The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 11/15/2018, 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 11:40 pm.

Members Present

Amsterdam-- Katherine Dawe; Anderson-- Scott McDowell; Big Sky-- Dustin Shipman; Gallatin Co. Supt.-- Matthew Henry; Harrison-- Fred Hofman; Monforton-- Darren Strauch; West Yellowstone-- Kevin Flanagan

Members Absent

Ennis-- Casey Klasna; Gallatin Gateway-- Travis Anderson; LaMotte-- LeeAnn Burke; Willow Creek-- Bonnie Lower

Visitors

Rosie Barndt, CPA and Juliane Robinson from Park County Special Education Cooperative.

2. Public Comments

Juliane introduced herself and let the board know her reason for sitting in on the meeting. She thanked Michelle for letting her shadow her and get an idea of how other Cooperatives hold their board meetings.

Staff Present

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

Staff Absent

None

3. Consent Agenda

Approval of

Motion to approve the minutes of 10/23/2018 as well as expenditures (#316385-#316405).

Minutes & Expenditures

Motion: Darren Strauch
Second: Matthew Henry - Passed Unanimously.

4. New Business

a.) Rosie Barndt, CPA: Audit Summary:

(Informational)

Audit went smoothly and produced an unmodified or clean opinion. No issues of compliance but one issue of internal control that was associated with have a small staff. Rosie said that the Co-op has put some procedures in place to help with this issue. Rosie mentioned that Joyce was doing a great job and they worked on the Trustees Report together. She recommended that in the future to have a protocol of calling before making a wire transfer. The Management Representation letter will be wrapped up soon and is working with Michelle.
b.) Need for increase Speech Therapist/Speech-Aide:

(Informational)

Ennis school has been trying to fill a Speech-Aide position before looking for a Speech Therapist as it will be the most cost-effective approach. Michelle stated that there are two potential candidates interested in the Speech Therapist position and she will begin conducting interviews shortly in hopes to have someone working by after Christmas. Michelle believes that hiring a Speech Therapist will be worth it even if it is more expensive because Kaitlin will not have to spend time training an Aid, which will expedite the process of relieving her work load. Until the position is filled Michelle will help where needed.

c.) School Psychologist Utilization:

(Informational)

Michelle discussed what she believes are the top priorities for Psyches should be in schools and asked for feedback. She discussed how professional development should be a key role for Psyches so that they are experts on strategies and can be more active in trainings. Michelle talked about getting to a point where tier I and II should be universal in all member schools so that the Psyches can focus on tier III and establishing protocols.

d.) Director’s Report:

(Informational)

Michelle let the board know that Lunch and Learn formats are coming soon. On November 30, Paula will be presenting on Statewide Assessments and Standards at the Co-op’s staff meeting, Special Educators from member schools have also been invited. On January 21, Michelle is bringing in Goal book to do a training for Administrators, General Educators, and Special Education Teachers at the C’mon Inn meeting room. Michelle thanked the board for sending her to MCASE this year. There were excellent presenters and she feels like this was a great opportunity to see what other Cooperatives are doing as far as regulations and what could be on the horizon. Michelle is keeping her eye open for future curriculum that could be available across all member schools and purchased by the Cooperative.

5. Cooperative Business Manager Report:

First Interstate Bank refunded all of the money that was lost from the scam which is almost unheard of. The Co-op will refund the insurance company for $10,000 received. Joyce has the books reconciled with treasurer through October. New county software has gone live and Joyce is anxious to review the new report layouts. IDEA Part B and Preschool Incentive Grants have rolled over. There are no A101’s right now, money is going into the account but not getting receipts.

6. Board Meeting Schedule & Future Agenda Items

- December 13, 2018 - Training day with Bea/504
- January 17, 2018
- February 21, 2018
- March 7, 2018
- April 11, 2018
- May 16, 2018
- June 13, 2018
7. **Adjourn**

Motion to adjourn meeting at 1:08pm.

Motion: Matthew Henry  
Second: Darren Strauch  -Passed Unanimously.

Submitted by: ____________________________________________________   Date: _______________________

Board Chair: _____________________________________________________   Date: _______________________
