The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 3/5/2020. 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 **11:37am**.

   **Members Present**

   Big Sky— Dustin Shipman; Ennis— Casey Klasna; Gallatin Gateway— Theresa Keel; Gallatin Co. Supt.— Matthew Henry; Harrison— Fred Hofman; Monforton— Darren Strauch; West Yellowstone— Kevin Flanagan; Willow Creek— Bonnie Lower

   **Members Absent**

   Amsterdam— Katherine Dawe; Anderson— Scott McDowell; LaMotte— LeeAnn Burke

   **Visitors**

   None

2. **Public Comments**

   None

3. **Consent Agenda**

   **Approval of Minutes & Expenditures**

   Motion: Casey Klasna
   Second: Darren Strauch — Passed Unanimously.

4. **New Business**

   a.) **Director’s Report: (Informational)**

   The Director’s Report was distributed which included Michelle’s standards-aligned performance goals for the year. She outlined the need for continued emphasis in documentation compliance such as Prior Written Notice within Evaluation Reports and IEPs. She expressed her appreciation to the building administrators who are actively engaged in documentation during meetings and the school psychologists and case managers who have supported the completion of this documentation. Michelle praised the Ennis team and their use of the benchmark tool, Fast-Bridge, during a parent meeting. This particular tool provided great data to support the curriculum pathway and the Intervention Specialist did an incredible job in interpretation.

   Annual training for all member school and Cooperative special education staff was discussed. Michelle will target the second week in August and discussed the possibly of additional training around MEA days. Mrs. Keel stated that Unions are asking to add to employees’ contracts that it is mandatory to attend a MEA conference if it is held in their town.
Michelle reported on her work with the LFC Education subcommittee on Special Education funding. There is a meeting on 3/18/20. She shared that despite the efforts of MCASE Co-op Directors, Paul Taylor, SAM and OPI Student Services Division the committee continues to struggle Co-op revenue and expenditures on the part of member districts. Although there is a proposed ANB and percent to base for special education, the attitude is “Co-op’s heal thy selves by assessing member districts’ when direct increase to general fund block grants are discussed. Michelle asked the board voice their support for increased funding for Cooperative’s as well as the Base and ANB increases. The LFC is also addressing extending enrollment for students through 21, there is still no funding or support for older students with disabilities presently. The delegate assembly and her own advice would be to encourage funding for pre-school first as special education services for children three-years of age through kindergarten enrollment. Member districts are supporting this age group through pre-school placement, para-educators their own special education teacher direct services and typically Cooperative SLP, OT services.

b.) **GMSEC Budget Projections 2020-2021:** (Informational)

Other than rent, projections are mostly personnel. Rent is going up 3% for 3 years, Michael Bogart, I-Park owner, does a great job of working with Michelle to keep rent stable. The Special Education Teacher position is currently listed as 1.0 FTE in addition to .5 FTE for Jordan Going, Special Ed. Teacher, as West Yellowstone is interested in the use of the Co-op itinerant teacher two days per week. Casey Samollow, School Psychologist, will be gone on maternity leave until mid-April, so the Co-op has 1.5FTE Psyches until then. Jaime Greene, School Psychologist Practicum Student, is helping until May and has accepted a full-time position with Belgrade for next year. For school psychologists, Lani and Kate will be full time next year and Pam and Casey will be part time. Michelle continues to advertise for a full-time school psychologist. Hannah, who is currently half time, will be coming back one day a week so the Cooperative will be advertising for a part-time O.T. The Co-op will not be advertising for additional SLP as Shannon, Dani, and Rachel have committed to full time. Amber, Jill and Amanda will be part time.

Michelle discussed information she gained about Health Partners during a recent MCASE Region IV Mtg. Services within schools included funding to support the hire of a nurse to conduct eye, ear, dental, and mental health screenings in schools. She encouraged districts to consider meeting with Intermountain as CSCT provider in the Bozeman area and further described the partnership with Shodair for tele-therapy. The Co-op will not be continuing to use the Rethink curriculum for students with Autism and Cognitive Delay. The Cooperative has paid for training and travel for STAR Curriculum as well as purchased the curriculum materials for Monforton and West Yellowstone. For schools who sent their special education teacher to the training and who have met effort, MOE, she has purchased curriculum.

c.) **2020-2021 Personnel: Michelle Halberg, Special Ed. Director:** $91,086 salary.; two –year contract 225-day contract; 12.975 Personal Leave, 5 Vacation Leave; 12 sick leave.

*(Motion/Discussion/Action)*

Contract proposal includes a 2% increase for each year. Language around Vacation and Sick Leave has been cleaned up. If 5 Personal Leave days are not used, they will not be paid out.

Motion to approve Michelle Halberg’s Special Education Director Contract.

Motion: Darren Strauch
Second: Fred Hoffman -Passed Unanimously

d.) **2020 Personnel: Amend Contract Reduce Hrs. Joyce Schmidt, Business Manager/Clerk**

*(Motion/Discussion/Action)*

Due to a family member having significant health issues Joyce is requesting a reduction in hours worked in order to keep her Medicaid insurance and care for her family. Medicaid is impacted by Social Security as well as hours worked. Michelle and Riley would take on the remaining work that needs to be done. A reduction of hours is a solution for the time being. It was pointed out by Michelle that the business manager position has evolved into a .5
FTE position as the executive assistant FTE has decreased. Joyce would consider increasing to half time next year to be able to receive MUST Insurance through the Co-op. Joyce still needs to get more info from Medicaid, so the Board has suggested authorizing a temporary reduction in hours until more information comes to light.

Motion to amend a temporary reduction in hours in Joyce Schmidt’s contract.

Motion: Fred Hoffman
Second: Theresa Keel -Passed Unanimously

e.) Goalbook 2020-2021: $7,140; $7,500 one day of professional development

(Motion/Discussion/Action)

This is above the $5000 threshold for Director discretion and therefore needs board approval. Member district special education teachers are using this tool to write more meaningful and compliant standards-aligned IEPs, access stimulus materials and data tracking forms.

Motion to purchase Goalbook.

Motion: Dustin Shipman
Second: Theresa Keel -Passed Unanimously

5. Cooperative Business Manager Report:

Joyce distributed a comparison packet. The January 2020 reports have been received from the Gallatin County Treasurer and reconciled with the GMSEC Books. The Co-op plans to use the Preschool Grant to purchase the STAR curriculum. At the last meeting it was suggested to start putting sick and vacation leave time on staff’s paystubs which Joyce has started doing. Requests for the Related Service Block Grant required match for member schools will be sent out shortly. Consideration for districts to keep their match at the district will be given if they have already significantly increased local effort, MOE.

6. Board Meeting Schedule & Future Agenda Items

Thursday, April 23rd at 11:30 a.m. Michelle will send out save the date today. (Matt Henry cannot make this date)

Thursday, May 21st at 11:30 a.m.

7. Adjourn

Motion to adjourn meeting at 12:49pm.

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