

**YELLOWSTONE-WEST/CARBON COUNTY
SPECIAL SERVICES COOPERATIVE
Management Board Meeting
January 12, 2020
11:00 a.m., GoToMeeting**

CALL TO ORDER

ADJUSTMENTS TO AGENDA

CONSENT AGENDA:

Minutes from November 10, 2020 and December 2, 2020
Claims

INFORMATION ITEMS:

FlowForm Presentation- Terry Bybee
Audit Review – Roger Heimbigner
Upcoming Clinic dates reviewed – Karen Underwood
Monitoring TIPS and dates – Karen Underwood
Narrative for first review
Director’s Evaluation

ACTION ITEM:

Renewal of Cooperative Staff for 2021-2022 recommended by Director as follows:

Name, Role, Portion FTE

Roger/Denise Heimbigner, Business Manager, 1.0
Beth Vogele, Administrative Assistant, .8
Shanna Herrick, OT, .8; Andrea Gizicki, OT, .7
Lauren Spring, PT, .9
Tracy McSweyn - hrly., Audiologist Tech (shared position w/ East Coop)
Kelly Hickey, SLP, .7

Lisa Harris, SLP, 1.0
Bridgett Goettlich, SLP, 1.0
Jessica Bauer, SLP, 1.0
Brigid Hagerty, Speech Aide II, 1.0
Konnie Collinson, Speech Aide II, 1.0
Isha Contway, School Psych, 1.0
Steve Willis, School Psych, 1.0
Sonya McNeish, School Psych, 1.0

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, November 10, 2020

A regular meeting of the Board of Trustees of the Yellowstone-West/Carbon County Special Services Cooperative was held Tuesday, November 10, 2020, via Zoom. The meeting was called to order by Chair John Fitzgerald at 11:00 a.m.

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

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

Also present: Steve Willis

Agenda Additions - none.

Correspondence

None.

Consent Agenda

Cathi Rude asked about a couple bills – South Central dues paid twice for \$15.00 and what was Riverside Insights for. Director Karen Underwood replied that Riverside bill was for testing kits. A motion was made by Nathan Schmitz, seconded by Bill Phillips to approve the minutes of September 8th, 2020 and to approve the bills for payment. Motion passed unanimously.

Information Items:

Child Count

Director Karen Underwood presented to the board the Child Count that was submitted for 2020. Karen stated the count that was completed on November 6th was 444. The Child Count determines some of the future funding from the federal government. Karen stated that she had some difficulty with getting all administrators or special education teachers to get their information in. Last year the count was 473 so the Coop is down about 30 students. Karen said she plans on having a case management meeting next year and cover this in more detail. Everyone was contacted by September 10th this year but wasn't addressed by some until late in the process.

Director Karen Underwood also discussed the special education monitoring that will take place next year. It will cover the time period when COVID time was in place. There may be some concerns because of how everything is so different at this point in time in how the Coop is providing services.

MOE

Director Karen Underwood reported that the Coop met Maintenance of Effort (MOE) for the past year which makes the Coop whole for this year. The MOE report covers non-federal special education expenditure comparisons for the past two fiscal years. The Coop as a whole needs to spend more on special education than it has in previous years, and if not, present viable reasons why it did not meet MOE. If MOE is not met, the Coop would need to pay back those funds. Karen stated it is important to monitor these expenses in each district from year to year.

Child Development Clinics

Director Karen Underwood reported that the fall Child Development Clinics have been completed. The attendance has been down. There will be two more clinics in January and February.

WJIV Training

The training for WJIV was lightly attended this fall. Karen said that Isha Contway does a nice job with this training and she provides that training to Billings Schools as well as surrounding coops. Karen stressed that this is an important part of the assessment process. The training may be available via Zoom again this year.

E-Grant

Director Karen Underwood reported that the E-Grant submission has been completed. The Coop can now request dollars for the Federal Funds that are available.

Website

Director Karen Underwood presented to the board the updated website for the Coop. The updated website which is ready to launch has a number of resources for parents, teachers, and administrators.

Action Item

Destruction of Records – Attachment

Director Karen Underwood presented to the board a “Resolution for Destruction of Records”. Karen stated she is following the Retention of Record Guidelines provided by the state. The Coop is disposing of instructional records for students graduating or exiting before September 2015. Alex Ator moved, seconded by Bill Phillips to approve the “Resolution for Destruction of Records” as recommended. Motion passed unanimously.

Other

The board discussed the COVID situation in a number of the schools in the Coop. Many of the schools are considering going on-line for a period of time. Employees out and not being able to find substitutes is a major factor in that considerations. Director Karen Underwood reported that she currently has four employees out – 3 for COVID reasons and 1 for a personal reason.

Adjourn

Nathan Schmitz moved, seconded by Bill Phillips to adjourn. Motion passed unanimously.

Time of Adjournment: 11:35 a.m.

