The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting on August 18, 2020 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 **1:05pm**.

Members Present

- **Amsterdam**-- Katherine Dawe;
- **Anderson**—Kristi Jacobs;
- **Big Sky**-- Dustin Shipman;
- **Ennis**-- Casey Klasna;
- **Gallatin Gateway**—Theresa Keel;
- **LaMotte**-- LeeAnn Burke;
- **Monforton**-- Darren Strauch;
- **West Yellowstone**—Brian Smith

Members Absent

- **Gallatin Co. Supt.**-- Matthew Henry;
- **Harrison**-- Fred Hofman;
- **Willow Creek**-- Bonnie Lower

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 Minutes & Expenditures

Motion to approve the minutes of June 18, 2020 as well as expenditures (June #316835-316914; July #316915-316936)

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

4. **New Business**

   a.) Cooperative Business Manager’s Report

      i. Approval of Trustee’s Report:

      (Motion/Discussion/Action)

Last year the Board requested to see the Trustee’s Report before it was submitted. Joyce gave and explanation of the prior year. The report was very straight forward and the only thing that was found was Anderson overpaid the prior year.

Motion to approve Trustee’s Report.

Motion: Theresa Keel
Second: Brian Smith -Passed Unanimously.
ii. **Utilization of ESSERS Related Service Grant:** *(Informational)*

This is Federal Funds that flow through the state at about $49K. The Co-op plans to put about 40K into additional staff which may also be used for staff who need to work from home. There is already one staff member who has requested to work from home one day a week due to child care. Michelle plans to hire a part-time teacher in her endorsement process for Monforton in addition to hiring Shirley Dyk. This will free up the Special Education Teacher to send relief to West Yellowstone, Monforton and Pass Creek while utilizing ESSER Funds. Professional Development has also been budgeted at around 3K and 1K in PPE for staff (masks, plexiglass, gloves, wipes, sanitizer).

iii. **GMSEC Budget Update:** *(Informational)*

In regards to the Instruction Block Grant, the Co-op will hold onto funds from Cottonwood School as they are asking the Co-op to purchase STAR Reading and Math Assessment for Universal screening and progress monitoring. The Co-op will collect IBG and Required Match, Related Service Block Grant Match and shared special education teacher costs in November and February. An updated Budget was distributed to the Board via email.

b.) **Director’s Report –** *(Informational)*

i. **Cooperative Staff: COVID Procedures for In-Person/Remote, Scheduling:**

Department meetings are beginning to be scheduled with the goal of discussing each school’s approach as well as individual students needs. GMSEC staff are to wear masks regardless of the school’s procedure as well as during carpooling, hand sanitize, and have been provided with additional PPE such as face shields and plexi-glass dividers. There was discussion about safety precautions (e.g., wearing masks while using face shields). School assignments are set at this time but days of service are still being adjusted given student needs.

ii. **Hearing Screenings**

Shey Mayland (Region IV Hearing Conservation Program), Jill Chumbley (SLP) and Dani White (SLP-A) will conduct the hearing screenings during developmental screening day for the majority of schools. Larger schools will have hearing screenings prior to developmental screening day. Due to COVID-19, appointments will be 40 minutes to allow time for cleaning and social distancing. Parents will also be asked to wait in their cars if the child is alright with the separation, otherwise only one set of parents in the waiting room at a time. Some schools are not allowing parents in the building at all and some are having a difficult time finding room to host. Michelle mentioned using an alternate location. Mrs. Keel suggested using Gateway Community Center for Gallatin-Gateway and Anderson School District as they have been letting the school use it if need be.

iii. **Child Find: Developmental Screenings**

Child Find dates for each school were distributed via email. There were no questions about times and dates.

iv. **Special Education Caseload Analysis**

Michelle asked if there is anything urgent that staff need to pay attention to right away please let her know and they will take action. Staff are constructing caseload lists and categorizing students by 3 tiers of re-entry to schools.

v. **Discussion: District Unique Needs and Concerns**

The School Psychologists need to know all new transfer students with identified eligibility and IEP. School Psychologists will complete transfer paperwork, determine if the eligibility in MT is the same, and recommend new Evals if necessary. They will review file and then send on to the building SLP if eligibility is Speech-Language only. If any school is having trouble receiving in or out of state records please let Michelle know and she can help. Member schools are erring on the side of caution when it comes to COVID-19 and staff’s level of protection. Some
staff mentioned that it can be difficult to work with some students when they are masked. Member schools would rather not recommend something that is not the highest level of protection according to the CDC.

c.) 2020-2021 Personnel Offer of Contracts- Special Education Teachers:

i. Caroline Cok, (BA 15/level e) $17,911.

(Motion/Discussion/Action)

Caroline Cok is a certified teacher with early education endorsement. She has strong references and experience working with students with disabilities preK-1st grade. She will be assigned to Monforton elem. and Darren has said that hopefully next year she can move into a part time position there. ESSERS Related Service funds will be utilized as this assists the district in maintain small classroom size/small groups this year.

Motion to hire Caroline Cok for 2020-2021.

Motion: Darren Strauch
Second: Kristi Jacobs -Passed Unanimously

ii. Shirley Dyk, $45/hr., .2 FTE equivalent, $13,464

(Motion/Discussion/Action)

Shirley Dyk has been working for the Co-op as a contract provider for three years. She has completed academic testing for schools districts who have class 5 endorsed teachers that have not completed special education coursework in assessment such as Harrison and now Gallatin-Gateway. She will be serving Pass Creek for select students.

Motion to hire Shirley Dyk for 2020-2021.

Motion: Casey Klasna
Second: Theresa Keel

6. Board Meeting Schedule & Future Agenda Items

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 17th</td>
<td>*October 22nd</td>
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<td>November 19th</td>
<td>*December 17th</td>
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<td>January 21st</td>
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<td>*March 25th</td>
<td>April 15th</td>
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<td>May 20th</td>
<td>June 17th</td>
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7. **Adjourn**

Motion to adjourn meeting at 2:12pm.

Motion: Theresa Keel  
Second: Darren Strauch  -Passed Unanimously.

Submitted by: _______________________________ Date: _______________________

Board Chair: _______________________________ Date: _______________________