The regular council meeting of the Gallatin-Madison Special Education Cooperative was held at The Gallatin-Madison Special Education Cooperative at 21000 Frontage Road on August 15, 2023 for the purpose of considering business to come before the Council. Chair, Casey Klasna, presided over the meeting.

1. **Call to Order**
   Casey Klasna called the meeting to order at 11:04 am.

Members Present:  
- **Amsterdam**– Marisa Stewart;  
- **Anderson**– Kristi Jacobs;  
- **Ennis**– Casey Klasna;  
- **Gallatin Co. Supt.**– John Nielson (11:09am);  
- **LaMotte**– Spencer Johnson;  
- **Monforton**– Laura Axtman;  
- **Willow Creek**– Bonnie Lower

Members Absent:  
- **Big Sky**– Dustin Shipman;  
- **Gallatin Gateway**– Kelly Henderson;  
- **Harrison**– Sharyl Allen;  
- **West Yellowstone**– Debra Fountain

Visitors:  
- Kim Wegner-McCauley

2. **Public Comments**  
   None

Staff Present:  
- Lani Smith, Director;  
- Joyce Schmidt, Clerk & Business Manager;  
- Riley Russell, Executive Assistant

Staff Absent:  
- None

3. **Consent Agenda**
   Approval of  
   Motion to approve the minutes of June 12, 2023 as well as expenditures (#317627-#317750) (May-July) and the annual signature of the Interlocal Agreement.

   Expenditures  
   Motion: Kristi Jacobs  
   Second: Bonnie Lower - Passed Unanimously.

4. **New Business:**
   a.) **Approval of Trustee’s Financial Summary Report**  
   (Motion/Discussion/Action)

   The Trustees’ Financial Summary [TFS] for FY 2022-23 was submitted to OPI on August 14th & electronic copies sent to Board members the same day. The Board was invited to ask questions of the
Business Manager regarding the TFS & if changes were wanted by the Board the report would be returned by OPI, modified & then resubmitted. Joyce explained that this process was suggested by OPI a few years ago since it allows the cooperative to meet the statutory submission requirement & the ability for the Board to make changes before taking action.

Motion to approve the Trustee’s Financial Summary Report.

Motion: Kristy Jacobs
Second: Marisa Stewart -Passed Unanimously.

b.) **Business Manager’s Report**

*(Informational)*

Since the previous meeting in June the primary focus of the Business Manager has been completing & submitting the TFS by the statutory due date.

Cash Reconciliation has been completed through June & July reports are expected next week.

The ESSER II & III [ARP] grants have been completed as of June 30th & we will now be returning to our two long term grant funding sources moving forward–IDEA-B & IDEA-Preschool Incentive. The anticipated carryover for these grants is $220,618 & $12,242 respectively. The Co-op was able to use a portion of the IDEA-Preschool grant & the remaining ESSER monies sent directly to the Co-op for the newest fleet vehicle acquisition.

Expenditures through June were under budget when the ESSER II, ESSER III [ARP] grants in addition to the Medicaid non-budget expenditures were removed.

c.) **Child Find Developmental Screening Days**

*(Informational)*

In recent years there has been a decline in numbers of children being screened so it didn’t seem like the best use of time to use a whole day for screenings. Screenings can be done at any time if they are needed at schools. The Dial and Speed Dial will be used as screening tools and there will be training on them beforehand. An SLP will be on the team, as well as the Audiologist Shey Mayland, and Jill Chumbley will be a floater. It would be beneficial for the Special Education Teacher to also help at each school. Lani advised Board members to advertise wherever they see traffic, websites, newsletters, the paper. If there are no children signed up there won’t be a screening.
d.) **Director’s Report**

*(Informational)*

i. Review of Transfer Student Protocol Document

Lani sent out all transfer documentation to Board members. Usually the hardest part of the process is getting all the paperwork from the previous school. If any of the Member schools have trouble getting paperwork let the Co-op know and they will assist. There is a grace period after a student transfers so that a new ER doesn’t need to be completed right away but the IEP should be implemented as closely as possible until then. Lani will be having training for Special Education Teachers.

