributions, pending discussions with Superintendents.

BEGINNING RESERVE	\$ 360,152
CHANGE	\$ 87,933
ENDING RESERVE	\$ 448,085