The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at the Gallatin Madison Special Education Cooperative Office on 10/23/18, for the purpose of considering business to come before the Council. Council Member, Casey Klasna, presided in the absence of Board Chair, Dustin Shipman.

1. **Call to Order**

Casey Klasna called the meeting to order at 11:43 pm.

**Members Present**
- Amsterdam -- Katherine Dawe; Anderson -- Scott McDowell; Ennis -- Casey Klasna; Gallatin Gateway -- Travis Anderson; Gallatin Co. Supt. -- Matthew Henry; Harrison -- Fred Hofman; LaMotte -- LeeAnn Burke; Monforton -- Darren Strauch

**Members Absent**
- Big Sky -- Dustin Shipman; West Yellowstone -- Kevin Flanagan; Willow Creek -- Bonnie Lower

**Visitors**
- None

2. **Public Comments**

None

3. **Consent Agenda**

**Approval of Minutes & Expenditures**
- Motion: Darren Strauch
  - Second: Travis Anderson
  - Passed Unanimously.

4. **New Business**

a.) **Cyber Crime: Payne West Insurance Payment**

   *(Informational)*

The Co-op has received reimbursement from insurance at a lower amount than expected due to not following a 2-person approval of wire transfer procedure. Actual was $14k and change, Co-op received $10k reimbursement from insurance.
b.) School Psychologist Job Description and Utilization:

(Informational)

The Co-op’s School Psychologists met with Michelle this last month and plan to make it a monthly meeting. Michelle stated that the Psyches are very busy and feel that they don’t have the time to do all the things they want to do for the school districts. At their meeting they reviewed the School Psychologist Job Description and discussed main roles and utilization across member schools. Michelle relayed this information to the board and asked if they could share examples of how they are currently using the school psychologist and what their needs are in their schools; they would like these individuals to address. Direct student contact/therapy for students with significant behavior needs, students at risk emotionally and training of staff, including para-educators, in the understanding and implementation of behavior interventions plans is a high priority for Michelle and the majority of the member schools. In addition, schools that include the School Psychologists in MTSS Leadership, student assistance teams/problem solving teams is another priority for member schools. The board asked Michelle for expectations for role and utilization that are common across schools. One recommendation included that they no longer participate in the Child Find/Developmental days or that the screenings are consolidated so that early in the year they can be in the schools more. Michelle stated that she would let the board know in January what she has come up with in regard to expectations in schools.

c.) Special Education Director’s Performance:

(Informational)

Michelle has received direction from the subcommittee, (Travis, Matt and Dustin) to tie the Cooperative mission and strategic goals to job description and performance goals. Travis provided Michelle with an example he uses to generate goals and track them. Michelle stated that she would like feedback on the mission statement and strategic goals.

d.) SLP Case Load Increase: Ennis

(Informational)

Ennis has had an increase in students with significant needs this year. Kaitlin has done everything she can do to consolidate her schedule, but she is concerned about providing IEP services as needed and the impact on her other schools. As of now she is at Ennis 2 days, West Yellowstone 2 days, and Harrison/Willow Creek 1 day. Michelle suggested hiring a SLP or Aid for Ennis or Harrison and Willow Creek. Michelle has already approached existing part time staff and previous practicum students about the need for 1 day of additional speech therapy services. Michelle will keep the board posted but in the mean time she may have to take on more speech time until a solution is found.

e.) Director’s Report

(Informational)

Michelle stated that developmental screening days went well this year, Nikki Vradenberg was a hit with parents and Michelle would like to invite her back next year. She would like to set Child Find dates in January this year to get them on the calendars. There was discussion on how lack of meeting space in some schools caused issue this year and there was a suggestion to meet in an alternate location, possibly with several schools. The Co-op has done this in the past at a hotel and attendance was an issue, may want to hold it at a centrally located school. The board had positive discussion for exploring possible options.

Michelle thanked the board for having her in the building for prior written notice. Michelle shared some ways to try and decrease the time spent in meetings while still getting all the information required in PWN, the evaluation reports and IEPs across during the meeting. She emphasized the importance of planning ahead for IEP meetings through scheduling them at least two weeks before due date, soliciting parent input before the meeting through personal contact/phone call and sending a “draft” IEP home before the actual meeting so that they have time to think about the content being proposed.

Co-op staff are seeing an increased number of preschool age students off campus, in the student’s daycare/preK, and
believe that a change to program model or assistance in serving this age group is needed. Although many Special Ed. Teachers are familiar and can apply pre-academic instruction to this age group other seem uncomfortable with their curriculum and have little experience. Michelle will visit with school staff specifically to get their input on serving this age group.

Michelle asked the board to let her know if any of them would like to do a “Lunch and Learn” at their schools for Para-educators this year. Mr. Anderson and Mr. Hoffman expressed interest in scheduling this training for their schools.

Goalbook has offered to do a training for Universal Design for Learning and Michelle is recommending January 21, Martian Luther King Jr. Day, as a majority of the schools already have the day off. Bozeman District, Prickly Pear Co-op and Park Co-op will all be contributing, Michelle discussed that this training would be open to general ed. teachers as well as special education teachers as a means to increase understanding for the application of modifications, accommodations and specially designed instruction.

f.) Linda Heath, Special Ed. Teacher, change in FTE from .8 to 1.0 FTE:

(Motion/Discussion/Action)

Linda’s caseload has grown at Harrison and Willow Creek and to honor her commitment to not sacrifice other schools she will be increasing to 1.0 FTE. This will not affect her benefits and she will use personal and sick time for some Mondays that she had already made commitments and scheduled off in her schedule.

Motion to increase Linda Heath’s, Special Ed. Teacher, FTE to 1.0.

Motion: Fred Hofman
Second: LeeAnne Burke -Passed Unanimously

g.) Updates to GMSEC Staff Handbook:

(Motion/Discussion/Action)

A handout of the changes made was given to the board. Sick leave was finalized at the last meeting. Computer purchase, ownership, and maintenance language was changed.

Motion to approve of changes made to the GMSEC Staff Handbook.

Motion: Travis Anderson
Second: Fred Hofman -Passed Unanimously

5. Cooperative Business Manager Report:

The field work for the external audit was completed this past week. Rosie let Joyce know that the Co-op had good documentation, the grants balanced out, and at that point she saw no need for any adjusting entries. The next step will be the exit conference.

The prior grant year ended on September 30th and the final reports have been submitted. Joyce expects to be notified of the rollover amounts in November. Reports have been submitted on the new grant year for costs incurred for the period of July through September with payment expected by month end. The requests that have been submitted are $56,563 for Part B and $9,193 for Preschool.

The September Expenditure Report in good shape presently. The board asked Joyce how she is liking using Foxie Lady. Joyce is very pleased with the program and finds the
them very helpful whenever she has a question.

6. **Board Meeting Schedule & Future Agenda Items**
   - November 15, 2018
   - December 13, 2018
   - 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 **1:30pm**.

   Motion: Travis Anderson  
   Second: LeeAnne Burke  
   - Passed Unanimously.

Submitted by: ___________________________ Date: ______________________

Board Chair: ___________________________ Date: ______________________