The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting on November 19, 2020 for the purpose of considering business to come before the Council. Fred Hofman presided in Katherine Dawe’s absence.

1. **Call to Order**

Fred Hofman called the meeting to order at **1:01pm**.

Members Present

- Anderson—Kristi Jacobs; Ennis-- Casey Klasna; Gallatin Co. Supt.-- Matthew Henry; Gallatin Gateway—Theresa Keel; Harrison-- Fred Hofman; LaMotte-- LeeAnn Burke; Monforton-- Darren Strauch; Willow Creek-- Bonnie Lower

Members Absent

- Amsterdam-- Katherine Dawe; Big Sky-- Dustin Shipman; West Yellowstone—Brian Smith

Visitors

- Rosie Barndt, CPA, P.C

2. **Public Comments**

None

3. **Consent Agenda**

Approval of Minutes & Expenditures

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

4. **New Business**

   a.) Annual Audit Report: Rosie Barndt, CPA, P.C.

   (Informational)

   The Audit went well and resulted in a clean opinion and the financial statements were fairly stated. Rosie explained to the Board her findings. She expressed that the Co-op has good internal procedures and should continue these. The only thing that could make them better would be additional office staff which is not feasible for a Co-op this size. There was a question regarding how immaterial was determined. Rosie explained that she looks at both quantitative data and qualitative data and makes sure nothing is misleading to the reader.
b.) Business Manager’s Report

(Informational)

Joyce distributed the Business Manager’s Report to the Board. She explained that the numbers she has are based on what the Co-op is anticipating having this next month for the trustees. She also let the Board know that the Co-op is still “sitting on” the ESSERS Related Service monies that were distributed directly to Cooperatives.

c.) Director’s Report

(Informational)

The Co-op was waiting to see if they would receive money from the Governor’s CRF and if so, it would be spent before the ESSERS Related Service Grant. The Co-op received $30,450 from the Governor’s CRF distribution directly to Special Ed. Cooperatives.

Elizabeth Kaleva, “Bea” has agreed to meet with the Board this January 2021 for training for 504 Case Managers and others (date to be determined- 4, 6, 7, or 8). Michelle recommends that multiple staff from each school attend the meeting in the hopes of cross training.

Kristy Sears, OPI, has agreed to hold an AIM/Infinite Campus System Administrators Training with emphasis on the Special Education module possibly December 14, 15 or 16 or in early January. Question asked about who all should attend training. Michelle recommended that they System Administrator that is listed with OPI should attend and any other support to this individual such as Executive Assistant/School Secretary and Superintendent.

Doug Doty, OPI Montana Autism Education Project, is pushing out stipends for training through the Social Thinking company, Michelle Garcia-Winner. Webinars and webinar series address instructing students in the areas of regulation, executive function, and social-emotional learning. The Co-op owns this curriculum and a few staff have received stipends for training and report that the training has been very useful. As President of MCASE, Michelle was in charge of spending a 10K from the School Climate Grant. Seven kits with curriculum from Social Thinking will be distributed to each MCASE region. She hopes to have one kit to distribute to a member school who is already using some of this curriculum or have participated in training. Michelle encourages the Board to send staff to the training. The SLPs and School Psychologists assigned to member schools can show staff what they use before the district purchases their own.

There are two applications for School Psychologists for the 2021-22 school year. They are both strong candidates. Michelle will be reaching out to Board members to serve on an interview committee and will be setting up interviews soon.

Theresa posed the question of if the Co-op has a tool where staff is able to give feedback. The Co-op currently does not have a tool but is open to the prospect. Michelle shared that when staff leave the Co-op an exit interview is conducted and most times specific feedback is given. Michelle asked for examples of what other schools have used and if this needed to be a change to her performance review. Darren Strauch stated that if changing or adding to performance review it would need to be an action item. Theresa Keel didn’t have intent to change evaluation procedures.

6. Board Meeting Schedule & Future Agenda Items

*December 17th  Michelle recommends not having this meeting given the short month.
January 21st
February 18th
*March 25th
April 15th
May 20th
June 17th
7. **Adjourn**

Motion to adjourn meeting at 1:46pm.

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

Submitted by: ____________________________________________________ Date: _______________________

Board Chair: _____________________________________________________ Date: _______________________