The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting on 4/22/21 for the purpose of considering business to come before the Council. Chair, Katherine Dawe, presided.

1. **Call to Order**

Katherine Dawe called the meeting to order at 1:01pm.

Members Present  
Amsterdam—Katherine Dawe; Anderson—Kristi Jacobs; Gallatin Co. Supt.—Matthew Henry; Harrison—Fred Hofman; LaMotte—LeeAnn Burke; Monforton—Darren Strauch; West Yellowstone—Brian Smith; Willow Creek—Bonnie Lower

Members Absent  
Big Sky—Dustin Shipman; Ennis—Casey Klasna; Gallatin Gateway—Theresa Keel

Visitors  
Billi Taylor, the future Superintendent of Harrison School

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 Minutes & Expenditures  

Motion: Darren Strauch  
Second: Bonnie Lower - Passed Unanimously.

4. **New Business**

   a.) **2021-2022 SLP and SLP-A Personnel/ Offer of Contracts:**

   Shannon Childs: MA45(q) at 1.0 FTE $69,930 ($67,930 salary, $2,000 Nat. Stipend)  
   *(Motion/Discussion/Action)*

Shannon will be making a lane change. There was a question about if Co-op Staff could get Tenure. School Psychologists and Special Education Teachers are able to get Tenure. Dept. of Labor licensed
staff, SLPs and OTs, are not tenured. Upon offer of their fourth contract, the Co-op follows same procedure as if tenured as this has been the practice of the Cooperative.

It was suggested that when discussing offering contracts in the future that they state how many contracted years that employee has been with the Co-op for the Boards reference.

Motion: Darren Strauch  
Second: Kristi Jacobs -Passed Unanimously

Amanda Massey: MA 30 (h) at .8 FTE $42,037 ($40,437 salary, $1,600 Nat. Stipend)  
(Motion/Discussion/Action)

Motion: Kristi Jacobs  
Second: Darren Strauch -Passed Unanimously

Rachel Babbitt: MA15(e) at 1.0 FTE $46,910 ($44,910 salary, $2,000 Nat. Stipend)  
(Motion/Discussion/Action)

Motion: Brian Smith  
Second: Darren Strauch -Passed Unanimously

Amber Fortier: MA(c) at 1.0 FTE $44,332 ($42,332 salary, $2,000 Nat. Stipend)  
(Motion/Discussion/Action)

Amber will be making a lane change.

Motion: Darren Strauch  
Second: Bonnie Lower -Passed Unanimously

Danielle White: BA(d) at .8 FTE $28,379  
(Motion/Discussion/Action)

Danielle is reducing her FTE from 1.0 to .8 and will be going on Maternity Leave next year.

Motion: Brian Smith  
Second: Kristi Jacobs -Passed Unanimously

b.) 2021-2022 O.T. Personnel/Offer of Contracts:

Jenifer Lewis:MA45(q) at 1.0 FTE $69,930 ($67,930 salary, $2,000 Nat. Stipend)  
(Motion/Discussion/Action)

Motion: Darren Strauch  
Second: Kristi Jacobs -Passed Unanimously

Hannah Miller: MA45(k) at .2 FTE $11,778 ($11,378 salary; $400 Nat. Stipend)  
(Motion/Discussion/Action)
Motion: Kristi Jacobs  
Second: Darren Strauch  -Passed Unanimously

Julie Zimmerman: MA15(e) at .6 FTE ($26,946 salary; 1,200 Nat. Stipend):  
(Motion/Discussion/Action)

Motion: Brain Smith  
Second: Fred Hofman  -Passed Unanimously

c.) **2021-2022 Special Ed. Teacher Personnel/Offer of Contract**

Julia Tucker: BA(c ) at 1.0 FTE $34,441 :  
(Motion/Discussion/Action)  
Julia will return full time for her second year but it is uncertain what the division of services will be at this time.

Motion: Bonnie Lower  
Second: Brain Smith  -Passed Unanimously

d.) **2021-2022 Office Personnel/Offer of Contracts:**

Riley Russell, Executive Assistant: $18.81/hr. (1016 hrs.),.6 FTE equivalent, $19,111  
(Motion/Discussion/Action)  
Riley is back from Maternity Leave and will finish out the year working one day in the office and two from home. She will work three days next year as well.

Motion: Darren Strauch  
Second: Fred Hofman  -Passed Unanimously

Joyce Schmidt, Business Manager/Clerk: $21.86/hr. (856 hrs.) .5 FTE equivalent, $18,712  
(Motion/Discussion/Action)  
Joyce is working at .5FTE for consideration for health benefits.

Motion: Brian Smith  
Second: Darren Strauch  -Passed Unanimously

5. **Cooperative Business Manager Report:**  (Informational)

Joyce reported that the cooperative books have been reconciled with the Gallatin County Treasurer through March & the cash balance in each fund is at a respectable level. Investment income earned this FY remains unreported & is unlikely to be received prior to the Treasurer’s June reports.
Grant reimbursement requests through March have been submitted to OPI & we continue to expect no problems meeting the MOE requirement for any of the grants.

The FYTD expenditures across funds is consistent with the previous FY & we are not aware of any large expenditures beyond the 3-pay in June for the remainder of the current FY.

6. Director’s Report:

(Informational)

Michelle introduced Billi Taylor, the future Superintendent of Harrison School, to the board. Billi worked in Park Country Special Education Cooperative as the Clerk and also ran a preschool. She is from Pony and went to Harrison so she is excited to come home.

Fran Woolman is willing to help with the Co-op’s transition into taking over Medicaid Administrative Claiming, MAC, “Random Moments”. Michelle, Joyce, and Riley have discussed what duties would look like and have some procedural ideas. Partners in each member school should be Clerks and Executive Assistants and two separate trainings would be provided potentially. Fran is also interested in working in schools again, potentially as a Para Educator.

Next year Danielle and Amanda are both expecting and will go on maternity leave around the end of September and mid-October. They will both be .8FTE next year. Jill Chumley worked as an employee at the Co-op two years ago and has expressed interest in continuing to help out with Developmental Screenings and Hearing Screenings as well as taking on some of the maternity leave until November. There was also some interest from a Licensed SLP-Assistant. Michelle has set up an interview and has requested Amanda, Shannon, Theresa and Bonnie attend. Discussion of the possibility of adding an additional full time SLP-A especially since Danielle is decreasing FTE and caseloads for licensed SLPs are growing.

Jen Wilshire and Rhianon Ohman have agreed to assist in interviewing a Staff Physical Therapist. The Co-op has one PT interested, she works part time at Prickly Pear. The position is anticipated to be two full days.

The Co-op will be interviewing School Psychologists on Monday, there are two applications. Michelle has spoken with Lani in regards to her contract and extended days. If another full time Psychologist isn’t secured the Special Education Coordinator position will not be available. Ashley Nash will be available the first week of May if needed to help get some Evaluations done. She would be paid at an hourly rate and it may be a good opportunity to integrate her.

Michelle distributed a handout and discussed her goals and performance.

7. Board Meeting Schedule & Future Agenda Items

Thursday, May 20th at 1:00 pm
Thursday, June 17th
8. Adjourn

Motion to adjourn meeting at **2:00 pm**.

Motion: Fred Hofman
Second: Brian Smith - Passed Unanimously.

Submitted by: ________________________________ Date: ____________________

Board Chair: ________________________________ Date: ____________________