



AGENDA

Board Meeting

Tuesday, May 28, 2024

9:00 am

Cooperative Office

<https://us02web.zoom.us/j/89457384781?pwd=OVFnRWRGMVdmODBRV3VzUGZrZEtoQT09>

Meeting ID: 894 5738 4781

Passcode: 246469

1. Call to Order

2. Consent Agenda

- A. Minutes
- B. Resignations
- C. New Hires
 - a. Kylee Chase, CSCT Mental Health Therapist
 - b. McKenzie Pearson, CSCT Mental Health Therapist
- D. Next Meeting: June 25, 2024

3. Public Comment

4. Correspondence/Communications-none

5. Board Action-

- A. Elect Board Chair
- B. Early Resignation -John Wood
- C. Business Manager Contract-Jill Reynolds
- D. Mental Health Program Supervisor Contract-Ashley Gillespie
- E. Director Contract-Jenny Rammell

6. Information and Discussion

- A. CSCT/Mental Health Program

7. Adjourn

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj	Proj
11915	100975 ACROTEC INC.	1,050.00					
	work on adding new service types to ER Medicaid client report						
1	8297 05/01/24 BVEC ER programming	1,050.00		115 6 160-2144		330	3
11911	101541 BITTERROOT LAUNDRY & CLEANERS	78.41					
	MAT RENTAL May 2024						
2	146000 05/02/24 MAT RENTAL May 2024	29.04		115 12 456-2600		430	777
3	146000 05/02/24 MAT RENTAL PS May 2024	49.37		115 1 456-2600		430	777
11916	101347 BMO FINANCIAL GROUP	4,069.69					
	PCard transactions April 2024						
2	Preschool Supplies	70.54*		115 1 456-1000		610	777
4	Speech Supplies	147.37*		115 3 456-2150		610	777
9	Speech Protocols	578.40*		115 3 456-2150		610	777
11	Darby Ele CSCT	230.47*		115 31 160-2144		610	3
38	Florence HS CSCT	3.50		115 34 160-2144		610	3
40	Stevi Ele CSCT	145.00		115 42 160-2144		581	3
41	Stevi HS CSCT	201.88		115 44 160-2144		610	3
42	Victor HS CSCT	64.73		115 46 160-2144		610	3
43	Director Cell Phone	52.40*		115 9 456-2490		530	777
46	Internet	169.98*		115 12 456-2500		531	777
47	Offsite Storage CSCT	75.00		115 8 160-2144		451	3
48	Office Solutions - copier copi	84.81*		115 12 456-2500		550	777
49	Granite Technologies Phone	202.58*		115 12 456-2500		531	777
50	Adobe Subscription	12.99		115 12 456-2500		681	777
55	offsiite storage BVEC	75.00		115 12 456-2600		451	777
58	Preschool Cleaning	525.00*		115 1 456-1000		430	777
59	BVEC office cleaining	90.00		115 12 456-2600		430	777
62	Iron Mountain Shredding	314.04*		115 12 456-2600		431	777
65	Toner Preschool	49.99*		115 1 456-1000		610	777
71	ipad Mgmt renewal	180.00		115 12 456-2500		650	777
72	Toner Stevi HS CSCT	49.99		115 44 160-2144		610	3
73	Sp Ed Destr Notice	43.53		115 12 456-2500		540	777
75	Office Supplies	143.59*		115 12 456-2500		610	777
78	ZOOM Subscription	82.95*		115 8 160-2144		681	3
79	Amazon Web Svcs-Big Sistah	212.42*		115 8 160-2144		535	3
82	School Psych Protocols	109.60*		115 2 456-2140		610	777
88	office supplies	53.93*		115 12 456-2500		610	777
89	Staff Appreciation coffee card	100.00*		115 12 456-2316		610	777

