The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 11/30/2017, 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 10:38am.

Members Present

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amsterdam</td>
<td>Katherine Dawe</td>
</tr>
<tr>
<td>Big Sky</td>
<td>Dustin Shipman</td>
</tr>
<tr>
<td>Ennis</td>
<td>Casey Klasna</td>
</tr>
<tr>
<td>Gallatin Gateway</td>
<td>Travis Anderson</td>
</tr>
<tr>
<td>LaMotte</td>
<td>LeeAnn Burke</td>
</tr>
<tr>
<td>Monforton</td>
<td>Darren Strauch</td>
</tr>
<tr>
<td>West Yellowstone</td>
<td>Kevin Flanagan</td>
</tr>
</tbody>
</table>

Members Absent

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willow Creek</td>
<td>Bonnie Lower</td>
</tr>
<tr>
<td>Harrison</td>
<td>Fred Hofman</td>
</tr>
<tr>
<td>Anderson</td>
<td>Scott McDowell</td>
</tr>
<tr>
<td>Gallatin Co. Supt.</td>
<td>Matthew Henry</td>
</tr>
</tbody>
</table>

Visitors

None

2. **Public Comments**

None

3. **Consent Agenda**

Approval of

Motion to approve the minutes of 9/28/2017 and 10/26/2017 as well as expenditures (Oct. 3316071-3316091; Nov. 3316092-3316113)

Motion: Casey Klasna
Second: Kevin Flanagan - Passed Unanimously.

4. **New Business**

a.) Resolution regarding record destruction in accordance with the state retention schedule.

(Motion/Discussion/Action)

A list of records and equipment that the Cooperative needs to destroy was distributed to the board.

Motion to dispose of records in accordance with the state retention schedule.  
Motion: LeeAnn Burke  
Second: Kevin Flanagan -Passed Unanimously.

b.) Speech Therapy need for part time SLP/SLP-A remainder of 2017-2018 year.

(Motion/Discussion/Action)
Michelle indicated that there is a need to hire an additional Speech Therapist or SLP-Aid for the remainder of the 2017-18 school year. Co-op staff are running the risk of burnout due to stretching caseloads even with Michelle taking on Speech Therapist responsibilities at three schools one full day a week.

Michelle discussed the option of potentially hiring an SLP or SLP Aid. The Co-op presently has an SLP Grad Student working under Kaitlin at Ennis that will finish her practicum in December. She is interested in a part time position as SLP-Aid. Michelle mentioned that a licensed SLP has been contacting the Co-op inquiring about potential job openings as well and so there is no need to advertise this part-time position. LeeAnn commented on the hire for this year’s part-time position as a candidate for the proposed position next year.

Motion to hire a part time SLP/SLP-A for the remainder of 2017-2018 year.

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

c.) Montana Recruitment Project: Potential 2018-2019 staff needs

(Motion/Discussion/Action)

Michelle stated that there is a growing need for additional staff. It costs $500 to advertise an unlimited amount of potential positions through the Montana Recruitment Project.

The greatest need is for a part time SLP or Aid for 2-3 days a week at .4 - .6FTE. Michelle would like to consider if a part time O.T or assistant for one-two days a week at .2 or .4FTE is indicated for next year. Jen is scheduled so tightly that any change in her schedule impacts every school. St. Mary's out of MSUB has an O.T./Assistant program that Michelle has been in communication with in the hopes to have a trained assistant help Jen for a couple weeks. Michelle shared her idea of hiring a Behavioral Specialist. The Behavioral Specialist would only work directly with the toughest of tough kids in all Coop schools as well as provide training to school staff on FBA, BIPs, de-escalation and teaching strategies. Michelle recommended a candidate for this position could be someone that has their BCBA, like Melissa, and will seek job descriptions from other Cooperatives and Districts. The Board requested that Michelle consider these new positions in development of the budget.

Motion to place an ad through the Montana Recruitment Project for potential 2018-19 staff needs.

Motion: Travis Anderson
Second: Darren Strauch -Passed Unanimously

d.) Preliminary MOE Report

(Informational)

Michelle sent out preliminary MOE reports to Coop School's in the event a school had an allowable reduction and as a reminder of “target” MOE for this year. Michelle indicated that Business Managers did a great job on controlling maintenance and coding this year and she would like to hold another Clerk Meeting this year due to its success. MOE, Budget and Permissive Tuition Fund Levy for Special Ed. Costs will be on the agenda for this meeting.

e.) Director's Report

(Informational)

Michelle stated that she will be sending out meeting invites to all Private Schools in member boundaries for annual meeting. She also emphasized the importance of communicating with parents of Home School parents at the time of the ER about the letter they receive regarding participation in Special Education. It is now considered best practice that the team generate a draft IEP before parent signs the Offer of FAPE form to show parents what services their child could receive in their public school should they enroll their child 100% of the time under an IEP versus within a Service Plan which is limited. There was discussion on when the proportionate share is determined who determines what the service looks like?
f.) Strategic Planning: Budget

*(Informational)*

The budget model used last year was distributed to members and discussed. Michelle discussed the possibility of changing the model. The two main concerns associated with this proposed model is increase in the cost to run the Cooperative as well sustainability in the future. Michelle has been in contact with Verne Beffert who is recommending a simpler model. It was decided to wait to decide on a budget model until after the Business Managers have had time to contribute input and determine the impact to school districts. Michelle will set this meeting in January prior to the Board meeting.

5. **Cooperative Business Manager Report:**

   a.) Audit report

*(Motion/Discussion/Action)*

Joyce discussed the findings of the Audit report conducted by Rosie Barndt, CPA. Rosie concluded that the Cooperative received an Unmodified (clean) opinion. Although the audit looked good overall, Rosie gave some recommendations of different ways the Cooperative could use checks and balances to improve internal controls.

Motion to accept the 2017-2018 audit report.

Motion: Darren Strauch  
Second: Katherine Dawe  
-Passed Unanimously

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

   December – No meeting  
   January 18, 2018  
   February 22, 2018  
   March 22, 2018  
   April 26, 2018  
   May 17, 2018

7. **Adjourn**

Motion to adjourn meeting at *12:42pm*.

Motion: Darren Strauch  
Second: LeeAnn Burk  
-Passed Unanimously.

Submitted by: ______________________________  
Board Chair: ______________________________

Date  

Date