

**YELLOWSTONE-WEST/CARBON COUNTY  
SPECIAL SERVICES COOPERATIVE  
Management Board Meeting  
February 9, 2021  
11:00 a.m., GoToMeeting**

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United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code: 867-957-717**

**CALL TO ORDER**

**ADJUSTMENTS TO AGENDA**

**CONSENT AGENDA:**

Minutes from January 12, 2021

Claims

**INFORMATION ITEMS:**

Felt, Martin Correspondence

Monitoring Update

Budget Overview – Roger Heimbigner

Evaluation Calendar

State Stakeholder Survey and Region Survey

ESY Letters

March – Board Nominations Letters

Psychologist shortage

**ACTION ITEM:**

Resignation of Tracy McSweyn

Recommendation for Lauren Spring's Contract for 2021-2022:

.9 FTE at \$78,743 with insurance at \$11,280; language remains the same

Closed Session: Separate meeting link mailed to board members

Director's Evaluation

Return to Open Session – Director’s Contract

**ASSOCIATION ITEM(S):**

Topic to be provided 48 hrs. in advance of the meeting

## **Regular Meeting of the Trustees**

### **Yellowstone-West/Carbon County Special Services Cooperative**

**Tuesday, January 12, 2021**

A special meeting of the Board of Trustees of the Yellowstone-West/Carbon County Special Services Cooperative was held Tuesday, January 12<sup>th</sup>, 2021, via Zoom. The meeting was called to order by Chair John Fitzgerald at 10:00 a.m.

Members present: Cathi Rude – Blue Creek; John Fitzgerald – Red Lodge; Alex Ator – Roberts; ; Bill Phillips-Bridger; Gary Fisher – Broadview; and Teri Harris- Fromberg . Members absent: Nathan Schmitz – Elder Grove Schools. A quorum was present.

Director Karen Underwood and Clerk Roger Heimbigner were present for the entire meeting.

Also present: Terry Bybee, Sheila Chouinard and Lisa Harris

**Agenda Additions** - Narrative for First Review was postponed from agenda.

#### **Correspondence**

Director Karen Underwood shared a memo from Bea Kaleva pertaining to proposed legislation this year that would create Montana as a right to work state. This could have implications on the collective bargaining agreements. Some school districts are working with unions to extend their agreements to later years so this doesn't become an issue. Alex Ator stated he just got off a MASS meeting and the common consensus on this issue is to wait and see where this goes. There isn't even a bill number assigned to it yet.

#### **Consent Agenda**

A motion was made by Teri Harris, seconded by Gary Fisher to approve the minutes of November 10<sup>th</sup>, minutes of December 2<sup>nd</sup> and payment of bills. Motion passed unanimously.

#### **INFORMATION ITEMS**

##### **FlowForm Presentation – Terry Bybee**

Director Karen Underwood introduced Terry Bybee who is an owner of FlowForm. Terry used to work at Billings Schools and lives in Billings. Terry presented on the creation of FlowForms that can be used in conjunction with electronic signatures. The turnaround is much quicker for items like IEPs when parents can read a form and then electronically sign the forms. Terry is offering to Coops the FlowForms at no cost for the remainder of the year.

Director Karen Underwood reported that she will use the software for the following:

- 1) Evaluation Plans
- 2) IEP's
- 3) ER's
- 4) Pivot Plans
- 5) FAPE forms

This will be great for case management for the Coop. The board thanked Terry for talking with them today. Karen stated they originally planned a video clip but they are having some technical issues today. She will send the video to the board members to look at.

### **Audit Review**

Clerk Roger Heimbigner reviewed the audit report for the 2019-20 school year. Roger stated that 2 of the 3 comments/recommendations from the previous year were still on the audit report. These deal with separation of duties and with a third party creating the financial papers. The third recommendation on OPEB liability from last year was corrected.

Roger stated he is in correspondence with Olness & Associates to see what they can do to address the financial papers. He doesn't know of anyone who does this so he is asking the auditors for options to address this audit recommendation.

Over the past couple years Director Karen Underwood and Roger have been working on ways to help out with internal controls. The problem with a small entity is that it is difficult to separate the business functions of the office when only a couple of people are involved in the process. Chairman John Fitzgerald suggested that a board member be added to the internal control. That person could look over reports on a periodic basis.

### **Upcoming Clinic Dates Reviewed – Karen Underwood**

Director Karen Underwood stated that we may have to cancel the Child Find Clinic for this Thursday as there have been no reservations. As of today there has only been one reservation for the 25<sup>th</sup> at Canyon Creek as well. The Covid impact has certainly had an impact on participation this year. Kindergarten and preschool numbers are down this year and it is hard to predict numbers for next year. The Coop was increasing numbers each year up to this year. Karen stated we will continue to monitor participation and decide if there is a need to have the clinics. It takes a number of personnel to put on the clinic so we want to make sure the clinic has merit in having it.

There was discussion on the number of students served last year compared to this year and where those students have ended up and if they will resurface next year. There are some concerns that they will choose the private school option going forward.

**Monitoring TIPS and Dates**

Director Karen Underwood informed the board that OPI will start a virtual monitoring of the Coop next week. They will be requesting current documents and reviewing documents that current staff have completed. Having it virtual will be different than what has been done in the past but we will work through it.