05/09/24
13:51:49

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 5/24

Page: 2 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
11912	100884 Criminal Records Section	30.00					
	background check for Sp Ed AF						
2	04/29/04 FINGERPRINT AF	30.00*		115 12	456-2500	545	777
11910	100891 Crisis Prevention Institute	200.00					
	CPI renewal for Cami Hildebrand						
1	NAIN072489 04/22/24 CPI Renewal C Hildebrand	200.00		115 12	456-2500	810	777
11909	101394 KIRK L. CREWS, M.D.	626.00					
	CSCT Medical Director 23-24						
1	05/01/24 Medical Director May 2024	626.00*		115 8	160-2144	330	780
11914	101557 MADISON YERIAN	134.55					
	Lunch Per Diem 4/3/24 Montana Council for Exceptional Children						
	Mileage reimbursement for March/May						
2	lunch per diem	11.00*		115 2	456-2140	582	777
3	mileage reimb Mar/May	123.55*		115 2	456-2140	582	777
11904	101398 MAJESTIC BUS SERVICE, INC	5,510.44					
	ROUTE TRANSPORTATION COSTS 2024 May						
1	05/01/24 BS Transportation May 24	5,388.97		110 1	280-2700	513	
2	Fuel Surcharge Apr 24	121.47		110 1	280-2700	513	
11902	100872 NORTHWESTERN ENERGY	194.91					
6	05/01/24 ELECTRICITY	98.52		115 12	456-2600	412	777
8	GAS	78.68		115 12	456-2600	411	777
10	TAXES	17.71		115 12	456-2600	412	777
11903	395 TOWN OF STEVENSVILLE	83.44					
1	05/01/24 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

of Claims 10 Total: 11,977.44 # of Vendors 10

05/20/24
09:24:41

BITTERROOT VALLEY SPECIAL ED COOP
Claim Approval List
For the Accounting Period: 5/24

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	
11917	360 STEVENSVILLE UNITED METHODIST	150.00						
	All Staff Meeting May 23 2024							
1	05/20/24 All Staff Meeting 5/23/24	150.00*		115 12 456-2500		581	777	
	# of Claims 1	Total: 150.00	# of Vendors 1					

BVEC Monthly Finance Review

April, 2024

% Year 80%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 10 Transportation					
Beginning Reserve	\$ 10,410				
Revenue	\$ 26,671	\$ 53,324	(26,653)		
Expenditures	\$ 43,679	\$ 53,324	9,645	82%	
Gain/Loss	\$ (17,008)	\$ -	\$ (17,008)		Using \$1500 from reserves this year to reduce reserves and alleviate costs to districts
Ending Reserve	\$ (6,598)				Timing, Semester 2 will be billed in May

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 14 Retirement					
Beginning Reserve	\$ 92,223				
Revenue	\$ 182,425	\$ 296,397	(113,972)		
Expenditures	\$ 123,119	\$ 296,397	173,278	42%	Timing 3 month PR in June
Gain/Loss	\$ 59,306	\$ -	\$ 59,306		
Ending Reserve	\$ 151,529				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 15 Mental Health					
Beginning Reserve	\$ 638,471				
Revenue	\$ 1,033,959	\$ 1,923,128	(889,169)		
Match Reimbursements	\$ 346,997	\$ 557,707	210,710		
Expenditures	\$ 861,077	\$ 1,308,223	447,146	66%	
Gain/Loss	\$ (174,116)	\$ 57,198	\$ (231,314)		
Ending Reserve	\$ 464,355				

BVEC Monthly Finance Review

April, 2024

% Year 80%

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 115 Special Education					
Beginning Reserve	\$ 274,583				
Carry Over	\$ 178,317				
Revenue	\$ 635,173	831,498	(196,325)		
IDEA Allocations to Districts	\$ 398,059	497,574	99,515		
Expenditures	\$ 227,962	300,770	72,808	76%	% higher because admin staff pay began July
Gain/Loss	\$ 9,152	\$ 33,154	\$ (24,002)		
Ending Reserve	\$ 282,286				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 115 Preschool					
Beginning Reserve	\$ -				
Carry Over	\$ 316	316			
Revenue	\$ 34,080	29,336	4,744		
IDEA Allocation to Darby	\$ 5,429	6,786	1,357		
Expenditures	\$ 30,100	22,550	(7,550)	133%	
Gain/Loss	\$ (1,449)	\$ -	\$ (1,449)		
Ending Reserve	\$ -				

	Actual	Budget	Act Vs Budget	% of Budget	Comments
Fund 187 Special Education					
Beginning Reserve	\$ 414,829				
Revenue	\$ 780,357	794,294	(13,937)		
Expenditures	\$ 710,872	896,264	185,392	79%	
Gain/Loss	\$ 69,485	(101,970)	\$ 171,455		
Ending Reserve	\$ 484,314				Timing, will decline over balance of year.

