The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 5/24/18, for the purpose of considering business to come before the Council. Chair, Dustin Shipman, presided.

1. **Call to Order**

Dustin Shipman called the meeting to order at 12:26pm.

Members Present
- **Anderson**-- Scott McDowell; **Big Sky**-- Dustin Shipman; **Gallatin Gateway**-- Travis Anderson; **Gallatin Co. Supt.**-- Matthew Henry; **Harrison**-- Fred Hofman; **LaMotte**-- LeeAnn Burke; **Monforton**-- Darren Strauch; **West Yellowstone**-- Kevin Flanagan

Members Absent
- **Willow Creek**-- Bonnie Lower; **Amsterdam**-- Katherine Dawe; **Ennis**-- Casey Klasna

Visitors
None

2. **Public Comments**

None

Staff Present
Michelle Halberg, Director, Riley Gallogly, Executive Assistant, and Joyce Schmidt, Clerk & Business Manager

Staff Absent
None

3. **Consent Agenda**

Approval of

Motion to approve the minutes of 4/23/2018 as well as expenditures (316205-316225 April.); (316226-316242 May.)

Motion: Scott McDowell
Second: Fred Hofman
- Passed Unanimously.

4. **New Business**

a.) Personnel: Recommendation for hire – Speech-Language Pathologist, Jill Cumbley, MS, CCC-SLP at .3FTE (1.5 days/week)

**(Motion/Discussion/Action)**

Michelle recommended to hire Jill to work as a Speech Language Pathologist 1.5 days/week. Assignments for this year will be Anderson and Cottonwood.

Motion to hire Jill Cumbley as a Speech Language Pathologist at .3FTE for 1.5 days/week for the 2018-19 school year.

Motion: Kevin Flanagan
Second: Scott McDowell
- Passed Unanimously.
b.) Personnel: Recommended contract approval- Licensed Social Worker/Counselor, Lee Copenhagen, based on 72-108 days/week maximum.

(Motion/Discussion/Action)

Michelle discussed how Lee would be contracted explaining the hourly rates for services. He will provide his own liability insurance. Some of the board had questions regarding both the liability insurance and billing Medicaid for services for students who are eligible. Upon the board’s recommendation Michelle will have the Co-op’s lawyer review contract and discuss these concerns with her. Michelle will follow up with the board once this has occurred.

Motion to hire Lee Copenhagen as a contracted Licensed Social Worker/Counselor for 72-108 days/week for the 2018-19 school year.

Motion: Darren Strauch
Second: Travis Anderson -Passed Unanimously.

c.) Personnel: Special Ed. Director Performance and Contract Renewal

(Motion/Discussion/Action)

Michelle discussed her performance review for this year and highlighted some of the goals she has worked on. The biggest focus this year has been implementing new operation processes with staff. While Michelle was giving her performance review Dustin Shipman asked if Michelle would prefer to change the evaluation process to include feedback from some of the board members. Michelle stated she believes this could be very beneficial. Dustin Shipman and Matthew Henry volunteered to be on the committee to assist Michelle in generating strategic and professional development goals and tracking system. There was discussion surrounding if Michelle believed that 210- day contract will still be sufficient for the amount of days she is working next year. She believes that this amount of time continues to work while she is also providing direct Speech Services for a small caseload.

Motion to renew the Director’s contract failed due to a lack of response by the board. This motion failed, another motion was proposed.

Motion: Scott McDowell
Second: Kevin Flanagan -Failed Unanimously

Motion to renew Michelle Halberg’s contract as Special Education Director for 2 additional years.

Motion: Fred Hofman
Second: Darren Strauch -Passed Unanimously

d.) Replacement/Purchase of Fleet Vehicle

(Motion/Discussion/Action)

The white, 2008 Impreza Sedan is the next fleet vehicle to be replaced for the Cooperative staff use. Michelle explained that she plans to trade in this for another vehicle for under $20,000. She is looking to take it out of Medicaid funds and/or IDEA Part B.
Motion to approval the purchase of a new fleet vehicle under $20,000.

Motion: Leanne Burke
Second: Scott McDowell -Passed Unanimously

e.) Renewal of SWMSS
(Motion/Discussion/Action)

Motion to approve the renewal of SWMSS.

Motion: Darren Strauch
Second: Travis Anderson -Passed Unanimously

f.) Approval of Director’s attendance at CASE
(Motion/Discussion/Action)

This year the conference is in Biloxi, Mississippi in late September. Michelle requested for help with lodging and travel as they are paying for her registration. The organization pays for the trip entirely for the president only.

Motion to approve the Director’s attendance at CASE.

Motion: Travis Anderson
Second: Scott McDowell -Passed Unanimously

g.) Budget Update
(Informational)

Michelle distributed the budget to the board. She explained that the only direct service costs would be for schools using the itinerant Special Education Teacher services, Linda Heath. The budget reflected inputted state funds, but IDEA Consolidated Grant numbers are not in yet. There was discussion about MOE and allowable exceptions when able to reduce effort.

h.) Director’s Report
(Informational)

The board suggested moving the Cooperative’s Spring Break to March 18-22 to match Bozeman District’s and most of the member schools. Michelle discussed Child Find dates with the board and took suggestions of dates that would work better as well as offered to help with advertising to get the word out there. The board discussed that one targeting developmental day screenings at the beginning of the year works best for most of them. Michelle suggested the idea of possibly doing multiple screenings spread out throughout the year. There was discussion of incorporating screenings with Kindergarten Roundup and Kevin shared how it worked out for them at West Yellowstone this year.

Michelle said that she will use a doodle poll with Special Ed staff and administration to set up the annual special ed. PIR day for August. She also offered to have staff provide training with all the paras at the beginning of the year as part of member school’s PIR schedule and start of the year. Michelle discussed how “Lunch and Learn” worked this year with the para-educators around a common topic. There are still some things that can be done to make it better and to extend this format of professional development around common topics to the general education teachers. When member schools are bringing in programs or presenters during their PIR days, Michelle would like to see that Co-op team involved but also consider sharing the training out to other school teams. Michelle discussed renewing Rethink, as been a very effective curriculum for students with cognitive and developmental disabilities. The behavior modification training embedded is excellent as is the data collection system. Michelle is also recommending purchase of GoalBook to support all special educators and related service providers in reaching students through a strong UDL approach. She is working with GoalBook representative to negotiate price and will
bring a recommendation to the next board meeting.

5. **Cooperative Business Manager Report:**

   a.) Business Manager’s Report
      (Informational)
Joyce distributed a budget summary containing a quick view to show where the Coop is standing with actuals. The board discussed that having quarterly report in this format would be useful given it is the first year using the new budget format.

   b.) Final Audit Report
      (Informational)
The audit went very well. Nothing for Joyce to report.

6. **Board Meeting Schedule & Future Agenda Items**
   August – 7th, 8th, 9th proposed dates with primary agenda item to approve budget. Big Sky school was offered as location.

7. **Adjourn**
   
   Motion to adjourn meeting at 1:45pm.

   Motion: Scott McDowell
   Second: Kevin Flanagan - Passed Unanimously.

Submitted by: ______________________________ Board Chair: ______________________________