

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, September 26, 2023

9:00 a.m. – Cooperative Office

<https://us02web.zoom.us/j/89856967079?pwd=bTNrQnBodnowQndOYXF0SXNxcGIHQQT09>

Meeting ID: 898 5696 7079

Passcode: 935961

AGENDA

1. **Call to Order**
2. **Introduce Staff Representative-Wendy Schroeder**
3. **Consent Agenda**
 - a. Minutes
 - b. Warrants
 - c. Financial Report
 - d. Resignations-None
 - e. New Hires-Derek Kelly, CSCT Behavior Consultant, Florence Secondary School
 - f. Next Meeting, Tuesday, October 24, 2023, at 9:00 am
4. **Public Comment-**
5. **Correspondence/Communications-See attached.**
6. **Board Action-**
 - a. Required Revisions to Existing Policies as result of 2023 Legislative session.
 - i. **Policy 1020 (Management Board Meetings)** –Requires electronic posting of board and committee agendas.
 - ii. **Policy 1030 (Complaint Procedure)** –Requires uniform grievance procedure providing for both informal and formal resolution of complaints as well as providing a printed version of the grievance policy upon request.
 - iii. **Policy 2000 (Equal Employment Opportunity)** – Revised to include cross reference to Policy 2067 which addresses retaliation.
 - iv. **Policy 2020 (Tobacco, Marijuana, Drug, and Alcohol-Free Workplace)** - Prohibits the use of marijuana products (as well as tobacco products) on district/school property.
 - v. **Policy 2040 (Personnel Records)** – Legal references were updated to reflect the transfer of evaluation language accreditation standards in Chapter 10.55.724 of Administrative Rules of Monana.
 - vi. **Policy 2060 (Evaluation of Non-Administrative Staff)** – Requires staff to have the right to access to evaluation instrument.
 - vii. **Policy 2065 (Disciplinary Action)** - Prohibits the use of marijuana products (as well as tobacco products) on district/school property.

Recommendation: Approve required policy revisions.

7. **Information and Discussion**
 - a. School Psychologist Services for upcoming leave
 - b. Frequency of MH Financial Analysis to Board
8. **Adjourn**

09/20/23
14:19:35

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 9/23

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
11771		100872 NORTHWESTERN ENERGY	117.23					
6		09/01/23 ELECTRICITY	81.96*		115 12 456-2600		412	777
8		GAS	18.74*		115 12 456-2600		411	777
10		TAXES	16.53*		115 12 456-2600		412	777
11772		395 TOWN OF STEVENSVILLE	84.35					
1		09/01/23 Water	15.79*		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
11773		101394 KIRK L. CREWS, M.D.	626.00					
		CSC T Medical Director 23-24						
1		09/01/23 Medical Director Sep 2023	626.00*		115 8 160-2144		330	99
11774		101567 AD FIRE	450.00					
		Radio Installation BVEC - Alarm System						
1		MTS6220855 05/18/23 Radio Installation for Ala	450.00*		115 12 456-2600		660	777
11775		101164 ELIZABETH A. KALEVA, P.C.	662.50					
		August 2023 Legal fees						
		policy and handbook updates						
		Sp Ed part time enrollment						
		union request for employee information						
		Director registration for Principals' Academy 8/1/23-8/11/23						
1		6432 09/06/23 Legal Fees Mar 2023	412.50*		115 12 456-2500		330	777
2		Director Principals Academy WS	250.00*		115 9 456-2490		581	777
11777		101515 NATUS	155.00					
		Audiometer Calibrations/Repair						
1		64502 09/12/23 Audiometer Calibrations/Repair	155.00*		115 12 456-2500		440	777
11778		90 DARBY PUBLIC SCHOOL	3,979.99					
		Match Reimbursement 2023 August						
1		64502 09/01/23 Match Reimbursement 8/23	3,979.99*		115 8 160-2144		800	3

09/20/23
14:19:35

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 9/23

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	
11779	134 FLORENCE-CARLTON SCHOOL	1,249.75						
	Match Reimbursement 2023 August							
1	09/01/23 Match Reimbursement 8/23	1,249.75*		115 8 160-2144		800	3	
11780	359 STEVENSVILLE PUBLIC SCHOOLS	4,553.62						
	Match Reimbursement August 2023							
1	09/01/23 Match Reimbursement 8/23	4,553.62*		115 8 160-2144		800	3	
11781	404 VICTOR PUBLIC SCHOOLS	4,088.95						
	Match Reimbursement 2023 August							
1	09/01/23 Match Reimbursement 8/23	4,088.95*		115 8 160-2144		800	3	
	# of Claims 10	Total: 15,967.39	# of Vendors 10					