Mental Health Update - Board Copy
April, 2024

Team	Actual Expenditures for April, 2024	April, 2024 Actual Revenue	Month Over/(Under)	Actual Expenditures Year to Date	Actual YTD Revenue	YTD Over/(Under)	Forecast Expenditures Full Year	Forecast FY Revenue	Forecast FY Over/(Under)	Comments
Darby Elementary	15,224	32,592	17,368	139,569	244,471	104,902	171,691	263,851	112,161	3 person team
Darby Secondary	7,743	10,215	2,472	85,961	102,309	16,348	103,121	116,049	12,928	open BC position
Darby Match Reimbursements	9,287		(9,287)	101,645		(101,645)	134,783		(134,783)	
Darby Schools	\$ 32,254	\$ 42,808	\$ 10,554	\$ 327,175	\$ 346,780	\$ 19,605	\$ 409,595	\$ 399,900	\$ (9,695)	
Florence Elementary	5,589	16,150	10,561	94,369	148,188	53,820	115,481	164,449	48,968	open MHT position
Florence Secondary	11,383	11,091	(291)	75,945	78,030	2,086	110,749	88,617	(22,132)	
Florence Match Reimbursements	5,899		(5,899)	85,438		(85,438)	103,696		(103,696)	
Florence Schools	\$ 22,861	\$ 27,241	\$ 4,381	\$ 255,751	\$ 226,219	\$ (29,532)	\$ 329,927	\$ 253,066	\$ (76,861)	
Lone Rock	\$ 2,811	\$ 878	\$ (1,933)	\$ 42,139	\$ 13,491	\$ (28,648)	\$ 49,436	\$ 14,329	\$ (35,107)	Open MHT position; LD, 2 FTE
Stevensville Elementary	10,716	15,469	4,753	102,867	121,596	18,729	125,974	143,270	17,296	
Stevensville Secondary	13,741	17,123	3,383	122,470	160,773	38,302	174,525	179,647	5,121	3 Person team
Stevensville Match Reimbursements	4,831		(4,831)	89,059		(89,059)	114,621		(114,621)	
Stevensville Schools	\$ 29,288	\$ 32,592	\$ 3,304	\$ 314,397	\$ 282,369	\$ (32,028)	\$ 415,120	\$ 322,916	\$ (92,203)	
Victor Elementary	11,827	21,404	9,577	103,385	141,093	37,728	138,544	170,670	32,125	
Victor Secondary	10,570	9,437	(1,133)	94,391	96,672	2,280	127,289	108,890	(18,409)	
Victor Match Reimbursements	4,319		(4,319)	70,855		(70,855)	95,168		(95,168)	
Victor Schools	\$ 26,716	\$ 30,841	\$ 4,125	\$ 268,632	\$ 237,765	\$ (30,867)	\$ 381,011	\$ 279,560	\$ (101,451)	
Total	\$ 113,719	\$ 134,360	\$ 20,640	\$ 1,208,074	\$ 1,106,623	\$ (101,452)	\$ 1,565,088	\$ 1,289,771	\$ (285,317)	

Team	Total Students	Medicaid	HMK	Private Insurance	Self Pay/Sliding Fee	Date	Superintendent Signature	% Medicaid
Darby Elementary	26	20	2	2	2			77%
Darby Secondary	20	14		2	4			70%
Darby Schools	46	34	2	4	6			74%
Florence Elementary	15	11		4	1			73%
Florence Secondary	16	10	1	4	1			63%
Florence Schools	31	21	1	8	1			68%
Lone Rock	12	6	1	4	1			50%
Stevensville Elementary	14	11		2	1			79%
Stevensville Secondary	23	10	4	4	5			43%
Stevensville Schools	37	21	4	6	6			57%
Victor Elementary	20	15	4	1	1			75%
Victor Secondary	22	16	1	3	2			73%
Victor Schools	42	31	5	3	3			74%
Total	168	113	13	25	17			67%

Director Signature _____ Date _____ Mental Health Program Manager Signature _____ Date _____