

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Tuesday, October 28, 2025
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**-Paula Lampi, School Psychologist, Stevensville
3. **Consent Agenda**
 - A. Minutes
 - B. Warrants
 - C. Resignations-
 - a. Alyssa Larson, Occupational Therapist, Darby/Lone Rock/Victor (resignation letter attached)
 - b. Karen Rodgers, Preschool Paraprofessional-Classified (resignation letter attached)
 - D. New Hires-None
 - E. Next Meeting: Tuesday, November 25, 2025
4. **Public Comment-**
5. **Correspondence/Communications-** No Items Submitted
6. **Board Action-**
 - A. Consideration of Penalty Regarding Early Resignation-Alyssa Larson
7. **Information and Discussion**
 - A. Special Education Related Services and Outside Providers
 - B. Memorandum of Understanding from Montana School of Deaf and the Blind (MSDB)
8. **Adjourn**

BITTERROOT VALLEY EDUCATION COOPERATIVE MANAGEMENT BOARD

Wednesday, September 24, 2025
10:00 AM – Cooperative Office/Zoom

MINUTES - FINAL

1. **Call to Order** – Mr. Stiegler called the meeting to order at 10:03 AM. Board Members in attendance: Mr. Stiegler, Mr. Fiske, Mr. Konen, and Mr. Biesiot and Ms. Weems via Zoom. BVEC admin staff in attendance: Ms. Rammell, Director. BVEC staff in attendance: Peter Goodwin joined at 10:27 via Zoom. Board Clerk: Jill Reynolds.
2. **Consent Agenda** – Motion to approve by Mr. Fiske. Second, by Mr. Biesiot. Discussion regarding the meeting on 10/18/25. If Mr. Stiegler is unable to attend, Mr. Fiske will chair the meeting. Motion carries 4-0.
 - A. Minutes
 - B. Warrants
 - C. Resignations-None
 - D. New Hires-None
 - E. Next Meeting: October 28, 2025
3. **Public Comment** – None.
4. **Correspondence/Communications** -
 - A. Extended Leave Request from Alyssa Larson Occupational Therapist. Ms. Rammell explained the details of the leave request and that Ms. Larson will not have enough leave available to cover her time off, she has chosen not to request days from the sick leave bank and will therefore submit her resignation in the near future. This will be on the October Board agenda for approval. Ms. Rammell also explained that we would be able to offer a contract for the 26-27 school year if Ms. Larson does want to return for the school year. She will not have to go through a full hiring process, but we will have to submit a new fingerprint background check.
5. **Board Action** -
 - A. Budget Amendment -Reviewed and Discussed during Board meeting held on August 26, 2025. Motion to approve the amended Special Education budget for 25-26 as presented in August. Second, by Mr. Konen. Motion carries 4-0.
6. **Information and Discussion** -
 - A. Parent Involvement Survey – Ms. Rammell explained that is time to distribute the parent involvement surveys, that this is a need and requirement for IDEA. The survey gauges the family involvement in their child's education. Ms. Rammell has the 23-24 results, but 24-25 results are still in progress. Ms. Rammell will distribute the 24-25 data when she receives it.

B. Training for Transition Services Considering Extended FAPE – Ms. Rammell explained that she has been fielding a significant number of questions regarding this change. Darby is the only district in the cooperative that had eligible students this year. One student has returned, the other hadn't replied yet. Mr. Biesiot updated that the student confirmed they will not be back. Ms. Rammell will forward the forms for supplemental funding for the student that is returning. There was group discussion regarding future years because all schools have student who will qualify for extended FAPE. OPI is obligated to provide training and resources and roll that out through Directors and the next update from OPI is due out in October. This will be rolled out to Board members after it is reviewed by Kaleva Law.

