The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via video conference, Zoom, on January 21, 2021 for the purpose of considering business to come before the Council. Casey Klasna, Vice-Chair presided in the absence of Chair, Katherine Dawe.

1. Call to Order

Casey Klasna called the meeting to order at 11:32 am.

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

Members Absent  
Amsterdam-- Katherine Dawe

Visitors  
None

2. Public Comments  
None

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

Staff Absent  
Riley Russell, Executive Assistant

3. Consent Agenda

Approval of  
Motion to approve the minutes of November 19, 2021 as well as expenditures (#316992-317009); (#317010-317033); (#317050-317053)

Minutes & Expenditures  
Motion: Fred Hofman
Second: Darren Strauch - Passed Unanimously.

4. New Business

a.) Director’s Report: (Informational) Michelle reviewed her director’s report. She complimented building administrators for supporting high standards in documentation and communication of Evaluation Report, ER, and IEP information. The OPI Compliance monitor is set for next October 2021 and Michelle indicated that one way to prepare for this is to begin scanning and uploading signature pages from meetings and stapling them to the document. She will be reviewing this with all school teams during their scheduled department meetings.

Mr. Klasna thanked Michelle for organizing the Section 504 training with Elizabeth Kaleva on January 8th. He indicated it has already improved their process and he especially appreciated having an updated manual and documentation forms. When asked, other board members agreed that they would like to have one more training this year with Bea, for a “Level II” 504 training. The training for System Administrators on the special education module in AIM/Infinite campus with Kristi Sears, OPI, was well attended. Michelle shared live links in the director’s report for the informational handouts and references provided
Discussion about the use of MTSBA Policy Manual for Cooperative’s resulted in the recommendations to move forward with this and bring final approval of this expenditure to the Board in the February meeting. Michelle will be generating a job description and position for Special Education Coordinator for the 2021-2022 school year. As part of Personnel recommendations, she would like the board to consider having Lani Smith, School Psychologist, take on this role with an extended contract. Mr. Strauch shared with the board that this is a great opportunity for Lani and similar to the process that Michelle went through before becoming the director. Given the growth in several schools, Michelle’s recommendation to identify the role of Special Ed Coordinator for the Co-op schools was well received. Michelle added to her report her appreciation to Mr. Strauch for connecting her to Sarah Webb, Intermountain Regional Clinical Manager. They spoke several weeks ago and Sarah, Intermountain, is willing to work with the Cooperative in problem solving and developing resources for school-based outpatient therapy. They will be meeting again in the next week or so after she visits with her leadership team.

Preschool services were discussed. Michelle asked if there was interest in the development of a Cooperative preschool program for local member schools. Kristi Jacobs (Anderson) indicated her interest in participating in a committee to explore this area of need.

b.) Budget: Status and Preparation 2021-2022: (Informational)

i. Business Managers Report: Joyce updated her report to include that as of December there is a (315) Fund XXXX cash balance of $29,129.99. Granite Technology has awarded the Cooperative a reduced hourly rate. Joyce will submit a thank you on behalf of the Cooperative Board.

ii. Governor’s CRF and ESSERS Related Service Grant to Co-ops.: Michelle indicated that the Governor’s CRF were expended prior to the Dec. 30th date and the report to Nancy Hall is due by the end of January.

c.) Budget: Purchase of Fleet Vehicle Approval $20,000: (Motion/Discussion/Action)

Motion: Darren Strauch -Passed Unanimously
Second: Brian Smith

Discussion: Michelle shared that the Subaru Impreza Wagon has over 108,000 miles and needs some significant repairs. She would trade this vehicle in and utilize funds out of IDEA B for purchase.

d.) Personnel: Recommendation School Psychologist 2021-2022 School Year: Ashley Nash, 1.0FTE, MA 30/Ed.S. (level c), No National Cert. Stipend, $43,602. (Motion/Discussion/Action)

Motion: Kristi Jacobs -Passed Unanimously
Second: Theresa Keel

Discussion: Michelle reviewed qualifications and thanked the interview committee. Lani Smith would be clinical supervisor for one year as school psychologists have a temporary endorsement until their Internship is completed.

e.) Director Performance Review Process: (Informational)

Michelle referenced her director’s report that includes a summary of how the process occurs currently. Recommendations to outline this as part of the Personnel Committee. Michelle will update the survey questions and send this document to Mr. Shipman to distribute. Katherine Dawe, Chair, and Casey Klasna, Vice-Chair, will join Dustin Shipman as the committee to review results with Michelle prior to the February meeting. There was discussion about when to conduct the director’s performance review.
Michelle reminded the board that she is in the first year of a two-year contract. Aligning with MCA for Superintendents the recommendation is to align performance review to occur by the January Board Meeting.

f.) Interlocal Agreement-Markup Copy with Revisions and Addendums: **(Informational)**
Michelle provided the board with an interlocal agreement with marked up changes and asked that they review it and give feedback or ask questions. Kristi Jacobs clarified that the last time the Interlocal agreement was approved by OPI was 2016. Michelle will provide a final document for approval at the February meeting.

6. **Board Meeting Schedule & Future Agenda Items**
   - February 18<sup>th</sup>
   - *March 25<sup>th</sup>*
   - April 15<sup>th</sup>
   - May 20<sup>th</sup>
   - June 17<sup>th</sup>

7. **Adjourn**

   Motion to adjourn meeting at **11:26 pm**.

   Motion: Fred Hofman
   Second: LeeAnn Burke - Passed Unanimously.

Submitted by: ___________________________ Date: _________________

Board Chair: ___________________________ Date: _________________