The regular council meeting of the Gallatin-Madison Special Education Cooperative was held via GoToMeeting on October 28, 2021 for the purpose of considering business to come before the Council. Chair, Katherine Dawe, presided.

1. **Call to Order**

Katherine Dawe called the meeting to order at 1:01pm.

Members Present

- Amsterdam—Katherine Dawe; Anderson—Kristi Jacobs; Ennis—Casey Klasna; Gallatin Co. Supt.—Matthew Henry; Gallatin Gateway—Theresa Keel; Monforton—Darren Strauch; West Yellowstone—Brian Smith;

Members Absent

- Big Sky—Dustin Shipman; Harrison—Billi Taylor; LaMotte—LeeAnn Burke; Willow Creek—Bonnie Lower

Visitors

Rosie Barndt, CPA

2. **Public Comments**

None

3. **Consent Agenda**

Approval of Minutes & Expenditures

Motion to approve the minutes of September 16, 2021 as well as expenditures (#317246-#317262)

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

4. **New Business**

   a.) **Financial Audit Report: Rosie Barndt, CPA** -(Motion/Discussion/Action)

Review of the Financial Audit was conducted by Rosie Barndt, CPA. Board members expressed their understanding and their appreciation of her comprehensive report. Rosie shared that FY 22 will be the last audit and that she will not be renewing her contract. She indicated that she will support the transition to the next auditor and would be glad to make recommendations for auditors for consideration.

Motion to approve the FY 2021 Financial Audit Report as presented

Motion: Kristi Jacobs
Second: Brian Smith - Passed Unanimously.

   b.) **Business Manager Report: (Informational)**

Joyce reported the cash reconciliation totals for the retirement-Misc.-Interlocal funds July 2021 are firm. Anticipated cash totals were provided for August & September as well. The anticipated totals did not include interest but such income is expected to be negligible for the foreseeable future as rates are extremely low.

The anticipated Fund Balances & grant carryover spending authority as of June 30, 2021 that was reported to the board at the August meeting were confirmed.
Grant reimbursement requests for July through September have been submitted to OPI through the e-grant system & will draw down FY 2021-22 spending authority. Once the carryover amounts have been divided in the e-grant system budget categories requests will draw down on the carryover amounts. We are experiencing glitches in the e-grant system & have not been able to complete this step.

Joyce reported the expenditures Fiscal Year To Date FYTD for the Retirement Fund & Interlocal Fund were as expected through September since September is the beginning of meaningful expenditures for these funds each year. The Misc. Fund is also as expected but Joyce offered a few highlights.

The Extended School Year ESY providers are normally paid in September & was this year as well. The past two years the budget has been $5,000 for this expenditure. Last FY we expended a bit more than the budgeted amount. This year we spent significantly less.

Administrative Office Supplies through September are high but half of the amount spent to date was for toner cartridges.

The Preschool Incentive Grant advertising costs were for updates to our website & a two-year hosting charge with 00Lite Media.

The expense comparison had two items that were brought to the board’s attention.

The Medicaid 315-280-2500 account difference is due to timing. The final Woolman Services invoice has been paid with invoices sent to individual districts for their portion. As reimbursements are booked the difference will decrease to the point only the Co-op’s portion will remain.

The difference between the two years for the IDEA-B administrative 315-456-2490 amount was the result of a vehicle purchase last year.

Joyce concurred with earlier comments regarding the external audit & the wonderful working relationship we have had with Rosie Barndt, CPA

c.) Personnel: Michelle Halberg - Notice of Intent to Retire (Informational)

Michelle submitted her letter of resignation and expressed her gratitude to the board for their support during her fifteen years of service to the Co-op, first as SLP and then as Director. She shared her commitment to ensuring a smooth transition to the next Director and will work closely with the Board to this end.

d.) Director’s Report: (Informational)

Michelle emphasized her appreciation of the ten special educators, including the GMSEC special ed teacher Julia Tucker, who participated in the Goalbook Training. They were very engaged in training, asked good questions, and were positive in the survey as to what they learned and would apply. She is seeing improved IEP documentation in present levels of performance, PLAAFP, as these teachers are including learning strengths, (i.e. modalities/UDL approach) and the goals are linked to baseline information in the present levels. She urged the Board to follow-up with teachers and support them in using this valuable tool. She reminded them to look for their teacher’s IEP progress monitoring tools as this is also a part of Goalbook and this training. Data-driven decision making applies to IEPs. There is still evidence that all teachers are not using data to inform their instruction, (e.g. supplement or change curriculum, evidence based strategies specific to impact of disability, intensity of instruction and placement), and therefore at annual review progress indicates many goals are not mastered.

Understanding the role of special educators continues to be a focus for professional development for GMSEC staff. Michelle complemented all schools who are including their assigned school psychologist/special ed coordinator, on their leadership team and their problem solving teams (e.g. TAT, BIT) especially at Tier 2 and 3. The O.T.s, P.T.s and SLPs have been working on a presentation for the Board to then make available to
member districts so that there is support to these teams as to their role, Tier 1 interventions and when Tier 2 becomes “Pre-referral” under IDEA.

The district’s responsibility for Medicaid Administrative Claiming, MAC, process was reviewed. The GMSEC will deliver/mail each quarter’s Random Moments to the District and the District will mail or send back completed quizzes and Random Moments to the office via a GMSEC staff member by the end of each month.

**District:**
- Submit a quarterly participation list to hhsMTMACschools@mt.gov by the due date listed on the annual MAC calendar generated by HHHS. Your MAC HHHS contact is Laurie Nelson. Her contact information is laura.nelson@mt.gov & 406-444-4066.
- Provide training PowerPoint and quiz to each participant
- Upon receipt of each quarter’s Random Moments(RM) the district will:
  - Provide them to staff one -two weeks prior to sample date
  - Collect completed RM from all staff monthly and mail to the GMSEC staff to bring to the office for input at/before the end of each month.

GMSEC Atten. Joyce Schmidt
P.O. Box 162
Belgrade, MT 59714

Michelle projected potential staffing needs for the school year 2022-2023. She recommended posting these positions through the Montana Schools Recruitment Project, MSRP. MSRP posts positions on OPI/SAM. MCASE listserv can also be utilized to inform of openings for the Director position. The Board discussed how to post the Director position and how the process for interviews might occur. Michelle asked that the office staff and GMSEC staff be included in this process as appropriate.

She will be reviewing all district caseload lists now that child count is completed. She thanked Riley Russell as her system for completing this required state reported data report on behalf of member schools is exceptional. Michelle will have this as an item of review at each district special ed department meeting.

e.) GMSEC Policy Update: Second Reading/Approval: 6000 and 7000 Series:

(Motion/Discussion/Action)

Motion to approve GMSEC Policy 6000 and 7000 series upon second reading.

Motion: Darren Strauch
Second: Theresa Keel

-Passed Unanimously.

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>18th</td>
<td>In Person</td>
</tr>
<tr>
<td>December</td>
<td>16th</td>
<td>In Person</td>
</tr>
<tr>
<td>January</td>
<td>20th</td>
<td>In Person</td>
</tr>
<tr>
<td>February</td>
<td>17th</td>
<td>*March</td>
</tr>
<tr>
<td>April</td>
<td>21st</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>19th</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>16th</td>
<td>In Person</td>
</tr>
</tbody>
</table>

7. **Adjourn**

Motion to adjourn meeting at 2:24pm.
Motion: Theresa Keel
Second: Kristy Jacobs

-Passed Unanimously.

Submitted by: ____________________________ Date: _______________________
Board Chair: ______________________________ Date: _______________________