The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting Video Conference on June 18, 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 **11:30am**.

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

Members Absent
- Willow Creek—Bonnie Lower;
- Anderson—Scott McDowell

Visitors
- Brian Smith, 2020-2021 Superintendent/Elem. Principal for West Yellowstone School

2. **Public Comments**

None

3. **Consent Agenda**

Approval of Motion to approve the minutes of May 21, 2020 as well as expenditures (#316825-#316834)

Motion: Darren Strauch
Second: Theresa Keel
- Passed Unanimously.

4. **New Business**

   a.) Cooperative Business Manager’s Report:

   (Informational)

Joyce provided her report in the board packet distributed in email to all board members. She shared information on estimated reserves in the following Funds: 314 - $32,500; 315 Misc. - $60,000 and 382/Interlocal-$94,000. She shared that these amounts do not include interest as cash reconciliation is only calculated through November 2019. She estimated carryover/ budget authority of IDEA B and PIG of $215,849 with a reminder that the Federal year ends September 30th. Medicaid Personal Care Services money generated but not yet distributed to schools were discussed for Big Sky ($1,906.23) and Willow Creek (1,835.05).
b.) Director’s Report:

(Informational)

Michelle discussed the budget preparation for 2020-2021. Personnel costs are increasing at a greater rate than State Funding requiring nearly 70% of personnel costs to be paid out of the IDEA Consolidated Grant. Given this pattern of costs and flat funding in special education at the state level as well as federally, she anticipated a continued need to dip into carryover. She reminded the board that 314 Retirement fund estimates are sent directly to the County Superintendent’s office, Matt Henry and Pam Birkland, to be included in the permissive levy for each of your schools within those counties.

Michelle informed the board that the ESSER Related Service grant was removed from the E-Grant site. There was no warning about this nor communication from OPI about when it will be returned and if the due date will be extended. The board discussed language that they utilized in the larger ESSER grant regarding expenditures and/or potential expenditures, distribution in the budget pages. Mrs. Keel indicated she would share the language in her report with administrator’s. Michelle will notify each member when the ESSER Related Service grant reopens and when she has completed her work in it and it is ready for review and submission. This is true of the IDEA Consolidated grant as well.

A draft of the Interlocal Agreement revisions will be included in the August board packet with final document review and signatures planned for September. It now includes language about return of RSBG required match and IBG and Match collection from County Schools who share in the cost of the Special Ed Teacher and curriculums for instruction.

Michelle’s Director report sent with the board packet did not include her professional development plans at this point. She shared that she will be participating in the CEC Special Education Legislative Summit, SELS, with MCASE colleagues (7/13-7/15); SAM Admin. Institute (7/27-7/29), Delegate Assembly (7/30), MASS/MCASE Conference scheduled in Helena (9/21-9/22), MCEL (10/15 and 10/16), and CASE scheduled for Salt Lake City (11/4-11/7). She will be presenting with OPI at MCEL and with other MT CASE members at the CASE conference.

c.) 2020-2021 GMSEC Budget Review and Approval:

(Motion/Discussion/Action)

Michelle discussed changes to the budget draft that was sent in the board packet by email. Changes included a miscalculation in 314 Retirement fund and addition of relocation costs for the new School Psychologist Kate Silver-Heilman. The budget revenues do not include Quality Educator payment for the Cooperative as this information is not yet available for 2020-2021. There was discussion about projected increase in Monforton’s ANB and how this could impact RSBG and RSBG Required Match. Michelle suggested that the budget be reviewed in September to include this revenue change if it occurs as well as the ESSER Related Service Grant flow through to the Cooperative. Kevin reminded the group that GMSEC do not submit their budget to OPI as districts do in August. The GMSEC budget preparation is to inform the board and review utilization of Federal and State funds on behalf of their school’s obligations to students with disabilities.

Motion to approve the GMSEC budget for 2020-2021.

Motion: LeeAnn Burke
Second: Darren Strauch -Passed Unanimously
d.) Purchase of fleet vehicle: Expenditure authority <$25,000

(Motion/Discussion/Action)

Michelle shared that this is a request for expenditure authority only. Given the projected budget an additional or rollover of a fleet car may not be possible this year. However, if the need is there the expenditure would be made in late August or early September when funds are available.

Motion to approve purchase of a fleet vehicle.

Motion: Fred Hofman
Second: Casey Klasna -Passed Unanimously

e.) 2020-2021 Office Personnel/Offer of Contracts: Joyce Schmidt, Business Manager: $21.86/hr. (856 hrs., 107 days) $18,712 with .5FTE equivalent and .8FTE health Insurance Benefit.

(Motion/Discussion/Action)

Joyce has requested no change to her hourly wage as it is a priority to receive health insurance.

Motion to approve personnel contract for Joyce Schmidt for the 2020-2021 school year.

Motion: Theresa Keel
Second: Katherine Dawe -Passed Unanimously

f.) Approval of GMSEC Revisions to 5000 Policy Series:

(Motion/Discussion/Action)

Michelle thanked Kevin, Katherine and Matt for reviewing this policy series for board approval. She will take Katherine’s advice to separate each policy by number and include in the electronic file in this way and in the printed record so it is easier to reference. She hopes to have the 1000 series ready for review and approval at the August meeting and asked for volunteers from the board to review the document prior to the board meeting.

Motion to approve GMSEC revisions to 5000 Policy Series

Motion: Fred Hofman
Second: Katherine Dawe -Passed Unanimously

4. GMSEC Board Chair for 2020-2021: Vice-Chair for 2020-2021

(Motion/Discussion/Action)

Kevin nominated Katherine Dawe as Chair as she has been Vice-Chair this year and Katherine accepted the nomination. Michelle discussed that having a Vice-Chair established has been beneficial in the event the Chair was not available. This does not obligate the individual to become the Chair the following year, but has been the practice of the board recently. Casey Klasna was nominated as Vice-Chair and accepted the nomination.
Motion to approve Katherine Dawe as GMSEC Board Chair and Casey Klasna as GMSEC Board Vice-Chair.

Motion: Fred Hofman
Second: Darren Strauch - Passed Unanimously

5. **Board Meeting Schedule and Future Agenda Items:**
Michelle solicited the board to see if they wanted a meeting in July. Hearing no request, she recommended Thursday, August 6th or 13th for the next meeting. The majority of board members supported the August 13th date. Joyce requested that the approval of the Trustee’s Report be considered for an agenda item. Michelle suggested that this meeting include board training following the regular business meeting. This would include building Principals and any Special Ed. Administrative Designees. The intent in this training is to review essential compliance needs for special ed teachers in their buildings during evaluation report and IEP meetings. All Special Education Staff training on August 19th and 20th will address compliance and best practice training for Special Education Teachers and GMSEC staff/Special Ed service providers and required ER/IEP members.

*(Informational)*

6. **Adjourn**

Motion to adjourn meeting at 1:07 pm.

Motion: DarrenStrauch
Second: Theresa Keel - Passed Unanimously.

Submitted by: ___________________________ Date: ______________________

Board Chair: ______________________________ Date: ______________________