7. Adjourn – Mr. Stiegler adjourned the meeting at 10:48 AM.

BOARD CHAIR SIGNATURE

DATE

BOARD CLERK SIGNATURE

DATE

10/07/25
14:11:48

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 10/25

Page: 1 of 3
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	
12286		101541 BITTERROOT LAUNDRY & CLEANERS	83.91						
	MAT RENTAL Oct 2025								
1		170739 09/25/25 PS MAT RENTAL Oct 25	52.83		115 1	456-2600	430	777	
2		170738 Office mat rental Oct 25	31.08		115 12	456-2600	430	777	
12293		101347 BMO FINANCIAL GROUP	4,367.25						
	PCard transactions September 2025 035976								
49		Speech Supplies	29.00*		115 3	456-2150	610	777	
50		Fuel-Kia, AG	23.84		115 18	160-2144	581	3	
51		Florence Ele CSCT	113.37		115 33	160-2144	610	3	
79		Victor CSCT	65.80		115 45	160-2144	610	3	
80		Internet	240.00*		115 12	456-2500	531	777	
82		Office Solutions - copier	59.95		115 12	456-2500	550	777	
89		offsite storage BVEC	75.00		115 12	456-2600	451	777	
123		Zoom Subscription	88.14		115 8	160-2144	650	3	
146		Office Supplies	72.35		115 12	456-2500	610	777	
148		Town of Stevi Water/Sewage	68.50		115 12	456-2600	421	777	
151		Town of Stevi Water/Sewage	68.49		115 1	456-2600	421	777	
152		NW Energy gas/electric	56.36		115 12	456-2600	412	777	
154		NW Energy gas/electric	56.36		115 1	456-2600	412	777	
155		PS Cleaning	550.00		115 1	456-2600	430	777	
156		Office cleaning	110.00		115 12	456-2600	430	777	
157		PO Box Renewal	260.00		115 12	456-2500	532	777	
158		AG snacks for training	15.64		115 18	160-2144	581	3	
159		AG AACAP training	249.00		115 18	160-2144	581	3	
160		MH Center License renewal	20.80		115 8	160-2144	810	3	
161		Amazon Web Svcs-Big Sistah	265.90		115 8	160-2144	535	3	
168		Go Daddy Cert Renewal	799.99		115 12	456-2500	535	777	
170		AG supplies for florence	72.39*		115 18	160-2144	610	3	
171		PS supplies	85.36*		115 1	457-1000	610	797	
172		MY NASP/MASP membership	300.00*		115 2	456-2140	810	777	
173		MY MASP Conference	52.50*		115 2	456-2140	582	777	
174		KM Training refund	-269.99		115 4	456-2160	581	777	
175		OTPT supplies	244.45*		115 4	456-2160	610	777	
177		Director supplies	129.19		115 12	456-2500	610	777	
178		All Staff Lunch	130.17*		115 12	456-2316	610	777	
179		Postage for PS Records	2.72		115 12	456-2500	532	777	
180		Caravan windshield replace	331.97*		115 12	456-2600	624	777	

10/07/25
14:11:48

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Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj	
12285		100884 Criminal Records Section	30.00						
		Fingerprint checks AO Preschool Para Substitute							
1		10/06/25 Fingerpring checks	30.00*		115 12 456-2500		545	777	
12287		101542 CRISIS PREVENTION INSTITUTE	400.00						
		License Renewals for SB 24 annd 25							
1		179378 08/27/25 25 Renewal for SB	200.00*		115 12 456-2500		581	777	
2		177181 24 Renewal for SB	200.00*		115 12 456-2500		581	777	
12274		90 DARBY PUBLIC SCHOOL	893.52						
		Match Reimbursement October 2025							
1		10/01/25 Match Reimbursement 10/25	893.52		115 8 160-2144		800	3	
12275		134 FLORENCE-CARLTON SCHOOL	6,294.83						
		Match Reimbursement October 2025							
1		10/01/25 Match Reimbursement 10/25	6,294.83		115 8 160-2144		800	3	
12288		101544 GAVLAK PLUMBING AND HEATING	1,150.00						
		Install new faucets and dishwasher in Preschool							
1		092325001 09/23/25 Install faucets/dishwasher	1,150.00*		115 1 456-2600		440	777	
12290		101404 HEART OF THE VALLEY CPR	195.00						
		CPR Training Preschool HB, MP, KR							
1		09/19/25 CPR Training PS	195.00*		115 1 456-1000		581	777	
12292		101598 KAREN RODGERS	25.00						
		Fingerprint Reimbursement KR Preschool							
1		2279 08/28/25 Fingerprint Reimbursement	25.00*		115 12 456-2500		545	777	
12281		101394 KIRK L. CREWS, M.D.	639.00						
		CSCT Medical Director 24-25							
1		10/01/25 Medical Director Oct 2025	639.00*		115 8 160-2144		330	3	
12278		101398 MAJESTIC BUS SERVICE, INC	5,915.71						
		ROUTE TRANSPORTATION COSTS October 2025							
1		10628 10/01/25 PS Transportation Oct 25	5,828.71		110 1 280-2700		513		
2		Fuel Surcharge	87.00		110 1 280-2700		513		

10/07/25
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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
12289	101597 NEXUS CPA GROUP	1,500.00					
24-25 Audit Process - Gasb 68 pensions							
1	133 09/17/25 24-25 Audit Process	1,500.00		115 12 456-2315		300	777
12284	101582 PACIFIC SOURCE ADMINISTRATORS	50.00					
Health Insurance Cobra Administration							
1	46069 10/01/25 Health Insurance Cobra Adminis	50.00		115 12 456-2500		260	777
12291	101537 ROCK CREEK TELETHERAPY	4,090.57					
PT Services October 2025							
1	2279 PT Services Oct 2025	4,090.57*		182 4 280-2160		320	
12277	404 VICTOR PUBLIC SCHOOLS	3,824.83					
Match Reimbursement October 2025							
1	10/01/25 Match Reimbursement 10/25	3,824.83		115 8 160-2144		800	3
# of Claims		15	Total:	29,459.62	# of Vendors	15	

