The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 4/25/19, for the purpose of considering business to come before the Council. Casey Klasna presided in the Board Chair and Vice Chairs absence.

1. **Call to Order**

Dustin Shipman called the meeting to order at **12:40pm.**

**Members Present**
- **Amsterdam**-- Katherine Dawe; **Anderson**-- Scott McDowell; **Ennis**-- Casey Klasna; **Gallatin Co. Supt.**-- Matthew Henry; **LaMotte**-- LeeAnn Burke; **Monforton**-- Darren Strauch; **Willow Creek**-- Bonnie Lower

**Members Absent**
- **Big Sky**-- Dustin Shipman; **Gallatin Gateway**-- Travis Anderson; **Harrison**-- Fred Hofman; **West Yellowstone**-- Kevin Flanagan

**Visitors**
None

2. **Public Comments**
None

**Staff Present**
Michelle Halberg, Director, Riley Russell, Executive Assistant, and Joyce Schmidt, Clerk & Business Manager

**Staff Absent**
None

3. **Consent Agenda**

Approval of
- Motion to approve the minutes of March 2019 as well as expenditures (#316487-#316510)

- Motion: Darren Strauch
- Second: Katherine Dawe
- Passed Unanimously.

4. **New Business**

a.) **GMSEC Staff Negotiations**

(Informational)

2013-14 was the last time the matrix was renewed. Staff met and discussed/generally a matrix to propose to the board. A 3% increase on the base that trickles across the matrix was proposed. Looking at the Co-op’s 2019-20 rough budget lane changes, 2% or 3% increase of matrix and an increase in number of employees will cause the Co-op to dig into reserves. There was discussion regarding adjustment of the matrix in the past and how much variance has been happening. A 2% increase was suggested for next year with a 1% increase the following year. There was dissection on possibly having longevity bonuses rather than increases for 5 years. Many of the board suggested a budget be worked up to accommodate a 3% increase for the next meeting.
Staff wanted to revisit the idea of travel time and what a workday consists of. As of now 8-4 workday is a standard with adjustments available if communicate with the Director. Policy language in the handbook is lacking and Director will propose a revision at the next meeting. Discussion of the difference between commute time and travel time and the possibility of having distant schools have a later start time. Staff proposed the idea of having a home base school that they would need to be past at a certain time daily, discussion of how this might cause an accountability issue and be hard to monitor. There was suggestion of having the staff meet at the office every morning and pick up their fleet vehicle at eight and have it back to the office by four. It was mentioned that one collective policy to cover a group of people at different schools could be difficult to come to agreement on. Michelle suggested having an open discussion with staff about different needs and expectations.

b.) GMSEC Interlocal Agreement: Review

(Informational)

Michelle distributed the Inter-Local Agreement to the board with suggestions for changes. The sections that were discussed were: page 4 concerning hiring specialists, page 6 notification of ending services and due date, page 6 Co-op’s budgeting and utilization of funds, growing or meeting effort and the request for match moneys from member schools, page 7 getting the budget to the board, page 8 timeline to end district participation. Copies were given to board members for suggestions and editing.

21 Co-op’s have met and will continue to meet. There was discussion concerning decreases in reserves and carryovers across Co-ops. Merging Co-op’s could be a real possibility.

c.) Related Service Block Grant Required Match

(Informational)

All member schools will be invoiced for their match. Evidence will be needed for Monforton to keep theirs. Next year all member school’s match would come to the Co-op.

d.) Notification to discontinue GMSEC Itinerant Special Ed. Teacher services

(Motion/Discussion/Action)

Linda Heath will be retiring at the end of this year and the Co-op will no longer need her services. Harrison School will no longer need to hire a Special Education Teacher through the Co-op. LaMotte has hired a Special Education Teacher. The Co-op is currently working on hiring a .6 to .8 FTE Special Education Teacher to cover Willow Creek and Cottonwood Schools.

Motion to discontinue GMSEC Itinerant Special Ed. Teacher services.