09/20/23
14:30:36

BITTERRoot VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 9/23

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	Prog-Func	Obj	Proj	
11776	101398 MAJESTIC BUS SERVICE, INC	5,388.97						
	ROUTE TRANSPORTATION COSTS 2023 September							
1	9503 09/01/23 PS Transportation Sep 23	5,388.97*		110 1	280-2700		513	
	# of Claims	1	Total:	5,388.97	# of Vendors	1		

BVEC Monthly Finance Review

August, 2023

% Year 0%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 130 Transportation					
Beginning Reserve	\$ 10,410				
Revenue	\$ -	\$ 53,324	(53,324)		
Expenditures	\$ -	\$ 53,324	53,324	0%	
Gain/Loss	\$ -	\$ -	\$ -		
Ending Reserve	\$ 10,410				
Fund 132 Retirement					
Beginning Reserve	\$ 92,223				
Revenue	\$ -	\$ 296,397	(296,397)		
Expenditures	\$ 14,615	\$ 296,397	281,782	5%	
Gain/Loss	\$ (14,615)	\$ -	\$ (14,615)		
Ending Reserve	\$ 77,609				We have excess reserves due to Terese retiring, we will see this reduce this year
Fund 135 Mental Health					
Beginning Reserve	\$ 636,296				
Revenue	\$ 181,727	\$ 1,923,128	(1,741,401)		net revenue received less accruals for amount due
Match Reimbursements	\$ 54,980	\$ 557,707	502,727		net expenses incurred less accrual for Match reimbursements for prior year
Expenditures	\$ 99,964	\$ 1,308,223	1,208,259	8%	net expenses incurred less accrual for prior year payroll
Gain/Loss	\$ 26,783	\$ 57,198	\$ (30,415)		
Ending Reserve	\$ 663,079				

BVEC Monthly Finance Review

August, 2023

% Year 0%

Fund	Special Education	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Carry Over	\$ 276,757			-		pending, expect it to be approx. \$185K
	Revenue	\$ 224,645	\$ 831,498	(606,853)			net revenue received less accruals for amount due
	IDEA Allocations to Districts		497,574	497,574			
	Expenditures	\$ 58,112	\$ 300,770	242,658		19%	
	Gain/Loss	\$ 165,533	\$ 33,154	\$ 133,379			
	Ending Reserve	\$ 459,897					

Fund	Preschool	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Carry Over	\$ -	\$ -	-			pending, expect it to be \$0
	Revenue	\$ 17,131	\$ 29,336	(12,205)			The IDEA preschool funds won't cover one para for full year, part of that costs will be paid with IDEA B funds; we've expended all IDEA ARP Preschool funds
	IDEA Allocation to Darby		6,786	6,786			
	Expenditures	\$ 524	\$ 22,550	22,026		2%	
	Gain/Loss	\$ 16,607	\$ -	\$ 16,607			
	Ending Reserve	\$ -					

Fund	Special Education	Beginning Reserve	Actual	Budget	Act Vs Budget	% of Budget	Comments
	Carry Over	\$ 414,829					
	Revenue	\$ 37,065	\$ 794,294	(757,229)			Budget -\$11K reduction in Quality Educator Funding; Revenue-Interest payment
	Expenditures	\$ 9,201	\$ 896,264	887,063		1%	additional .5 FTE School Psych, \$40K; additional .4 FTE Speech, \$16.5K
	Gain/Loss	\$ 27,864	\$ (101,970)	\$ 129,834			
	Ending Reserve	\$ 442,693					

Bitterroot Valley Education Cooperative
Jenny Rammell— Director
P.O. Box 187
Stevensville, MT 59870

9/7/2023

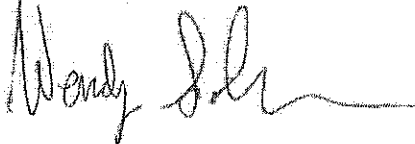
To: Jenny Ramell

I am writing to formally request an extended maternity leave. My baby is due February 28th, I would like to take the remainder of the 2023-2024 school year from that point. Pending when the baby arrives, I am requesting 13-14 weeks of leave. I have over 14 weeks of sick leave available and should be able to cover the entire time with accrued sick leave.

I will work diligently with my district teams to try and get as much evaluation work done as possible prior to my leave. I will also work closely with the school psychology team to ensure we have a good plan for continued support in the districts during my leave.

I truly enjoy working with the Bitterroot Valley Education Cooperative as well as the Darby and Victor school districts and want to do everything I can to ensure a smooth absence. I will also look forward to returning in the fall of 2024 for a new school year!

Sincerely,

A handwritten signature in cursive script, appearing to read "Wendy Schroeder". The signature is written in black ink and is positioned above the printed name.

Wendy Schroeder, Ed. S.