Next meeting is January 12th.

Board Chair

Attest: Clerk

Regular Meeting of the Trustees

Yellowstone-West/Carbon County Special Services Cooperative

Wednesday, December 2, 2020

A special meeting of the Board of Trustees of the Yellowstone-West/Carbon County Special Services Cooperative was held Wednesday, December 2nd, 2020, via Zoom. The meeting was called to order by Chair John Fitzgerald at 8:50 a.m.

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

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

Also present: Steve Willis, Sheila Chouinard, and Lisa Harris

Agenda Additions - none.

Correspondence

None.

Receipt of CFR Funds from Governor \$47,056

Director Karen Underwood informed the board that the YWCC Coop recently was awarded \$47,056 in the Governor’s Covid CFR dollars. Coops were not awarded these dollars in the first round of disbursements so the timeline for spending these dollars is pretty tight. Karen reviewed with the board the timeline of events that led up to the award:

Timeline:

July 23, 2020	Asked McCall Flynn what relief there was for Covid. (None)
October 26, 2020	McCall Flynn asked for input to better understand impact of Covid-19 on Cooperatives.
October 26, 2020	I responded.
November 2, 2020	Responded a second time to McCall.
November 19, 2020	Application received and due November 20, 2020.
November 20, 2020	Submitted application.
November 28, 2020	Nancy Hall verified we would receive \$47,056 on December 1 or 2.
December 30, 2020	Funds expended or returned.
January 15, 2021	Budget expenditure report due to Governor’s Office.

Notes on Funds and Expenditures:

The Coop did receive some ESSER dollars in July that have similar use of expenditures. Director Karen Underwood stated that we can use some of these expenses toward the CFR award which totals about \$18,335. Funds cover expenditures between March 1 and December 30, 2020. But, expenses between March and June have already been paid through federally requested IDEA funds.

The expenses since July of \$18,335 include summer evaluation compensation, iPads for OTs, document cameras, headsets for SLPs, PPE, and dividers.

Karen said she has met with staff and we identified a desire for some therapy supplies like Boom cards and TpT resources. We also recognize lightweight computers with greater speed and storage are desired. Numeric keypads are desired as a feature on new machines. In light of our time frame, the Director requests that the board delegate the authority to Roger Heimbigner and her to purchase 15 computers with features that provide improved storage, speed, remain light weight, have numeric keypads and support Zoom sessions effectively at approximately \$28,620.

For reference current machines are 4 years old. They are Dell E5570s with i5 processors, 8 GB memory, SSD, weigh 5.6 lb, Microsoft 2016s. 6 of our users are at more than 85% storage utilized; 2 already have external hard drives. Karen stated she has requested quotes on the new laptops and they should be within budget.

The proposed budget overall for the CFR dollars are as follows:

Supplies and personnel costs already purchased:	\$18, 335
Computers (15 laptops)	est. \$28, 620
Misc. (likely toward shipping)	\$235.20
	TOTAL: 46,955

There was discussion by the board on the type of laptops and the need to get durable computers because of how they are used from location to location. Karen said she also would like to get multiple year warranties on the machines, an update to Microsoft 2019, and new cases for each laptop. There is not a tech person at the Coop so the warranties are invaluable.

A motion was made by Alex Ator, seconded by Bill Phillips to give the authority to Director Karen Underwood and Clerk Roger Heimbigner to purchase 15 laptops with accessories, software, and cases with the additional budget remaining of CFR dollars. Motion passed unanimously.

Adjourn

Time of Adjournment: 11:35 a.m.

Board Chair

Attest: Clerk

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1017 12/11/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BETH VOGELE						
Check Group:						
MILEAGE		1	0	DEC20 12/11/2020	315.456.2100.0582.00.456	\$27.60
					Check #: 33021750	
					PO/InvoiceTotal:	\$27.60
					Vendor Total:	\$27.60
CULLIGAN WATER						
Check Group:						
WATER		1	0	DEC20-2 12/11/2020	315.280.1000.0610.00.280	\$14.90
					Check #: 33021751	
					PO/InvoiceTotal:	\$14.90
					Vendor Total:	\$14.90
FISHERS TECHNOLOGY						
Check Group:						
COPY CHARGES		1	0	858697 12/11/2020	315.456.2500.0610.00.456	\$16.72
					Check #: 33021752	
					PO/InvoiceTotal:	\$16.72
					Vendor Total:	\$16.72
					Grand Total:	\$59.22

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1016 12/09/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ASHA	2927					
Check Group:						
ASHA DUES		1	0	DEC20 12/9/2020	315.456.2100.0810.00.456	\$900.00

