The regular council meeting of the Gallatin-Madison Special Education Cooperative was held virtually via Google Meet on October 12, 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 9:01 am.

Members Present
- Amsterdam – Marisa Stewart
- Anderson – Kristi Jacobs
- Big Sky – Dustin Shipman
- Ennis – Casey Klasna
- Gallatin Co. Supt. – John Nielson
- Gallatin Harrison – Sharyl Allen
- LaMotte – Spencer Johnson
- Monforton – Laura Axtman

Members Absent:
- Gateway – Kelly Henderson
- West Yellowstone – Debra Fountain
- Willow Creek – Bonnie Lower

Visitors: None

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 August 15, 2023 as well as expenditures (#317751-317776).

Motion: Laura Axtman
Second: Kristi Jacobs - Passed Unanimously.

4. **New Business:**

   a.) **Business Manager’s Report**

   *(Informational)*

   The GMSEC financials have been reconciled with the GCFD through August 2023 with cash balances per fund provided to the Board. Tentative cash balances were also provided for September with GCFD reports expected later in the month.
Reimbursement requests for all grants through June 2023 were provided to the Board & the Board was notified the final report for each had been submitted & approved by OPI.

The GMSEC now returns to pre-COVID funding sources & the July through September reimbursement requests for the IDEA-B & Preschool Incentive grants are ready for input. Presently we are waiting for some needed information before submitting our application. Once the application has been sent to OPI, reviewed & approved by them we will submit reimbursement requests. As of the end of September we have $91,076 in expenditures to request for IDEA-B & $1,374 for the Preschool Incentive grants.

The anticipated reallocation or rollover for IDEA-B is $220,618 & $12,242 for the Preschool Incentive grant.

As in previous years, the monthly expenditures for the GMSEC are predominantly payroll related. For the month of September, the first month in the FY with full staff, it represents 96% of the total expenditures. Most of the payroll is 50/50 between IDEA-B in the 315 fund & the Interlocal fund 382. As a result, we will be drawing on the current cash balance in fund 315 until our grant application is submitted & approved.

The primary differences in the two-year comparison of expenditures for August & September show that a vehicle was purchased in 22-23 & the annual audiology contract had been paid. Presently, we have not yet received the audiology invoice for the current FY.

The fund balance totals & tentative grant carryover totals show an increase across the board from the previous FY. However, we have exhausted all ESSER & ESSER/ARP funding & now return to our pre-COVID funding sources. It is unlikely the balances will increase by the end of this FY given rising requests for services & the limited applicant pool of providers.

Strom & Associates is scheduled to begin their fieldwork on October 23rd.

b.) Director’s Report

(Informational)

i. Review of School Psychologists Expectations

Lani will be partially filling in this year as the Psyches have been pulled in all directions. One aspect that needs to be prioritized is the assessment piece and primary role. It would be beneficial for them to consult and problem solve but that may drop off if they are too busy and then the assessment will take priority. If they don’t need to be at meetings don’t invite them as they are stretched to thin as is and burnout should try to be avoided. Keep Lani in the loop of any issues.
ii. 504 Process and role of GMSEC

Primarily for new Superintendents- Staff at the Co-op do not run 504 meetings or case manage. Staff may discuss and give recommendations. Lani requests Superintendents encourage 504 coordinators to stay up to date on training. Casey informed the Board that Bea Kaleva has a great training if anyone is interested. Kristi mentioned that the Government has new guidelines about 504 meetings coming soon.

iii. Staff Trainings

Lani has been sending out info with trainings to Sped Teachers. There are a lot of virtual and free trainings that have been encouraged. Lani has also been doing Sped Training with some of the newer teachers at member schools. There will be Academic Achievement training at Big Sky School during MEA days for Special Education Teachers that is open to all.

iv. Developmental Screening Updates

Screenings are pretty much done except for Willow Creek next week. There was a much better turnout this year. 4K programming and preschool came up a lot this year and Lani wanted to make sure everyone was aware that 4K isn't the only reason for screening and that it is open to everyone. It would be a large undertaking to have universal screening for 4K.

v. Montana School Recruitment Project

Billi Taylor is the new coordinator that replaced Kaitlyn Sonderer and the Co-op is utilizing her for a Psych ad. Billi is invited to the January Board meeting so that the Board can meet her and hear about the advertising platform.

vi. Sped Director Evaluation Process

The Evaluation process was switched up last year, Lani will send out the survey document in November so that everything is ready for review in January. The contract last year was for two years. The evaluation needs to be in the Board meeting agenda before February 1st.

c.) 2023-2024 Personnel: Teacher of the Deaf

(Motion/Discussion/Action)

i. Brittany Graham, Contracted Teacher of the Deaf (TOD-Virtual): $60/hr. (up to 10 hours per week); $18,600

This is usually a low incidence position but needed sometimes. Usually the member school hires them themselves however with their licensure they can’t hire an independent contractor so the Co-op will hire her with a contract and the school can reimburse. Amsterdam and Big Sky will be utilizing her and
she will be working 10 hours a week at most. There will be no travel component as she is all virtual.

Motion to offer Brittany Graham a contract for the 2023-24 School year.

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

d.) **2023-2024 Personnel: Special Education Teacher**

*(Motion/Discussion/Action)*

Shirley Dyk, On-call Special Education Teacher, $47/hr. (up to 200 hrs); $9,400

Shirley is a retired Special Education Teacher who has helped the Co-op with assessments in the past. It is great to have her as a backup as needed. The biggest reason for this resource is there are several new teachers that are in the endorsement process and Lani wants them to be well familiarized with testing and would like them to learn from Shirley. Lani doesn’t foresee her going over 200 hours.

Motion to offer Shirley Dyk an On-call contract for the 2023-24 School Year.

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

5. Board Meeting Schedule: Projected 2023-2024 Third Thursday of the Month (Zoom/In-Person)
*no less than 6 meetings per year*

a. January 18\textsuperscript{th} In Person - Kristi will host at Anderson.

b. February 15\textsuperscript{th}

c. April 18\textsuperscript{th}

d. May 16th

e. June 20\textsuperscript{th} In Person

6. **Adjourn:** Motion to adjourn meeting at 9:42 am.

Motion: Spencer Johnson
Second: Casey Klasna  -Passed Unanimously.

Submitted by: ___________________________   Date: ______________________

Board Chair: ____________________________   Date: ______________________