1. Call to Order

Katherine Dawe called the meeting to order at 11:48 a.m.

Members Present

Amsterdam-- Katherine Dawe; Anderson—Kristi Jacobs; Big Sky-- Dustin Shipman; Ennis-- Casey Klasna; Gallatin Co. Supt.-- Matthew Henry; Gallatin Gateway—Theresa Keel; Monforton-- Darren Strauch; West Yellowstone—Brian Smith

Members Absent

Harrison-- Fred Hofman; LaMotte-- LeeAnn Burke; Willow Creek-- Bonnie Lower

Visitors

None

2. Public Comments

None

Staff Present

Michelle Halberg, Director, Riley Russell, Executive Assistant, and Joyce Schmidt, Clerk & Business Manager

Staff Absent

None

3. Consent Agenda

Motion to approve the minutes of May 20, 2021 as well as expenditures (#317120-#317135; #317164-#317166; #317185)

Minutes & Expenditures

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

4. New Business

a.) Director’s Report:

(Informational)

Michelle discussed the amount that would be needed to keep in carryover as the “risk fund” to support member districts and continue operations. Even with this year’s legislative session's change of applying inflation to special education allowable costs from here forward, the cost to operate the Co-op, recruit and retain staff is increasing at a greater rate. The Co-op has had to dip into carryover for the past three years to meet expenses. While Covid-19 relief funding (i.e. Governor’s grant and ESSERS I) helped offset some costs, it is not a long term solution. Michelle recommended the board develop a subcommittee to anticipate the need for a member school “assessment” to maintain a targeted balance in the interlocal fund. Dustin Shipman and Darren Strauch agreed to be on this committee.

Darren shared that he recognized that Monforton school district has a huge contribution to the Co-op but also a
huge utilization of Co-op staff and resources. Monforton is currently the largest of the Co-op member schools and continues to grow (i.e. greater than 650 students for Fall ’21). He and Michelle will begin analyzing numbers and discuss the pros and cons of leaving the Co-op at some point.

Jen, Shannon, and Lani have been a leadership team in making recommendations on staff assignments and utilization of Speech-Language Assistants. Total ANB for the Co-op is 2,571 students. The Montana Association of School Psychologists recommends one school psychologist to every 500 hundred students. The American Speech-Hearing Association, ASHA, continues to recommend a caseload/workload of 40 students when there is travel and multiple schools. OT is adequately staffed at this point with some wiggle room but with the growth in ANB in some schools it is appropriate. Staffing considerations this year considered the need for maternity leave. Laurie Smith will be working closely with Amanda at her schools this year so that she can cover her leave. Jill Chumbley can assist with any new referrals, evaluations or IEP meetings during this time. Laurie will be able to assist at some schools during Dani’s maternity leave and the SLPs will absorb the workload in other schools. The P.T. will be two days per week and an employee versus contract provider. This will increase the Co-ops ability to provide cohesive services and program development.

Michelle shared that there would not be a purchase of an additional vehicle this year given restrictions in the budget. Gas alone this year was 12K and this was a low travel year due to Covid. Fleet vehicle assignments will consider the amount of travel and which out of town distance schools they are assigned to, the hardship to pick up a fleet vehicle at the office given where they live and the school they are traveling to on that day. There was discussion about this change and the impact on staff retention. Michelle shared that this is not part of the professional agreement or a change in contract. She will make every effort to consider the needs of all staff. Should things change and an additional vehicle is needed, she will bring this to the board’s attention.

Lani Smith, Special Ed Coordinator and School Psychologist, will be a part of the August board meeting. She and Michelle want to provide inservice at this time on the role of the school psychologist in the MTSS. Michelle is still trying to pick two days for Special Education Teacher Training for this fall. District Special Ed teachers haven’t responded to proposed dates or couldn’t attend and Coop staff are having difficulty finding a common day too. She plans to split between high school and elementary for common topics like Transition from IDEA Part C programs and Post Secondary Transitions. Lani and Michelle have been working on a resource guide they call “Map for Success” for Special Education Teachers.

b.) Cooperative’s Business Manager’s Report:

Joyce reported the Gallatin County Treasurer’s April financial reports were received earlier this month. The reports have been reconciled with the Co-op books & the April cash balances are firm. Tentative ending balances were also provided for May & June based on anticipated revenues, however, investment income remains unknown for the entire fiscal year. Board members briefly discussed the matter.

Grant reports have been submitted through the OPI e-grant system for IDEA-B, IDEA-Preschool Incentive, & ESSERS I for expenditures incurred through June 16th. Reimbursement for these submissions is expected later this month. The report comprising the expenditures incurred between June 17-30, will be submitted at month end but reimbursement for those expenditures is not expected until August since OPI does not make payments during July.

The fiscal year to date [FYTD] expenditures reported included May & June through the 16th so more relevant information could be provided given the Board is not expected to meet in July. The June numbers include the 3-Pay incurred in early June--a significant annual expenditure.

Presently, the Co-op has exceeded the approved annual budget making the overall percentage for the year 1.01%. It was noted there will be additional expenditures, but nothing material is expected by month end. When the non-budgeted items are removed from the total, the overall percentage drops to 94% & is consistent with the previous Fiscal Year [FY]. The non-budgeted items FY 2020-21 total $75,092 & include Medicaid, vehicle purchases & the Governor’s CRF.

c.) 2021-2022 GMSEC Preliminary Budget Approval

(Motion/Discussion/Action)
The Preliminary Budget was distributed and discussed. The Co-op will send out emails to member schools Business Managers letting them know local costs for their budgeting process.

Motion to approve 2021-2022 GMSEC preliminary budget as presented.
Motion: Kristi Jacobs
Second: Brian Smith - Passed Unanimously

d.) **2021-2022 School Psychologist Personnel/2nd Offer of Contract**
   93.5-day contract: Kate Silver-Heilman: Ed.S./MA60 (n) at .5 FTE: $33,015 (Salary $32,015; $1,000 Nat. Stipend)

   *(Motion/Discussion/Action)*

Kate is returning at .5FTE and the half day would be spent as overflow. The plan is to keep her at Big Sky and Gallatin-Gateway.

Motion to offer a 0.5FTE contract to Kate Silver-Heilman for 2021-2022.
Motion: Theresa Keel
Second: Darren Strauch - Passed Unanimously.

e.) **2021-2022 Physical Therapist/1st Offer of Contract**
   74.8-day contract: Cari Arnot: MA45 (n) at .4FTE: $25,666 (Salary: $24,866; $800 Nat. Stipend)

   *(Motion/Discussion/Action)*

Cari would be serving Amsterdam, Anderson, West Yellowstone and Monforton. We hope to see some real growth in integrated programs and partnerships with Para Educators and Teachers as she is very passionate about collaboration and has a great deal of school experience.

Motion to offer Cari Arnot a contract for the 2021-2022 school year.
Motion: Darren Strauch
Second: Casey Klasna - Passed Unanimously.

5. **GMSEC Board Chair 2021-2022: Katherine Dawe; Vice Chair 2021-2022 Casey Klasna (Second of Two-Yr. Term):**

The Board thanked Katherine for her service as Board Chair and look forward to another great year.

6. **Board Meeting Schedule & Future Agenda Items**

   August 12th, location Gallatin-Gateway, in person meeting, 12 or 1 start time preferred.

7. **Adjourn**

   Motion to adjourn meeting at 1:20pm.
   Motion: Darren Strauch
   Second: Brian Smith - Passed Unanimously.

Submitted by: ___________________________ Date: ________________________