The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 8/16/18, for the purpose of considering business to come before the Council. Board Chair, Dustin Shipman, presided.

1. **Call to Order**

Dustin Shipman called the meeting to order at 2:30pm.

Members Present: Amsterdam -- Katherine Dawe; Big Sky -- Dustin Shipman; Ennis -- Casey Klasna; Gallatin Co. Supt. -- Matthew Henry; Harrison -- Fred Hofman; LaMotte -- LeeAnn Burke; Monforton -- Darren Strauch; West Yellowstone -- Kevin Flanagan; Willow Creek -- Bonnie Lower;

Members Absent: Anderson -- Scott McDowell; Gallatin Gateway -- Travis Anderson

Visitors: None

2. **Public Comments**

None

3. **Consent Agenda**

Approval of Minutes & Expenditures: Motion to approve the minutes of 5/24/18 as well as expenditures (316243-316317 June*); (316302-316328 July*).

Motion: Darren Strauch
Second: Kevin Flanagan - Passed Unanimously.

4. **New Business**

   a.) Personnel: Increase of FTE for Executive Assistant, Riley Gallogly.

   *(Motion/Discussion/Action)*

   Motion to Increase Riley Gallogly’s FTE to .8 for the 2018-2019 school year.

   Motion: Casey Klasna
   Second: Darren Strauch - Passed Unanimously
b.) Purchase GoalBook

(Motion/Discussion/Action)

GoalBook is an established product but it is also a big-ticket item. After applying for scholarships, the price came down to $6,248.00 and training will be done remotely in addition to staff training on August 21, 2018. Michelle mentioned she has gotten positive feedback from numerous educators. GoalBook has a UDL foundation that is individualized to the student and ties to the students needs as well as showing systems used to integrate smoothly into general education.

Motion to purchase GoalBook.

Motion: Kevin Flanagan  
Second: Darren Strauch  
-Passed Unanimously.

c.) Budget: Final Review and Approval.

(Motion/Discussion/Action)

The final budget was distributed to the board and discussed. Michelle explained that since the last version IDEA-B and P.I.G numbers are in and the revenue stream is accounted for. Riley increased FTE to .8 and Linda will be staying the same. If Linda needs to increase FTE due to increased time at Willow Creek and Harrison the money would be taken out of Medicaid, resulting in no impact on Part B money and preschool intention money. Michelle explained her rational for P.I.G expenditure budget recommendations. Katherine Water will run the retirement numbers through county S of S for both Gallatin and Madison Counties. In November the board agreed to look at excess money and discuss what the districts would like to do; Michelle recommends the money stays in their districts unless a special event or unexpected cost arises.

Motion to accept final version of budget.

Motion: Casey Klasna  
Second: Katherine Dawe  
-Passed Unanimously

d.) Directors Report

(Informational)

Michelle stated that she has been in contact with family outreach, Shey Mayland, Audiologist, and Nikki Vradenburg from PBS to help ramp up developmental screening days this year. Michelle has packets that she will send out to the board reviewing the advertising process for developmental screening in hopes to make it more consistent for all member schools. Michelle also mentioned that it might be beneficial in the future to hold a health fair for first time parents who may not know what typical development is, where materials can be provided, and questions answered. The Co-op purchased another Mazda this summer with help from Gallatin-Gateway School because they could not spend their excess funds. Both Mazda’s died in the Co-op parking lot over the summer due to sitting too long and drawing power from all of the new technology. Michelle has talked to the Co-op’s mechanic and problem solved ways to avoid this in the future. Michelle discussed with the board Personal Care Monies to be paid to them in October instead of September and if they would prefer semi-annual payments, a lump sum at the end of the year or something else. The All School PIR day is coming up and Michelle let the board know that Lisa Waterman would not be attending this year, but she has offered to do any additional training for the few who need it. Michelle inquired to see if any of the board members would like to have Fran Woolman come out and do some MAC training and enough were interested so Michelle will set up a time in the future. Michelle let the board know that she has started and been working on E-grants.
5. Cooperative Business Manager Report:

a.) Business Manager’s Report

(Informational)

Joyce explained the overlap in the number ranges of expenditures was due to FY18 and FY19 overlap. Between 302 & 317 some are in one and other in the other, but nothing is counted twice. Financial Trustees Report completed and submitted to OPI, Joyce just needs a signature on the cover page.

Joyce explained that over the summer the Co-op was a victim of cybercrime. The Co-op was contacted via email by a party posing to be Michelle that wanted payment for student placement that was urgent. This tactic is called “Phishing and spoofing”. First Interstate Bank, the Co-op’s insurance company, law enforcement and even FBI were notified. Michelle also was in contact with the Co-op attorney and IT department to check for further vulnerabilities. The insurance company will not know until October if they will be able to get the full amount back. Dustin Shipman praised Michelle on her handling of the matter and suggests another look at Co-op policies.

6. Board Meeting Schedule & Future Agenda Items

   September 20, 2018
   October 25, 2018
   November 15, 2018
   December 13, 2018
   January 17, 2018
   February 21, 2018
   March 7, 2018
   April 11, 2018
   May 16, 2018
   June 13, 2013

Michelle would like to get the board meeting dates on the calendar in advance this year to help with planning.

7. Adjourn

   Motion to adjourn meeting at 3:40pm.

   Motion: LeeAnn Burke
   Second: Katherine Dawe -Passed Unanimously.

Submitted by: ______________________________ Board Chair: ______________________________