The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 1/23/2020, for the purpose of considering business to come before the Council. Chair, Kevin Flanagan, presided.

1. **Call to Order**

Kevin Flanagan called the meeting to order at 12:05 pm.

Members Present: Anderson-- Scott McDowell; Ennis-- Casey Klasna; Gallatin Gateway—Theresa Keel; Gallatin Co. Supt.-- Matthew Henry; LaMotte-- LeeAnn Burke; Monforton-- Darren Strauch; West Yellowstone-- Kevin Flanagan

Members Absent: Amsterdam-- Katherine Dawe; Harrison-- Fred Hofman; Big Sky-- Dustin Shipman; Willow Creek-- Bonnie Lower

Visitors: None

2. **Public Comments**

None

3. **Consent Agenda**

Approval of Motion to approve the minutes of 11/21/2019 as well as expenditures (#316711 - #316755)

Minutes & Expenditures Motion: Theresa Keel
Second: Darren Strauch - Passed Unanimously.

4. **New Business**

   a.) Annual Audit Report – Rosie Barndt

   **(Informational)**

Rosie Barndt presented her Independent Auditor’s Report to the board. She stated that it was an Unmodified or “clean” opinion. There was one deficiency that was due to the size of the Cooperative, which cannot be helped. She also recommended the Cooperative start to put each employee’s vacation and sick time left on pay stubs and implement a policy that requires each employee to track their vacation so the two can be reconciled.
b.) Director’s Report

(Informational)

Michelle distributed a hard copy of the Director’s report that included her summary of performance which highlighted Special Education Director standards from CASE, goal areas and objectives that she has demonstrated as well as areas she strives to master in the future.

Rethink curriculum is not being utilized, resulting in Michelle looking to other curriculums, particularly the STAR Autism Curriculum. The STAR Autism curriculum can address need areas for children with eligibility areas such as Autism, Cognitive Impairment, and Developmental Delay and is exceptional at data keeping. The STAR Autism Curriculum Training in Great Falls is coming up on March 2-3 and the Cooperative has offered to offset the cost of sending any member school special education teachers as well as purchasing a complete test kit for their school once training is completed.

c.) GMSEC Budget Projections 2020-2021

(Informational)

The Federal Government is recommending 4% increase to Special Education, but locally schools and Cooperatives will likely see 2% at the best. The salary matrix for 2020-2021 includes an increase for MA and BA of 2% to the corner. Three full time school psychologists are projected for next year. Intent to Return will be handed out at the next Staff Meeting with a request that they be returned by the end of February. There are two anticipated lane changes as well as some possible reductions in FTEs possibly. The Special Education Teacher’s caseload is exponentially large, and she has been doing a great job at handling it, Shirley Dyk has been helping with some students when she can. Next year the Cooperative will need more Special Education Teacher FTE as are requested to send an itinerant teacher to West Yellowstone next year in addition to current caseloads. Michelle projects the need for 1.5 Teacher next year. Hannah Miller, Occupational Therapist, has voiced uncertainty about returning next year and Michelle recommended that the Cooperative advertise for a part-time O.T.

d.) Executive Session: Special Education Director, Michelle Halberg, Performance Evaluation

(Informational)

Joyce Schmidt and Riley Russell stepped out of the room while the Executive Session was held.

e.) 2020-2021 Personnel Recommendations for Hire

a.i. Kate Silver-Heilman, School Psychologist, 1.0 FTE at Ed.S./MA 60 (level m) $60,946 with National Certification $2,000 ($62,946); $6,000 moving assistance

(Motion/Discussion/Action)

Kate Silver-Heilman has many years of experience, a Medical Neurological background, and is comfortable educating and training staff. Michelle and interviewing team think she will be a great fit and has a lot to offer the Cooperative. She has been offered the job pending Board approval.

Motion to hire Kate Silver-Heilman, School Psychologist, for the 2020-2021 school year.

Motion: Casey Klasna
Second: Scott McDowell -Passed Unanimously
f.) 2020 Personnel Recommendation for Hire  
a.i. Jaime Greene – School Psychologist/Psychometrician: $25/hr.  

(Motion/Discussion/Action)  
Jamie has been working with Lani this year completing her internship. She can do testing and the School Psych will still be present. She is willing to work Friday’s as needed.  

Motion to hire Jamie Green as a School Psychologist/Psychometrician for the remainder of the 2020 school year.  

Motion: Darren Strauch  
Second: Theresa Keel -Passed Unanimously


g.) Kaitlin Sonderer Letter of Resignation  

(Informational)  
Kaitlin handed in her Letter of Resignation and Michelle has accepted it. Her employment will end at the end of January.

h.) Request for Personal Leave/Vacation: Michelle Halberg  

(Motion/Discussion/Action)  
The Board stated that in the future, just Board Chair approval is needed.  

Motion to approve Michelle Halberg’s request for Personal/Vacation Leave in March.  

Motion: Darren Strauch  
Second: Theresa Keel -Passed Unanimously

5. Cooperative Business Manager Report: (Informational)  
The November 2019 reports have been received and reconciled. The IDEA-B carryover and Preschool Incentive Grant have been approved by the state.  

6. Board Meeting Schedule & Future Agenda Items  
Thursday, March 5th at 11:30 a.m.  
Thursday, April 23rd at 11:30 a.m.  
Thursday, May 21st at 11:30 a.m.  

Suggestion of skipping February meeting and holding early March meeting instead.
7. Adjourn

Motion to adjourn meeting at 1:40pm.

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

Submitted by: ________________________________ Date: _______________________

Board Chair: ________________________________ Date: _______________________
