The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting on August 12, 2021 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 1:36pm.

Members Present: Amsterdam-- Katherine Dawe; Anderson—Kristi Jacobs; Big Sky-- Dustin Shipman; Gallatin Co. Supt. -- Matthew Henry; LaMotte-- LeeAnn Burke; Monforton-- Darren Strauch; West Yellowstone —Brian Smith;

Members Absent: Ennis-- Casey Klasna; Gallatin Gateway—Theresa Keel; Harrison-- Billi Taylor; Willow Creek-- Bonnie Lower

Visitors: Lani Smith, Brittney Shirley, Joe Hagemeister, Marlow Mitchem, Phil Weiss, Robert Orsini, Laura Axtman.

2. **Public Comments**

None

3. **Consent Agenda**

Approval of Motion to approve the minutes of June 17, 2021 as well as expenditures (#317218-#317232)

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

4. **Business Manager’s Report**

   a.) Approval of Trustee’s Financial Summary Report

   (Motion/Discussion/Action)

   The Trustee’s Financial Summary Report had to be submitted before it could be printed for review. The report can be amended as needed. Joyce reviewed the report. There were no questions from the Board.

   Motion to approve the Trustee’s Financial Summary Report as presented.

   Motion: Darren Strauch
   Second: Kristi Jacobs
   -Passed Unanimously.
b.) Approval of Destruction of Records

(Motion/Discussion/Action)

A list of records that need to be destroyed was distributed to the Board.

Motion to approve the Destruction of Records.

Motion: Brian Smith
Second: Darren Strauch - Passed Unanimously


c.) Approval of Executive Assistant and/or Director use of signature stamp

(Motion/Discussion/Action)

This is an annual requirement unbeknownst to the Co-op and has now been added to the Policy Manual. This is a part of checks and balances recommended by the Auditor, Rosie Barndt. From now on this will be on the consent agenda in August.

Motion to approve the Executive Assistant and/or Director use of signature stamp.

Motion: Kristi Jacobs
Second: Dustin Shipman - Passed Unanimously

d.) GMSEC Budget update

(Informational)

Some changes include updated quality ed, splitting out the ESSRS money, splitting out PAI, and correcting the numbers for the new Physical Therapist.

e.) Business Manager’s Report

Joyce reported the June 2021 financial reports had been received from the Gallatin County Treasurer’s Office & reconciled with the cooperative books. The reconciled cash balances including interest income by fund were presented to the Board showing the Cooperative was in a good cash position entering the new Fiscal Year [FY]. Monthly reports would no longer be provided by the Gallatin County Treasurer’s Office but would be supplied by a new department within the Gallatin County Finance Department under the direction of the Gallatin County Commission as of July 1, 2021.

Grant reports through June 2021 for IDEA-B, Preschool Incentive & ESSERS I had been submitted to OPI with final payment for all June expenditures expected in later August. Joyce reminded the Board that it has been a long standing cooperative practice to hold the July, August & September reimbursement requests until the new grant year opens to keep the grant reports in tandem with the cooperative FY.

Expenditures fiscal year to date [FYTD] showed very little since the cooperative’s greatest monthly costs are personnel related falling between September and June each FY. Historically July has a few annual expenditures such as the liability insurance coverage that this FY is $20,447 & is nearly half of the July expenditures. August normally has fewer expenditures than July & that trend is expected to continue this year.

Joyce reported the Fund Balance FY 2020-21 reserve totals as **315 Medicaid Misc. $176,170.79** & **382 Interlocal $103,344.75**. She also reported the anticipated carryover spending authority for the **IDEA-B** grant as **$171,660** & the **IDEA-Preschool Incentive grant** as **$10,775**. The Board was reminded the carryover amounts are determined at the end of the Federal FY & the cooperative is normally notified in October or early November of those amounts.
Joyce notified the Board that the MAC Claiming--Random Moments Participation Lists for 4Q 2021 were due September 3rd for any school district choosing to participate that quarter. Joyce asked that any school district that would not be participating communicate that information to Laurie Nelson by emailing her at laurie.nelson@mt.gov since the random moment sample population can not be generated until all Participation Lists have been submitted. In an effort to assist member districts the cooperative would notify school district Business Managers or Clerks during the week of 08/16-20 as a reminder.

5. Director’s Report

a.) GMSEC 2021-2022 Staff Handbook

(Motion/Discussion/Action)

The main changes to the Staff Handbook are updated policy numbers, the addition of the Title 9 procedure and the child abuse section now has descriptions.

Motion to approve GMSEC 2021-2022 Staff Handbook.

Motion: Kristi Jacobs
Second: Dustin Shipman -Passed Unanimously

b.) First Reading MTSBA GMSEC Policy Manual: 1000, 2000, 3100, 4000 and 5000 Series

(Informational)

Michelle thanked everyone for looking them over and making changes. She reminded them that these are not updated policies because the policy manual was so incomplete and out of date. These will all have first readings and they will be aligned and a new copy will be created in the MTBS folder. The only substantial changes were the Title 9 procedure and appointing Joyce as Chair. The fingerprinting process was also covered and the procedure for keeping those records. Typically, one series at a time would be reviewed, however since the entire manual was out of date and MTSBA Co-op Template was being used, this group of policies will be ready for second reading and approval at the next board meeting. Kris Goss, MTSBA, is available to answer any board questions.

c.) Director’s Report

(Informational)

Michelle is developing a template for each member school’s caseload list that can be built on at each department meeting. This tool will be utilized to assist teams in proactively scheduling special ed meetings during Special Ed. Department Meetings. It also supports the office’s ability to conduct both child count and exit reports.

Pre-Covid the Co-op ordered a diagnostic tool for eligibility for Autism that the staff had wanted for a while. If any Special Education Teachers are interested in some additional training let Michelle know.

An email was sent out for staff recommending the Star Training. Michelle encouraged districts to purchase the STAR curriculum as it supports a high leverage practice for students with Autism as well students with more significant needs including Cognitive Delay.

d.) Special Education Meetings and the District/Building Administrator or Designee: Michelle Halberg

(Informational)
Michelle provided training for administrators who are required to attend special education meetings (Evaluation report meetings and IEPs).

e.) MTSS Leadership Teams and the Role of the School Psychologist: Lani Smith

(Informational)

Lani Smith, School Psychologist, presented a powerpoint to board members as well as principles at member schools. The role of school psychologist on district level MTSS leadership teams was described. Michelle reinforced that this year, she and Lani will be working with member schools to strengthen their MTSS process which will hopefully lead to improved student outcomes.

6. Board Meeting Schedule: Projected 2021-2022 Third Thursday of the Month (Zoom/In-Person)

   September 16th  In Person
   October 28th
   November 18th
   December 16th
   January 20th  In Person
   February 17th
   *March
   April 21st
   May 19th
   June 16th  In Person

7. Adjourn

   Motion to adjourn meeting at 3:34pm.

   Motion: Brian Smith
   Second: Dustin Shipman -Passed Unanimously.

   Submitted by: ____________________________ Date: ____________________________

   Board Chair: ____________________________ Date: ____________________________