

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 Closson 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	Vendor #/Name	Amount	Acct./Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	FO #	Fund Org	Prog-Func	Obj	Proj
12315	134 FLORENCE-CARLTON SCHOOL	4,446.90					
Match Reimbursement December 2025							
1	12/01/25 Match Reimbursement 12/25	4,446.90		115 8 160-2144		800	3
12316	404 VICTOR PUBLIC SCHOOLS	6,767.02					
Match Reimbursement December 2025							
1	12/01/25 Match Reimbursement 12/25	6,767.02		115 8 160-2144		800	3
12317	101398 MAJESTIC BUS SERVICE, INC	5,845.23					
ROUTE TRANSPORTATION COSTS Dec 2025							
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.	639.00					
CSCT Medical Director 24-25							
1	12/01/25 Medical Director Dec 2025	639.00*		115 8 160-2144		330	3
12321	101541 BITTERROOT LAUNDRY & CLEANERS	83.91					
MAT RENTAL Dec 2025							
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	50.00					
Health Insurance Cobra Administration							
1	46981 12/01/25 Health Insurance Cobra Admin	50.00		115 12 456-2500		260	777
12324	101537 ROCK CREEK THERAPY	4,161.93					
PT Services November 2025							
1	2312 12/02/25 PT Services Nov 2025	4,161.93*		115 4 280-2160		320	
12325	100884 Criminal Records Section	30.00					
Fingerprint checks JC Preschool Para							
1	12/02/25 Fingerprint checks	30.00*		115 12 456-2500		545	777
12326	101599 JULIE CAPSER	50.00					
Fingerprint check reimbursement JC Preschool							
1	12/08/25 Fingerprint reimb JC	50.00*		115 12 456-1000		545	777

12/09/25
13:44:06

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

Page: 2 of 2
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount						
Line #	Invoice #/Inv Date/Description	Line Amount	FO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
12327	101586 GRANITE TECHNOLOGY SOLUTIONS	660.00						
	Set up Acrotec so he has access to BYEC 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 CSCT Supplies	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	offsiite storage BYEC	75.00		115 12 456-2600		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/electrio	89.90		115 12 456-2600		412	777	
157	NW Energy gas/electrio	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 Sistaah	265.57		115 8 160-2144		535	3	
177	PS supplies	40.49*		115 1 457-1000		610	797	
181	School Psocyh Protocols	511.00*		115 2 456-2140		610	777	
182	LRP Sp Ed Suscription	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
Claim Approval List
For the Accounting Period: 12/25

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	
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 Adminnistrator 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	
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	
		# of Claims	3	Total:	2,295.79	# of Vendors	3		

01/07/26

08:21:04

BITTERROOT VALLEY SPECIAL ED COOP

Claim Approval List

For the Accounting Period: 1/26

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	
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	offsite 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 appreciation	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

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 1/26

Page: 2 of 2
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	
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
Claim Approval List
For the Accounting Period: 1/26

Page: 1 of 1
Report ID: AF100

* ... 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)				

			Actual	Budget	Act Vs Budget	% of Budget	Comments
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				

			Actual	Budget	Act Vs Budget	% of Budget	Comments
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		
		Expenditures	\$ 194,642	\$ 283,927	89,285	69%	
		Gain/Loss	\$ (14,537)	\$ -	\$ 76,076		
		Ending Reserve	\$ 345,615				

			Actual	Budget	Act Vs Budget	% of Budget	Comments
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%	
		Gain/Loss	\$ 280,933	\$ (59,505)	\$ 340,438		
		Ending Reserve	\$ 608,411				

			Actual	Budget	Act Vs Budget	% of Budget	Comments
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%	
		Gain/Loss	\$ (16,198)	\$ -	\$ (8,459)		
		Ending Reserve	\$ -				

			Actual	Budget	Act Vs Budget	% of Budget	Comments
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

	REIMBURSED									
District	Medicaid		HMK		Private Insurance		Self-Pay	Total Reimbursed		
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					
	PR/Benefits	Admin/OH/ Other	District Match	Total Exp		Gain/(Loss)
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