The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via Zoom video Conference on March 24, 2022 for the purpose of considering business to come before the Council. Chair Elect, Casey Klasna presided over the meeting in the absence of Chair, Katherine Dawe.

1. **Call to Order**
   Casey Klasna called the meeting to order at 2:00 p.m.

**Members Present**
- Anderson--Kristi Jacobs(left 1:56pm);
- Big Sky-- Dustin Shipman;
- Ennis-- Casey Klasna;
- Gallatin Gateway--Theresa Keel(arrived 2:07pm);
- Harrison--Billi Taylor;
- LaMotte--LeeAnn Burke;
- Monforton--Darren Strauch;
- West Yellowstone—Brian Smith;
- Willow Creek-- Bonnie Lower

**Members Absent:**
- Amsterdam-- Katherine Dawe;
- Gallatin Co. Supt.--Matthew Henry

**Visitors:**
- MacKenzie Affrunti; Shannon Childs; Jennifer Lewis: Amanda Massey; Julia Tucker (entered late, left early 2:36pm); Dani White

2. **Public Comments**

   None

**Staff Present**
- Michelle Halberg, Director;  Riley Russell, Executive Assistant; Joyce Schmidt, Clerk & Business Manager

**Staff Absent**
- Lani Smith, Special Ed Coordinator

3. **Consent Agenda**

   **Approval of**
   - Motion to approve the minutes of February 22, 2022 as well as expenditures 
     (#317334-317348)

   **Motion:** Darren Strauch  
   **Second:** LeeAnn Burke

   - Passed Unanimously.

4. **New Business:**

   a.) **1st Offer of Contract: Director of Special Education** for Mary Farber: Salary $85,000; 220-day contract, 12.69 Vacation leave, 10.152 days Sick Leave, and 5 Days of Discretionary Leave.

   (Motion/Discussion/Action)

   On Tuesday, 3/22/22, Lani Smith rejected the Special Education Director Position offer. Subsequent to this Mary was called and told that the Board was ready to offer her a contract. She is interviewing at Belgrade and will give the Co-op an answer shortly. A question was asked about if she declines the position and what the next steps going forward are. It was decided that the Board will talk with Katherine and determine what to do if it comes to it.

   **Motion to hire Mary Farber as the GMSEC Special Education Director for 2022-2023**
   
   **Motion:** Dustin Shipman  
   **Second:** Brian Smith

   - Passed Unanimously

   b.) **2022-2023 Personnel: School Psychologist**

   - 2nd contract offer for Ashley Nash: Ed.S/MA45 Level (d), remain at 1.0 FTE $48,257 ($46,257 Salary and $2,000 Nat. Stipend)
Motion to hire Ashley Nash for the 2022-2023 school year.

Motion: Dustin Shipman  
Second: Darren Strauch  
-Passed Unanimously

2nd contract offer for Mackenzie Affrunti: MA 30/Level (i), decrease to .4 FTE 
$21,625  ($20,825 Salary and $800 Nat. Stipend)

Motion to hire Mackenzie Affrunti for the 2022-2023 school year.

Motion: LeeAnn Burke  
Second: Theresa Keel  
-Passed Unanimously

1st contract offer for Jamie Green: Ed.S./MA 45 Level (e)  1.0 FTE 
$49,645 ($47,645 Salary and $2,000 Nat. Stipend)

Motion to hire Jamie Green for the 2022-2023 school year.

Motion: Darren Strauch  
Second: Bonnie Lower  
-Passed Unanimously.

c.) 2022-2023 Personnel: Physical Therapy Offer of Contract: 

2nd contract offer for Cari Arnot, MA 45, Level (o), increase to .5 FTE 
$33,016 ($32,016 Salary and $1,000 Nat. Stipend)

Motion to hire Cari Arnot for the 2022-2023 school year.

Motion: Kristi Jacobs  
Second: LeeAnn Burke  
-Passed Unanimously.

d.) 2022-2023 Personnel: Part-Time/Temporary “Screening Specialist”

3rd offer for Jill Imsand-Chumbley: $50/hr. screening; $20/hr. Travel

Motion to offer contract to Jill Imsand-Chumbley for the 2022-2023 school year.

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

1st offer for Amanda Massey; $50/hr. screening; $20/hr. Travel.
Motion to offer contract to Amanda Massey for the 2022-2023 school year.