ii. Review of Administrator Responsibilities in Sped Meetings Document

An Administrator needs to be present at every meeting, this can be a Superintendent, Principle, or Lani can fill in. Administrative Designees can also be assigned at schools, for instance a School Psych or Counselor, but it is recommended that this person has knowledge about the budget and is able to vote on matters that may tie to the budget. If there is not an Administrator available the meeting should not be started because the meeting would then not be valid and would have to be redone. One of the Administrators responsibilities is to help the flow of the meeting and keep the pace so that it hopefully can be contained to an hour. It is essential that all members of the meeting allot sufficient time so that they do not have to leave before it is over. Case Managers usually introduce everyone but an Administrator can as well. Lastly, it is recommended to pay attention and help the team define acronyms and jargon.

e.) **2023-2024 Personnel: School Psychologist/Offer of Contracts**

i. Contract Amendment for **Lani Smith** to add 20 additional contracted days

(20-day equivalent @ daily rate of 514.45/day equaling $10,289)

(Motion/Discussion/Action)

The Co-op had a School Psychologist that resigned at the end of the school year and they have not been able to fill the position. Lani is going to fill in until a replacement is found. Lani will be the Psychologist at Anderson, LaMotte, and West Yellowstone. 20 days extra for each Psychologist should help bridge the gap.

Motion to approve the Contract Amendment for Lani Smith for 2023-24.

Motion: Laura Axtman
Second: Spencer Johnson -Passed Unanimously.

ii. Contract Amendment for **Jamie Green** to add 10 additional contracted days

(10-day equivalent @ daily rate of $390.41/day equaling $3,904)
10 additional days will be added to Jamie’s contract until another School Psychologist is hired.

Motion to approve the Contract Amendment for Jamie Green for 2023-24.

Motion: Kristi Jacobs  
Second: Spencer Johnson  
-Passed Unanimously.

iii. Contract Amendment for Kim Wegner-McCauley to add 10 additional contracted days (10-day equivalent @ daily rate of $425/day equaling $4,250)

10 additional days will be added to Kim’s contract until another School Psychologist is hired.

Motion to approve the Contract Amendment for Kim Wegner-McCauley for 2023-24.

Motion: Marisa Stewart  
Second: Spencer Johnson  
-Passed Unanimously.

f.) 2023-2024 Contracted and Hourly Personnel/Offer of Contract

(Motion/Discussion/Action)

i. Jill Imsand-Chumbley, Speech-Language Pathologist: $45/hr. Developmental Screenings, Hearing Screenings and Interventions/Evaluations

Jill has helped out before with hearing screenings. Last year she worked about 11 hours total, this year it will be a little more due to Amanda not doing them. She is also interested in helping out at Monforton as an Aid on Wednesdays or any other school if needed; if it turns out to be a weekly thing then a new contract will be written and brought before the Board.

Motion to offer contract to Jill Imsand-Chumbley for 2023-24.

Motion: Kristi Jacobs  
Second: Bonnie Lower  
-Passed Unanimously.

4. Board Meeting Schedule: Projected 2023-2024 Third Thursday of the Month (Zoom/In-Person)  
*no less than 6 meetings per year
The Board requested to have the meetings before 11 or after 1pm. 9-10 would work fine.

a. September 21 *(could be removed)* -removed.
b. October 19- MEA days- change to the 12th.
c. **January 18**\textsuperscript{th} *In Person - Kristi will host at Anderson.*
d. February 15\textsuperscript{th}
e. April 18\textsuperscript{th}
f. May16th
g. **June 20**\textsuperscript{th} *In Person*

5. **Adjourn:** Motion to adjourn meeting at 12:08pm.

Motion: Marisa Stewart
Second: Spencer Johnson -Passed Unanimously.

Submitted by: ________________________________ Date: __________________

Board Chair: ________________________________ Date: __________________