Gallatin-Madison Special Education Co-op
Regular Council Meeting

The regular council meeting of the Gallatin-Madison Special Education Co-op was held at Kountry Korner Cafe on 9/28/2017, 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: 11:42am.
Lunch Break: 12:05-12:35pm

Members Present:
- Amsterdam -- Katherine Dawe
- Anderson -- Scott McDowell
- Big Sky -- Dustin Shipman
- Ennis -- Casey Klasna
- Gallatin Gateway -- Travis Anderson
- Harrison -- Fred Hofman
- LaMotte -- LeeAnn Burke
- Monforton -- Darren Strauch
- West Yellowstone -- Kevin Flanagan

Members Absent:
- Willow Creek -- Bonnie Lower

Visitors:
- None

2. Public Comments
None

Staff Present:
- Michelle Halberg, Director, Riley Gallogly, Executive Assistant, and Joyce Schmidt, Clerk & Business Manager

Staff Absent:
- None

3. Consent Agenda
Approval of Minutes & Expenditures

Motion to approve the minutes of 5/25/2017 and expenditures (Warrant No. FY 2017: 3315916-3315951, FY 2018: 3316020-3316070)

Motion: Travis Anderson
Second: Scott McDowell -- Passed Unanimously.

4. Old Business

a. Special Education Funding: Updates, Needs/Director’s Report (Informational)

Michelle discussed the Professional Development that staff have already attended this year. She would appreciate any feedback from district staff that participated in the IEP Facilitation training and/or the Special Ed. PIR day with AT/Jen Lewis and PBS/Nikki Vradenburg training. Michelle plans to keep incentivizing the Para-
educators training opportunities on the OPI Learning Hub. There was discussion regarding positive and negative impact on attendance when starting developmental screenings earlier this year and what should change next year.

Michelle solicited the group as to the need for a Suicide Prevention/Crisis response in-service so that school staff and special ed. staff could have common language and talking points when it comes to communicating with students and parents as well as go gain valuable resources for their schools. Melissa Hanson, Cooperative School Psychologist, has been tasked with developing a template or guideline with her colleague, Lani Smith, to share with the member schools that will include materials and resources.

Discussion about different educational and intervention curriculum that are being used in schools, such as “Step Up to Writing”, “Brain Pop for ELL”, etc. Michelle mentioned that it would be beneficial financially for the member schools and Coop to share educational programs and resources when possible. Mr. Flanagan will reach out to member schools regarding ELL curriculum that is working in his building.

b. Fleet Vehicle Purchase
   (Informational)

Over the summer the Co-op traded in 2004 Subaru and purchased a 2011 Buick Enclave for $17,343. Michelle suggested that the Coop start moving away from purchasing Subaru's and instead look for something with a higher profile and more presence on the road. The Buick will be the Co-op’s carpool and long distance vehicle.

c. Disposal of Obsolete Property
   (Informational)

Over the summer the Co-op received a facelift. New carpet, paint, and blinds provided by the building owner. The Co-op has placed an ad in the paper and on Craigslist advertising office furniture for disposal such as desks, filing cabinets, bookshelves, and chairs that the Co-op no longer needs. A list of Obsolete Property was distributed to the Board.

d. Special Ed. Director Performance Goals
   (Informational)

Michelle solicited the group regarding areas of focus they would like to see her focus in anticipation of her annual performance review. She outlined some procedural and operational needs such as annual updates to Staff Handbook, Complete the Board Policy Manual and update the Program Narrative. Michelle will bring budget projections to the Board earlier this year and report updates to the board monthly (e.g. increased need for office technology and replacement of outdated phone system, iPads for staff, fleet vehicles etc.)

Michelle would like to see member school districts reach out to SWMSS and get them involved in setting up the common PIR day. If any Special Ed. staff would like to attend MCEC but cannot afford it there are scholarships available.
5. **New Business:**

**a. Cooperative Business Manager Report:**

*(Informational)*

Fund balances were discussed and the table that reflects this passed out. Some adjustments were made to the budget since it was approved given “real” numbers from the State and Feds. When unbudgeted needs occur within the member schools or Cooperative operations, she reminded the Board that she will utilize (315) Misc. Funds/Medicaid, then (315) IDEA Consolidated fund reserves and then (382) General Fund carry-over.

Medicaid reimbursement that flows through the Cooperative to Districts for Personal Care Services provided by Para-educators were given to Anderson, Ennis, and Monforton School. Big Sky Medicaid reimbursement will be mailed in October. Michelle discussed the possibility that Medicaid may be eliminated in schools in the future placing more strain on the general fund for students with significant health needs and significant or multiple disabilities.

Michelle reminded the board about a change made in Medicaid last year that requires The Child Profile Form to be signed by the student’s Doctor and sent in before billing to receive money for services. She asked that they follow up with special education case managers to ensure this is completed as it had a serious and negative impact on Medicaid funds to one school last year.

**b. Cooperative Operations:**

*(Informational)*

Michelle discussed the training she attended by Bea Kaleva at the Park Cooperative on Personnel and Student Discipline. Bea stressed the importance of strengthening the Employee Handbook to focus on each specific position and not the person who is filling that position and how annual, “explicit”, review for the whole group is essential to avoid conflict. After making some changes to the Cooperative Staff Handbook, Michelle had a discussion with staff about what defines a workday. Start and end times were defined as well as drive times. Michelle asked for thoughts and input from the board. Board discussed travel distances and times as well as experiences so far in the year with Co-op staff. It was agreed that West Yellowstone School is considered a distant school, in which case the staff will have a more lenient start and end time due to the longer drive and winter road conditions. For all other schools, Michelle asked the Board for their support in increasing the staff’s communication to buildings and to her about start and end times as well as changes in scheduled school visits. Each building may feel that they can make this decision for the Cooperative staff, but they do not have the advantage she does on the impact across the week and fulfillment of their contract obligations. Michelle wants this year to have an increased focus on transparency and communication in service delivery to aid in making decisions about staffing needs, case load allocations and staff assignments and to ensure that Cooperative operations are considerate of the efficiency and effectiveness of staff and resources. The Board came to agreement that all communication with Co-op staff regarding attendance in their schools must involve Michelle.
6. **Board Meeting Schedule and Future Agenda Items:**
   - October 26, 2017
   - November 30, 2017
   - December – No meeting
   - January 18, 2018
   - February 22, 2018
   - March 22, 2018
   - April 26, 2017
   - May 17, 2018

7. **Adjourn**
   - Motion to adjourn meeting at 1:39pm.
   - Motion: Darren Strauch
   - Second: Travis Anderson -- Passed Unanimously.

Submitted by: _________________________________      ____________________________________ 
      Date      Date