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

e.) GMSEC 187-Day Calendar:

(Motion/Discussion/Action)

Motion to accept the GMSEC 187-Day Calendar for the 2022-2023 school year.

Motion: Kristi Jacobs
Second: Theresa Keel -Passed Unanimously.

f.) GMSEC Hearing Screening and Developmental Day Screening Schedule:

(Motion/Discussion/Action)

Motion to accept GMSEC Hearing Screening and Developmental Day Screening Schedule.

Motion: Kristi Jacobs
Second: Theresa Keel -Passed Unanimously.

g.) Approve Renewal of Goalbook: 15 users, $7,298:

(Motion/Discussion/Action)

Motion to Renew Goalbook for 2022-2023.

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

5. Cooperative Business Manager’s Report:(Informational)

The cash reconciliation with the Gallatin County Financial Department has been completed through February & the ending balance for each of our funds is sound.

Grant reports through February have been submitted to the OPI for reimbursement with payment expected for most yet this month. Due to personnel changes at OPI & a recent audit at OPI we had to resubmit a couple requests for the newer grants–ESSER II & ESSER III. Reimbursement may be delayed until April for the resubmitted requests.

The Business Manager reminded the Board that expenditures are understandably consistent with expectations since the cooperative budget is slightly over 90% personnel costs. This means most of our monthly expenditures are consistent with rare opportunities for any significant fluctuations month to month. This also leaves little room for any significant cost savings outside changes in personnel.

Joyce reported the cooperative was notified by Granite Technology Solutions that we had once again been selected to receive a reduced hourly rate for their services in 2022. A thank you letter has been sent to acknowledge their kindness & at their request, an electronic copy of our most recent audited financial statement.
The member districts were notified the cooperative has received all Local Costs payments for fiscal year 2021-2022 & thanked them for the same.

Joyce was asked about our 3-year external audit contract & if it is completed or we have another year remaining. The audit of FY 2021-22 is the final year of our present audit contract & Strom & Associates has been recommended by our present external auditor, Rosie Barndt, CPA. Rosie has spoken to Strom & Associates about the co-op & they are interested in the opportunity to be our next external auditor. The Board briefly discussed their knowledge of Strom & Associates concluding that if selected, the Board would expect a nice transition.

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

Michelle stressed the importance of advertising the annual Developmental Screenings and hearing screenings for next Fall 2022. Superintendent Burke asked to adjust the Hearing Screening date given that kindergarteners would not be attending on Mondays yet. Michelle will generate Google Calendar invites to all school teams for Hearing Screenings and Developmental Screenings. She spoke about how important it has been to her to have a large role in creating a systematic way to conduct early identification (i.e. preK screening) for member schools to meet their obligation under IDEA. This paired with overseeing all IDEA Part C transitions is an important role as Director. If the next Director does not actively participate in conducting the screenings, there will be the need for more help from SLPs, contracted screening specialists and member school special education teachers, especially in our K-12 schools. She sees this role as an opportunity to work closely with administration and ensure a great first impression of the District for new families. It is a joyful role and she hopes that the new Director will be equally involved and continue to improve the system for early identification.

“School District Special Education Caseloads” in Google Docs will be updated to be more uniform across all school districts and include a new tab for the 2022-2023 school year. Riley and Michelle will be working on these through the end of the year as the complete Child Exit reporting.

Recruitment for school psychology vacancy and additional SLP continues. Michelle has utilized the Montana Schools Recruitment Project for both positions as well as collaboration with the UofM School Psychologist Department/OPI grant to advertise on NASP.

Michelle complimented the schools in improving their system of distribution and return of the MAC Random moments. She reminded them of the due date for entering these into the system. In addition, she complemented the work of Riley and Joyce in taking Medicaid Administrative Claiming on as an additional duty.

7. **2021-2022 Board Meeting Schedule and Future Agenda Items: (Informational)**

- **April 21**
- **May 19**
- **June 16** In Person

8. **Adjourn:** Motion to adjourn meeting at 3:11 pm.

   Motion: Bonnie Lower

   Second: Kristi Jacobs

   -Passed Unanimously.

Submitted by: ______________________________ Date: ________________

Board Chair: ______________________________ Date: ________________