Motion: Scott McDowell
Second: Darren Strauch -Passed Unanimously.

e.) Cooperative hire of Specialists: Orientation and Mobility; Braille Instructor

(Motion/Discussion/Action)

Recommended that the Co-op continue providing those special needs services year by year. These specialists are providing services for the current year. The Orientation and Mobility Specialist would be compensated $75/hour plus travel time, from Roberts, MT. The Braille Instructor would be compensated at $25/hour plus $12 for paperwork and travel paid at state rate, travel from Livingston, MT.
Motion to hire Orientation and Mobility Specialist and Braille Instructor.

Motion: Scott McDowell
Second: Darren Strauch -Passed Unanimously.

f.)  Budget Update

(Informational)

A rough draft of the budget was distributed to the board. There was discussion about possible staff changes and impacts for the new fiscal year. Michelle has been in contact with an Occupational Therapist that is interested in 2 ½ to 3 days. Budgeting for an additional Psych, .6 Special Education Teacher, full time SLP-Assistant and full time SLP.

Amanda will be out on maternity leave for the beginning of the year until November. An SLP and SLP-Assistant will cover her maternity leave until her return. Kaitlin has informed Michelle that she will not be returning to work after she has her baby in October. The board suggested talking with Bea about how legally to go about her resignation and maternity leave.

Due to decrease of Co-op School Psyches and lack of councilors in schools it was suggested to look at possibly implementing CTS programs in several member schools. Co-op School Psyches will be pulling out of the behavior aspect in schools for the next year at least.

g.)  Personnel: Recommended renewal of contracted services:

i. Jennifer Wilshire, PT, $70/hr. service; $38/hr. travel and paperwork
ii. Rhiannon Ohman, PT, $60/hr. service and travel, plus liability insurance of $255
iii. Shawna Heiser, BCBA, $70/hr. service and travel

(Motion/Discussion/Action)

No questions or comments.

Motion to renew contracted providers Jennifer Wilshire, Rhiannon Ohman, and Shawna Heiser for the 2019-20 school year.

Motion: Darren Strauch
Second: LeAnn Burke -Passed Unanimously

h.)  Personnel: Recommended Co-op classified staff contracts:

i. Riley Russell, Exec. Assistant @$17.48/hr.; 1016 hrs./124 days
   Note reduced FTE to 3 days/week (.6 FTE equiv.); .8 insurance benefit
ii. Joyce Schmidt, Clerk/Bus. Mgr., @ $21.86/hr.; 856 hours/107 days

(Motion/Discussion/Action)

Riley will be decreasing from a .8 FTE to a .6 FTE. Michelle has recommended that she be able to keep her .8 insurance benefit. Joyce will remain at a .4 FTE. No questions or comments.

Motion to renew contracts for Riley Russell and Joyce Schmidt for the 2019-20 school year.

Motion: Darren Strauch
i.) Renew GoalBook Curriculum for 2019-2020 School Year.

*(Motion/Discussion/Action)*

The cost to renew GoalBook Curriculum will be about $6,200. Michelle plans to drop Rethink for the 2019-2020 school year as staff are not using it. Rethink cost about $3,000.

Motion to renew GoalBook Curriculum for 2019-2020 school year.

Motion: LeAnn Burke  
Second: Bonnie Lower  
-Passed Unanimously.

j.) Cooperative Calendar 2019-2020 School Year

*(Motion/Discussion/Action)*

The Co-op waited until member schools had completed their school calendars before generating theirs in hopes to have holidays and breaks line up with the majority of the schools.

Motion to approve the Cooperative’s 2019-20 Calendar.

Motion: Scott McDowell  
Second: Katherine Dawe  
-Passed Unanimously.

5. Cooperative Business Manager Report:

Joyce distributed and discussed the Co-op’s expenditure report and cash reconciliation.

6. Board Meeting Schedule & Future Agenda Items

   May 23, 2019  
   June 13, 2019

7. Adjourn

   Motion to adjourn meeting at 1:33pm.

   Motion: Scott McDowell  
   Second: Katherine Dawe  
-Passed Unanimously.

Submitted by: ____________________________  Date: ____________________________

Board Chair: ____________________________  Date: ____________________________