The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Cooperative office on January 19, 2023 for the purpose of considering business to come before the Council. Chair, Casey Klasna, presided over the meeting.

1. **Call to Order**
Casey Klasna called the meeting to order at **11:03am**.

Members Present

- **Amsterdam**– Katherine Dawe;
- **Anderson**– Kristi Jacobs (via phone);
- **Big Sky**– Dustin Shipman (via phone);
- **Ennis**– Casey Klasna;
- **Gallatin Co. Supt.**– John Nielson;
- **LaMotte**– LeeAnn Burke;
- **Monforton**– Darren Strauch;
- **Willow Creek**– Bonnie Lower

Members Absent:

- **Gallatin Gateway**– Kelly Henderson;
- **Harrison**– Billi Taylor;
- **West Yellowstone**– Coul Hill

Visitors:

- Rosie Barndt, CPA

2. **Public Comments**
None

3. **Consent Agenda**

**Approval of**

- Motion to approve the minutes of October 27, 2022 and the minutes of the Special Board Meeting on November 14, 2022 as well as expenditures

**Minutes & Expenditures**

- Motion: Darren Strauch
- Second: LeeAnn Burke - **Passed Unanimously.**

4. **New Business**

a.) **Financial Audit Report**: Rosie Barndt, CPA

(Motion/Discussion/Action)
Rosie Barndt, CPA came in person to present her findings to the Board. Rosie stated that everything went well and gave an unmodified opinion. One deficiency found was the segregation of duties due to the size of the Co-op, this is the same for many small entities and no formal entries needed. Rosie thanked the Co-op for the pleasure of working with them for the last couple of years and highly recommended Paul Straum and Associates going forward.

Motion to approve the Financial Audit Report.

Motion: Katherine Dawe
Second: Bonnie Lower - Passed Unanimously.

b.) Business Manager’s Report:

(Informational)

The Business Manager reported the cash ending balances by fund for October & November were firm numbers having been reconciled with reports provided by the Gallatin County Finance Department [GCFD]. The tentative December totals were based on known revenue amounts since we have yet to receive the GCFD reports. Joyce pointed out December is one of two months each FY we do not receive a payment for State Special Education or Quality Educators.

Joyce told the Board she has experienced a greater degree of scrutiny from the OPI accountants reviewing our grant reimbursement requests this FY. Although this change requires additional time preparing each reimbursement request she appreciates their efforts to provide a more transparent product with these taxpayer dollars.

All grant reimbursement requests for costs incurred through December 2022 have been submitted to OPI through the e-grant system. Normally Joyce is able to submit the requests before the state analysts begin their grant review process each month & this has sped up payments back to the cooperative in the past. The submit window was closed for some grants until mid-January & as a result for these grants the reimbursement of December costs is now expected in February.

The carryover spending authority for the IDEA-B grant was expended in November & we are now drawing from the current FY allocation. It is our intention to expend the carryover amount for IDEA-Preschool Incentive as well as the remaining spending authority for ESSER II & ESSER III by the end of our current FY. Joyce reminded the Board that we have two smaller cash amounts sent directly from OPI that may be expended on anything allowable under the IDEA grant rules.

Expenditures for October through December in all funds [314, 315 & 382] were not exceptional & no additional explanation was warranted since nearly all costs are personnel related & covered in the approved budget.
The costs associated with the Special Education Coordinator approved by the Board in October began in December. The West Yellowstone SD was invoiced for the December expenditures & the co-op has received payment.

c.) **Random Moments Review**

(Informational)

Joyce and Riley gave a review of the Random Moment process and answered any questions the Board had. Joyce reminded the Board that the participation list that they set up for Oct-Dec is usually the list that is used for the rest of the year as well. The participation list set up for March-June is the same one used for July-Sept.

d.) **Director’s Report**

(Informational)

Lani stated that evaluations are the biggest stressor at this point as well as an uptick in private/homeschool evals. Lani has been reaching out to Psych retirees or Psychs looking for extra work. Another option suggested was extending current staff’s contract if they are willing to take on more. Reaching out to Julianna is another possibility as well as a Psychometrician from U of M.

Lani would like to have the Psychs attend MCEC this year and going forward have a different discipline attend each year to help cut back on professional development costs.

Budget heads up- ESSARS funds will be wrapping up this year and next year the Co-op will be returning to IDEA-B & PIG plus member school contributions.

e.) **Director Performance Review Process**

(Motion/Discussion/Action)

Lani had previously reached out to Darren to see how the previous Director’s Performance Review was done. Lani stated that she doesn’t know if this is the time to change up that process but she thinks that she would benefit from more staff input. The Board discussed potential options, experience, models they are aware of or have had experience with. Casey, Katherine, and Darren agreed to comprise a committee and get something in front of the Board for the next meeting and then schedule a date and time so that it is completed by April.

Motion to approve the Director’s Performance Review Process has been tabled until the next meeting.

f.) **Letter of Resignation: Laurie Smith**

(Informational)

Laurie has accepted a full time position somewhere else and has submitted her letter of resignation.
g.) **Letter of Resignation: Danielle White**

(Informational)

Due to her husband's unpredictable schedule and child care Danielle has submitted her letter of resignation. Dani will be working until the end of the month. She was a great part of the team and would have a place at the Co-op if she chose to come back.

5. **Board Meeting Schedule and Future Agenda Items:**

(Informational)

- February 16th - Not a great time because of tournaments. February 28th suggested.
- April 20th
- May 18th
- June 15th (In Person)

6. **Adjourn:** Motion to adjourn meeting at 12:37pm.

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

Submitted by: _______________________________  Date: ______________________

Board Chair: _______________________________  Date: ______________________