1. **Call to Order**

Kevin Flanagan called the meeting to order at 9:11 a.m.

**Members Present**
- Amsterdam -- Katherine Dawe
- Anderson -- Scott McDowell
- Big Sky -- Dustin Shipman
- Gallatin Gateway -- Theresa Keel
- Gallatin Co. Supt. -- Matthew Henry
- Monforton -- Darren Strauch
- West Yellowstone -- Kevin Flanagan

**Members Absent**
- Ennis -- Casey Klasna
- Harrison -- Fred Hofman
- Willow Creek -- Bonnie Lower
- LaMotte -- LeeAnn Burk

**Visitors**
- Laura Axtman, Joe Hagemeister

2. **Public Comments**

None

**Staff Present**
- Michelle Halberg, Director
- Joyce Schmidt, Clerk & Business Manager

**Staff Absent**
- Riley Russell, Executive Assistant

3. **Consent Agenda**

**Approval of**
- Motion to approve the minutes of May 23, 2019 as well as expenditures (Minutes & Expenditures)

**Motion:** Darren Strauch
**Second:** Scott McDowell
- Passed Unanimously.

4. **New Business**

a.) **Incoming GMSEC Board Chair, Kevin Flanagan, and election of Vice-Chair.**

(Motion/Discussion/Action)

- Motion: Katherine Dawe nominated and accepted nomination for Vice-chair.
- Motion: Scott McDowell
  - Second: Dustin Shipman
  - Passed Unanimously.
b.) Cooperative Budget, Maintenance of Effort and Inter-Local Agreement. (Informational)

Michelle discussed revenue streams for the Cooperative’s operational budget and made a distinction that the budget does not include student specific costs. It is the district’s responsibility to provide the staffing, materials or resources for that student as outlined in their IEP. However, as members of a special education cooperative, the Inter-Local Agreement outlines use of IDEA consolidated grant reserves and General Fund carry over as it creates the “Inter-Local Fund” or “risk pool” that can be accessed by member school districts. When the IEP team is making recommendations that have a fiscal impact, such as placement at a pre-school or day treatment that require tuition or para-educator to access the general education setting, districts may request fiscal support from the Cooperative as this is the intent of the inter-local agreement. Another example of this is when the principals are the LEA for the meeting and have concerns about costs and express this concern. Given that they may not know where their local fund balances are, they should visit with their Superintendent who will work with their business manager to first determine how they can fund that recommend placement, service or equipment etc. They discuss their local effort before coming to the Cooperative board to request fiscal support. Again, this is the intent of the inter-local fund or risk fund – provide funding for significant and unexpected costs. The district may hire and then request assistance from the Cooperative for all or some of the cost the first year.

Michelle indicated that the only other revenue stream not on the Cooperative’s operational budget was monies generated through Medicaid Administrative Claims, (MAC), and direct service billing and revenue for the provision of services for Medicaid eligible students (e.g. Speech therapy, personal care services). SWMSS provides Medicaid billing service through the Cooperative. Each school district receives MAC revenues directly and personal care services funds come to the Cooperative and then paid to the school three times a year.

c.) Final Budget Approval. (Motion/Discussion/Action)

Michelle highlighted changes to the draft budget reviewed in May that include final federal and state funds based on ANB and the addition of costs. The Cooperative will be purchasing GoalBook for all member school’s utilization and returned a small account with Rethink that she wasn’t anticipating. Rethink will be utilized in our schools that have a high incidence of children with Autism and the need for discrete trial format of teaching. She further noted that a new fleet vehicle is not represented in the budget and this expense would come out of Fund 315 reserves. Joyce explained the federal fiscal year is August 31-Sept 1 and in September we will have carry over of unspent funds that will be used for the expenditure of a vehicle. Michelle also shared that she did not include a line item for a Special Education Teacher Consultant but is considering offering a contract and then if utilized this expenditure would also come out of the reserves/federal carry over.

Motion to Approve the budget as presented.

Motion: Dustin Shipman
Second: Darren Strauch -Passed Unanimously

d.) Staff Handbook language changes. (Motion/Discussion/Action)

Michelle indicated that changes to the language around commute and travel time were not completed at the time of this meeting as she received some recent staff input. The board recommended the motion to approve current 2018-2019 Staff Handbook as the 2019-2020 Staff Handbook. Staff will review this handbook and sign in August and then when changes are approved by the board at the September meeting, the amended version will be reviewed with staff and they will sign again.

Motion to approve the 2018-2019 Staff Handbook without changes as the 2019-2020 handbook.

Motion: Katherine Dawe
Second: Scott McDowell -Passed Unanimously
There was a break in the meeting from 10:09 a.m. and business resumed at 10:17 a.m.

e.) Understanding the “why” behind Prior Written Notice and other documentation requirements that meet both compliance and increase parent and general education teacher engagement. (Informational)

Michelle presented on Prior Written notice IDEA Safeguards embedded in the special education process and documentation. She will send the power point out to all participants for easier reading.

5. Cooperative Business Manager Report: (Informational)
Joyce shared that our financials are balanced with the treasurer through period 13. The Trustee’s Financial Summary is nearly completed and ready for submission.

The Board recommended board approval of the TFS at the August Board meeting prior to submission due date next year and there forward.

6. Board Meeting Schedule & Future Agenda Items
September 19, 2019 at 11:30: GMSEC Office location

7. Adjourn

Motion to adjourn meeting at 12:11 p.m.
Motion: Scott McDowell
Second: Theresa Keel -Passed Unanimously.

Submitted by: ________________________________ Date: ________________________

Board Chair: ________________________________ Date: ________________________