The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting on February 18, 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 11:31 am.

   Members Present  
   Amsterdam-- Katherine Dawe; Big Sky-- Dustin Shipman; Ennis-- Casey Klasna; Gallatin Co. Supt.-- Matthew Henry; Gallatin Gateway—Theresa Keel; Harrison-- Fred Hofman; LaMotte-- LeeAnn Burke; Monforton-- Darren Strauch; West Yellowstone—Brian Smith

   Members Absent  
   Anderson—Kristi Jacobs; Willow Creek-- Bonnie Lower

   Visitors  
   None

2. **Public Comments**  
   None

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

   Staff Absent  
   Riley Russell, Executive Assistant

   * Note that the order of business was altered at request of the Board Chair, Katherine Dawe, as some members needed to leave and a quorum was needed for both action items on the agenda.

3. **Consent Agenda**
   - Approval of January 21, 2021 GMSEC Board Mtg Minutes
   - Approval of Expenditures: (317034-317049); (317054-317070)

   Motion by: Darren Strauch to approve the minutes and expenditures.
   Second: Brian Smith  
   - Passed Unanimously.

4. **New Business**
• MTSBA: Custom Special Education Cooperative Policy Manual Agreement ($2,500); Five-Yr. Maintenance Program ($750) **(Motion/Discussion/Action)**

  Motion: Theresa Keel, approve expenditure to develop MTSBA Policy Manual
  Second: Darren Strauch
  Passed Unanimously

• **Director’s Performance Review (Executive Session)**

• **Director’s Report (Informational)**
  - Michelle thanked the board for their positive comments on her performance since last review. She will utilize this information to work closely with the Personnel committee and generate her Professional Growth Plan.

  - Goalbook: Michelle talked about the annual review by Goalbook for utilization and projected contract for next year. The annual review includes a user report for each special education teacher which includes areas utilized. Michelle informed the board that the projected contract cost for 15 users has increased. She will send utilization reports for each district special educator to determine if this is something that each district should consider purchasing themselves or if the Cooperative should continue to purchase it on behalf of all districts. This is a valuable support for special education teachers and related service providers as it decreases the cognitive load when developing measurable and standards aligned goals, provides teaching strategies and materials that align with UDL approach, and includes assessments and progress monitoring tools for goals and objectives.

  - Intermountain Mtg 2/5/21: Michelle reported that she, Katherine Dawe, Lani Smith and Sara Webb met to discuss a partnership with Intermountain for the provision of mental health services. This included a discussion about Cooperative needs, current resources (e.g. School Psychologists, School Counselors, and districts with existing CSCT programs), and funding. Katherine added that the discussion also included how member districts share in the costs of itinerant special education teachers and how this model can be applied for this position as not all member schools might utilize this Co-op service. Michelle has followed up with Sarah and will be working with her on developing a job description and utilizing MT Schools Recruitment Project to advertise. She will keep the board informed about progress moving forward.

  - Medicaid Administrative Claiming, MAC: Michelle shared that she and Joyce are working on the 2021-2022 school year budget and are investigating if this member school district service could be absorbed by the business manager and executive assistant. Medicaid billing with SSoM/Lisa Waterman would not change.

• **Business Manager’s Report (Informational)**

  Joyce reported the books have been reconciled with the Gallatin County Treasurer through
December 2020. The Treasurer’s Office is unsure when the January 2021 reports will be ready but based on known January revenue the anticipated cash ending balances were provided. The anticipated cash balances as of 01-31-2021 are as follows:

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<td>314</td>
<td>$64,815.71</td>
<td>315</td>
<td>$69,902.84</td>
<td>382</td>
<td>$120,774.84</td>
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All grant requests for IDEA-B, Preschool Incentive, & ESSERS through January 2021 have been submitted to OPI through the e-grant system. In addition, reimbursements have been received for all but the January 2021 requests that are in the reviewal process & reimbursement is expected later this month.

The Governor’s CRF award was utilized within the required timeframe & the final report submitted to the state in January as required. The final step for this grant will be it’s inclusion & review as part of our next external audit this fall.

The co-op expenditures FYTD are at 48% for both the current & previous fiscal year. Presently we are not aware of anything that would drive spending beyond the budget adopted this past fall.

It was noted that the expenditures for the ESSERS grant are once again accumulating & that it is probable a portion of the grant will be used this summer for students that have fallen behind as a result of the COVID-19 distant learning model recommended at the federal level & adopted by many school districts. It was pointed out that this service is different from the yearly ESY services provided over the summer.

The viability of bringing the Medicaid MAC Moments process is being explored as a potential cost saving measure. We are presently in the very early stages of that research.

- **GMSEC Interlocal Agreement Final Draft (Informational)**

  Michelle solicited the board for feedback on the marked-up Interlocal Agreement provided at the January 2021 board meeting. She specifically highlighted two changes: a.) Management Board Chairperson as a 2 year commitment to allow for continuity in communication between the Administrator of Special Education and Chair; b.) Review and approval of the contract as an annual process to ensure understanding and agreement, especially for newly appointed Superintendents. There was discussion in support of annual review and signature of agreement at the August board meeting.

  Michelle indicated that this draft has gone to Elizabeth Kaleva and once it is returned with any feedback it would be reviewed with the board before sending to OPI for approval.

6. **Board Meeting Schedule & Future Agenda Items**
March 30th Tuesday: Change due to Spring Break

April 15th
May 20th
June 17th

7. **Adjourn**

   Motion to adjourn meeting at 12:32 pm.

   Motion: Darren Strauch
   Second: LeAnn Burke - Passed Unanimously.

Submitted by: ____________________________ Date: ____________________________

Board Chair: ____________________________ Date: ____________________________