The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via Zoom video Conference on April 21, 2022 for the purpose of considering business to come before the Council. Chair, Katherine Dawe presided over the meeting.

1. **Call to Order**
   Katherine Dawe called the meeting to order at 1:09 p.m.

   Members Present:
   - Amsterdam-- Katherine Dawe; Anderson--Kristi Jacobs; Big Sky-- Dustin Shipman; Gallatin Gateway--Theresa Keel [joined @ 1:20p.m.]; Monforton--Darren Strauch; West Yellowstone—Brian Smith; Willow Creek-- Bonnie Lower

   Members Absent:
   - Gallatin Co. Supt.--Matthew Henry; Harrison--Billi Taylor; LaMotte--LeeAnn Burke; Ennis-- Casey Klasna

   Visitors: None

2. **Public Comments**
   None

3. **Consent Agenda**
   Approval of:
   - Minutes & Expenditures (#317349 -#317367)

   Motion: Darren Strauch
   Second: Kristi Jacob
   - Passed Unanimously.

4. **New Business:**
   a.) **Cooperative Business Manager’s Report: (Informational)**

   The Business Manager reported that the March reports from the Gallatin County Finance Department have been reconciled with the cooperative books & the cash balances by fund are consistent with expectations. Joyce reminded the Board of the need to maintain a healthy cash balance in each fund at all times but especially as we approach the end of fiscal year for cash flow purposes.

   Grant reports have been submitted to OPI for expenditures through March & have been approved with the exception of the IDEA-Preschool/ARP that was submitted in early April. Due to the increased description detail OPI is now requiring we had some requests returned for modification that moved the reimbursement for those from March to April.

   Joyce reported that expenditures continue as expected across funds through March reminding the Board that 90% of our expenditures are for personnel. As reported last month we continue to utilize the temporary funding source of IDEA-B/ARP to offset a portion of the anticipated deficit in the IDEA-B grant. At present, the projected $98,000 deficit is expected to decrease to $41,000 if not a bit lower by FY end. While this is good news in the short run, the overall flat revenue trend coupled with increasing operating costs could deplete cash reserves as well as spending authority carryover at an accelerated rate.

   The two year expenditure comparison remains much the same as the previous month. Differences include the addition this FY of three grants[ESSER II Special Needs; ESSER III IDEA-B/ARP & IDEA-Preschool/ARP]; end of another [GCR] & the remainder of the ESSER I that will be expended by the end of this FY; & an increase in staff as well as changed personnel cost percentages between funds from the prior year.

   The budget- to-actual percentage of 59% includes non-budget expenditures [Medicaid, ESSER II & ESSER III--IDEA-B/ARP & IDEA-PreIG/ARP] totaling $34,926. The percentage is closer to 56% when these expenditures are removed. In short, we have been able to move 3% of our budgeted expenditures to temporary revenue sources.
b.) Director’s Report: (Informational)

The compliance monitor is wrapping up and special education teacher’s in your buildings are working closely with Chris McCrea. April 25th is the date for corrections unless more time is needed. Michelle reminded Administrators about the decision making process for Extended School Year services and asked that they support their teachers in making sure to go back to IEPs if the decision to recommend ESY was deferred. If this is the case they need to hold an IEP amendment meeting and determine if ESY is needed as well as check goal areas in which skill regression is documented and will be targeted for maintenance.

Annual training and consultation between Private schools and the Public school was discussed. While it didn’t happen this year, it typically was a meeting the Director scheduled for all Administrators, Private and Public. This meeting needs to occur before the participation lists are due back in March. Michelle will include this training information as part of transition training for the incoming Director, Lani Smith. They have discussed running this training with the school psychologists so that they are knowledgeable about the relationship between public and private schools for Child Find.

The Director requested input into the application for each district’s IDEA Consolidated Grant. Historically, she opens and generates the grant for each school and returns it to the Co-op for approval so that she can complete and submit the Co-op IDEA, (Part B and PIG), before August. Michelle will send a survey out to each administrator closer to June to gain necessary information if they’d like her to continue to serve in this role and use it to train Lani on the E-Grant system.

c.) Review of 2022-2023 Draft Budget (Informational)

Michelle discussed the impact that the increased staff salaries and associated costs has on the operational costs. This includes the ability to provide staff the same level of paid professional development, adding new curriculum and maintaining the costs for virtual conferencing through Zoom and electronic signatures through DocuSign for all member schools. Health insurance costs have a great impact and at some point the Co-op’s healthy contribution may need to be adjusted. Travel expenses are expected to be higher given gas costs and replacement and addition of laptops under minor equipment is also expected to go up. Goalbook cost represents a three-yr fixed rate discount and while the Co-op will cover the entire cost for member school special educators in FY ‘23, this cost to the Co-op might ultimately need to be shared by the member schools. Flat funding and increased staffing costs will further impact the Co-op’s ability to pay for professional development for the board as we have in the past such as Section 504 training with Bea Kaleva. While it has been the practice of the Cooperative to share in unexpected costs for high needs students that were not budgeted for, this too may no longer be possible and the Interlocal Agreement may need clarification around this practice. As the Business Manager has shared, each year the direct employee cost is requiring utilization of the Federal carry over (i.e. IDEA B and PIG).

Michelle recommended a change to the shared special education teacher costs formula. Instead of a percentage of usage based on the previous year’s usage, she proposed a percentage based on the school’s ANB out of the total ANB of schools using the special ed teacher services. This formula is more predictable from year to year and aligns with the likelihood that schools that are larger, like Willow Creek, would have more students with disabilities under IDEA that have IEPs. Assessment of the Instructional Block Grant required match is also recommended to continue as this is how curriculum and resources are purchased for use by the itinerant special ed teacher in those member schools.

d.) Destruction of Records: Resolution regarding record destruction in accordance with the State retention schedule. Resolution #2022-001

(Motion/Discussion/Action)

Motion to approve the destruction of records resolution #2022-001.

Motion: Darren Strauch
Second: Brian Smith
-Passed Unanimously

e.) 2022-2023 Office Personnel Offer of Contracts

(Motion/Discussion/Action)

Motion to offer Riley Russell, Executive Assistant, a contract for the 2022-2023 school year.

Motion: Brain Smith  
Second: Darren Strauch  
-Passed Unanimously

-Joyce Schmidt, Business Manager/Clerk: $22.52/hr. (856 hrs., 107 days), .5 FTE equivalent, $19,277

(Motion/Discussion/Action)

Motion to offer Joyce Schmidt, Business Manager/Clerk, a contract for the 2022-2023 school year.

Motion: Darren Strauch  
Second: Brian Smith  
-Passed Unanimously

7. 2021-2022 Board Meeting Schedule and Future Agenda Items: (Informational)

May 19th  
June 7th In Person at Anderson School, (includes lunch)

8. Adjourn: Motion to adjourn meeting at 2:23 pm.

Motion: Brian Smith  
Second: Darren Strauch  
-Passed Unanimously.

Submitted by: ________________________________ Date: _______________________

Board Chair: ________________________________ Date: _______________________