10/22/25
08:19:51

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Page: 1 of 1
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Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
12294	101164 KALEVA LAW OFFICE	275.00					
Legal Fees September 2025							
communicatios with Director re: tribal services rights for transfer student							
consent							
communicationns with Diretor re: Rock Creek Therapist background check							
meet with Director re: EE maternity leave issue							
Director Training registration for Adminnistrator Academy Workshop and KLOSPeD							
Update - 22 year olds							
1	9165 10/07/25 Legal Feess Sep 2025	275.00		115 12 456-2500		330	777
12295	101557 MADISON YERIAN	217.12					
PD reimbursement for Hotel for MASP fall conference							
Meals reimbursement for MASP fall conference							
1	9165 10/17/25 Hotel exp on personal card	181.12*		115 2 456-2140		582	777
2	Meals per diem	36.00*		115 2 456-2140		582	777
# of Claims 2		Total: 492.12	# of Vendors 2				

BVEC Monthly Finance Review

September, 2025

% Year 10%

			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	\$ 5,828	\$ 59,287	53,459 10%	
		Gain/Loss	\$ (3,689)	\$ -	\$ (3,689)	
		Ending Reserve	\$ 1,795			

			Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 114	Retirement	Beginning Reserve				
			\$ 361,333			
		Revenue	\$ -	\$ 135,716	(135,716)	Timing - County Reimbursements
		Expenditures	\$ 11,360	\$ 135,716	124,356 8%	
		Gain/Loss	\$ (11,360)	\$ -	\$ (11,360)	
		Ending Reserve	\$ 349,974			

			Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 115	Mental Health	Beginning Reserve				
			\$ 360,152			
		Revenue	\$ 112,690	\$ 302,869	(190,178)	will receive \$1275 per team July-Dec 2025
		CSCT Stabilization Grants	\$ 14,025			
		District Contributions	\$ 7,310	\$ 120,873	(113,563)	
		Match Reimbursements	\$ 36,461	\$ 139,815	103,354	
		Expenditures	\$ 87,635	\$ 283,927	196,292 31%	
		Gain/Loss	\$ 9,930	\$ -	\$ 109,468	
		Ending Reserve	\$ 370,082			

			Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 115	Special Education	Beginning Reserve				
			\$ 343,487			
		Carry Over	\$ 155,500			
		Revenue	\$ 105,658	\$ 812,829	(707,171)	
		IDEA Allocations to Districts	\$ -	\$ 499,316	499,316	
		Expenditures	\$ 75,286	\$ 373,017	297,731 20%	
		Gain/Loss	\$ 30,372	\$ (59,505)	\$ 89,877	
		Ending Reserve	\$ 367,707			

			Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 115	Preschool	Beginning Reserve				
			\$ -	\$ -		
		Carry Over	\$ 7,739	\$ 7,739		
		Revenue	\$ -	\$ 29,619	(29,619)	
		IDEA Allocation to Darby	\$ -	\$ 6,925	6,925	
		Expenditures	\$ 6,152	\$ 30,433	24,281 20%	
		Gain/Loss	\$ (6,152)	\$ -	\$ 1,587	
		Ending Reserve	\$ -			

			Actual	Budget	Act Vs Budget % of Budget	Comments
Fund 182	Special Education	Beginning Reserve				
			\$ 109,221			
		Revenue	\$ 76,639	\$ 913,286	(836,647)	Timing - Districts billed in January
		Expenditures	\$ 91,798	\$ 906,042	814,244 10%	
		Gain/Loss	\$ (15,158)	\$ 7,244	\$ (22,402)	
		Ending Reserve	\$ 94,063			

October 14, 2025

Dear Jenny and the BVEC Board,

The opportunity to serve three school districts in our beautiful community has been an honor, and I greatly enjoy working with such incredible teams. Due to the inability for me to take an extended leave after the birth of my baby, I must resign for the remainder of 2025-2026 school year. I will do everything I can to ensure a smooth transition for staff and students upon my last day, including providing resources and essential information for the occupational therapist to take my place for the remainder of the school year. My last day will be December 18th, from that day I will exhaust my sick and personal leave. I intend to return for the 2026-2027 school year to continue serving our schools as occupational therapist for Darby, Lone Rock, and Victor Schools.

Respectfully,

Alyssa Larson, OTR/L

Occupational Therapist – Darby, Lone Rock, Victor

Jenny Rammell

From: kjrodders@comcast.net
Sent: Monday, October 20, 2025 4:56 PM
To: Jenny Rammell
Subject: Karen's resignation

Dear Jenny,

I hope this message finds you well. After thoughtful consideration, I am writing to formally resign from my full-time position at BVEC, effective today. If you are unable to replace me before Thanksgiving, I am happy to continue until then.

I want to express my sincere gratitude for the opportunity to work with such a dedicated team of educators and administrators. I have truly enjoyed working with the kids and deeply appreciate the trust you've placed in me and the support I've received.

I would love to remain part of the BVEC community as a substitute teacher if this is agreeable to you.

Thank you again for your understanding and for the opportunity to be part of such a positive and supportive school environment. I look forward to staying connected and continuing to support the school in a substitute capacity.

Warmest regards,

Karen Rodgers