**Narrative for First Review**

Postponed

**Director's Evaluation**

Director Karen Underwood stated she will send out for review the Director evaluation form next week. This will be a topic for the next board meeting in February. Board meeting is scheduled for Feb 9<sup>th</sup> at 11:00.

**ACTION ITEM:**

Director Karen Underwood recommended the hiring of the following staff for the 2021-22 school year:

Roger & Denise Heimbigner	Business Manager	
Lisa Harris	Speech Path	
Bridgett Goettlich	Speech Path	
Jessica Bauer	Speech Path	
Brigid Hagerty	Speech Aide	
Konnie Collinson	Speech Aide	
Isha Contway	School Psych	
Steve Willis	School Psych	
Sonya McNeish	School Psych	
Beth Vogeles	Administrative Assistant	.8 FTE
Shanna Herrick	OT	.8 FTE
Andrea Gizicki	OT	.7 FTE
Lauren Spring	PT	.9 FTE
Tracy McSweyn	Audiologist	Hourly
Kelly Hickey	Speech Path	.7 FTE

A motion was made by Alex Ator, seconded by Gary Fischer to approve the recommendation of Director Karen Underwood to approve the staffing listed above for the 2021-22 school year. Motion passed unanimously.

**Adjourn**

Gary Fisher moved, seconded by Teri Harris to adjourn. Motion passed unanimously.

Time of Adjournment: 10:42 a.m.

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Board Chair

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Attest: Clerk

## Yellowstone West/Carbon County Cooperative

### Voucher Detail Listing

Fiscal Year: 2020-2021

Voucher Batch Number: 1022

02/01/2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FELT MARTIN, FRAZIER & WELDON						
Check Group:						
LEGAL ADVICE LEASE		1	0	948 2/1/2021	315.456.2300.0330.00.456	\$262.50
Check #: 33021761						
PO/Invoice Total:						\$262.50
Vendor Total:						\$262.50
FISHERS TECHNOLOGY						
Check Group:						
COPY CHARGES		1	0	867069 2/1/2021	315.456.2500.0610.00.456	\$19.27
Check #: 33021762						
PO/Invoice Total:						\$19.27
Vendor Total:						\$19.27
KELLY HICKEY						
Check Group:						
TRAVEL -IN DIST		1	0	FEB21 2/1/2021	315.456.2100.0581.00.456	\$42.56
Check #: 33021763						
PO/Invoice Total:						\$42.56
Vendor Total:						\$42.56
LRP						
Check Group:						
SPECIAL ED CONNECTION	3056	1	0	4499722 2/1/2021	315.456.2100.0610.00.456	\$1,268.00
Check #: 33021764						
PO/Invoice Total:						\$1,268.00
Vendor Total:						\$1,268.00
MASTERCARD CORPORATE CLIENTS						
Check Group:						

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Fiscal Year: 2020-2021

Voucher Batch Number: 1022

02/01/2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FUEL		1	0	FEB21 2/1/2021	315.456.2100.0624.00.456	\$559.02
ZOOM SUBSCRIPTION 2MON		1	0	FEB21 2/1/2021	315.456.2500.0610.00.456	\$580.70
VERIZON, SPECTRUM		1	0	FEB21 2/1/2021	315.456.2500.0530.00.456	\$406.89
GO TO MEETING		1	0	FEB21 2/1/2021	315.456.2500.0610.00.456	\$39.20
SHREDDING		1	0	FEB21 2/1/2021	315.456.2500.0610.00.456	\$49.60
POSTAGE		1	0	FEB21 2/1/2021	315.456.2500.0530.00.456	\$6.05
OT SUPPLIES		1	0	FEB21 2/1/2021	315.456.2100.0610.00.456	\$56.59
SPEECH SUPPLIES -BG		1	0	FEB21 2/1/2021	315.456.2100.0610.00.456	\$70.00
NASP REGISTRATION-MCNEISH		1	0	FEB21 2/1/2021	315.456.2100.0582.00.456	\$409.00
INK CARTRIDGES		1	0	FEB21 2/1/2021	315.456.2100.0610.00.456	\$164.97
OFFICE SUPPLIES		1	0	FEB21 2/1/2021	315.456.2100.0610.00.456	\$323.17
PSYCH SUPPLY CREDIT		1	0	FEB21 2/1/2021	315.456.2100.0610.00.456	(\$76.80)
TOWL 4 KIT		1	0	FEB21 2/1/2021	315.456.2100.0610.00.456	\$316.80
SPEECH REG - HARRIS BUR OF ED		1	0	FEB21 2/1/2021	315.456.2100.0582.00.456	\$279.00
4 NUMBER PADS - BEST BUY		1	0	FEB21 2/1/2021	315.456.2100.0660.00.456	\$119.96



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### Voucher Detail Listing

Fiscal Year: 2020-2021

Voucher Batch Number: 1022

02/01/2021

Vendor Remit Name Description

Vendor #

QTY

PO No.

Invoice Invoice Date

Account

Amount

ADOBE		1	0	FEB21	315.456.2500.0610.00.456	\$14.99
				2/1/2021		
OIL CHANGE		1	0	FEB21	315.456.2600.0440.00.456	\$71.95
				2/1/2021		

Check #: 33021765

PO/Invoice Total:	\$3,391.09
Vendor Total:	\$3,391.09
Grand Total:	\$4,983.42

End of Report