Check #: 33021749

PO/InvoiceTotal:	\$900.00
Vendor Total:	\$900.00
Grand Total:	\$900.00

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1015

12/02/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANDREA GIZICKI						
Check Group:						
TRAVEL -IN DIST		1 0		DEC20 12/2/2020	315.456.2100.0581.00.456	\$10.35
					Check #: 33021740	
					PO/InvoiceTotal:	\$10.35
					Vendor Total:	\$10.35
CULLIGAN WATER						
Check Group:						
WATER BOTTLES		1 0		DEC20 12/2/2020	315.280.1000.0610.00.280	\$12.90
					Check #: 33021741	
					PO/InvoiceTotal:	\$12.90
					Vendor Total:	\$12.90
FISHERS TECHNOLOGY						
Check Group:						
COPY CHARGES		1 0		850594 12/2/2020	315.456.2500.0610.00.456	\$13.60
					Check #: 33021742	
					PO/InvoiceTotal:	\$13.60
					Vendor Total:	\$13.60
INDEPENDENT LOCK						
Check Group:						
LOCK SERVICE - FILES		1 0		35869 12/2/2020	315.456.2600.0440.00.456	\$85.00
					Check #: 33021743	
					PO/InvoiceTotal:	\$85.00
					Vendor Total:	\$85.00
KONNIE COLLINSON						
Check Group:						

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1015

12/02/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TRAVEL -IN DIST		1	0	DEC20 12/2/2020	315.456.2100.0581.00.456	\$41.40
Check #: 33021744						
PO/InvoiceTotal:						\$41.40
Vendor Total:						\$41.40
MASTERCARD CORPORATE CLIENTS						
Check Group:						
RIVERSIDE PSYCH TESTING		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$1,165.44
PSYCH SUPPLIES		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$25.97
OIL CHANGES		1	0	DEC20 12/2/2020	315.456.2600.0440.00.456	\$95.99
ADMIN SUPPLIES		1	0	DEC20 12/2/2020	315.456.2500.0610.00.456	\$437.72
MOAV COFFEE		1	0	DEC20 12/2/2020	315.456.2400.0582.00.456	\$44.79
ABA SPEECH		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$99.00
OT SUPPLIES		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$8.23
OFFICE SUPPLIES		1	0	DEC20 12/2/2020	315.456.2500.0610.00.456	\$190.57
LEARNING WITHOUT TEARS		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$18.00
LESSON PIX		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$36.00
FUEL		1	0	DEC20 12/2/2020	315.456.2100.0624.00.456	\$937.57
CAR WASHES		1	0	DEC20 12/2/2020	315.456.2600.0440.00.456	\$26.00

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1015

12/02/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
TIRES		1	0	DEC20 12/2/2020	315.456.2600.0440.00.456	\$651.00
WORKSHIPS BUREAU OF ED		1	0	DEC20 12/2/2020	315.456.2100.0582.00.456	\$1,554.00
POSTAGE		1	0	DEC20 12/2/2020	315.456.2500.0530.00.456	\$4.55
VERIZON, SPECTRUM PHONE		1	0	DEC20 12/2/2020	315.456.2500.0530.00.456	\$409.89
ZOOM		1	0	DEC20 12/2/2020	315.770.2100.0610.00.770	\$290.35
SPEECH SUPPLIES		1	0	DEC20 12/2/2020	315.456.2100.0610.00.456	\$507.11
Check #: 33021745						
PO/InvoiceTotal:						\$6,502.18
Vendor Total:						\$6,502.18
OLNESS AND ASSOCIATES	3009					
Check Group:						
FINAL AUDIT BALANCE		1	0	101439 12/2/2020	315.456.2300.0330.00.456	\$500.00
Check #: 33021746						
PO/InvoiceTotal:						\$500.00
Vendor Total:						\$500.00
QUADIENT LEASING USA, INC.						
Check Group:						
POSTAGE METER RENTAL		1	0	N8581415 12/2/2020	315.456.2500.0530.00.456	\$162.21
Check #: 33021747						
PO/InvoiceTotal:						\$162.21
Vendor Total:						\$162.21
SAFEGUARD BUSINESS SYSTEMS						

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1015 12/02/2020

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
W2S, 1099S, ENVELOPES		1	0	034309332 12/2/2020	315.280.2500.0610.00.000	\$180.46

Check #: 33021748

PO/InvoiceTotal:	\$180.46
Vendor Total:	\$180.46
Grand Total:	\$7,508.10

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1021

01/06/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BETH VOGELE						
Check Group:						
TRAVEL -IN DIST		1 0		JAN21 1/6/2021	315.456.2100.0581.00.456	\$18.98
					Check #: 33021758	
PO/InvoiceTotal:						\$18.98
Vendor Total:						\$18.98
MASTERCARD CORPORATE CLIENTS						
Check Group:						
FUEL		1 0		JAN21 1/6/2021	315.456.2100.0624.00.456	\$760.68
OIL CHANGE		1 0		JAN21 1/6/2021	315.456.2600.0440.00.456	\$68.42
CAR WASH		1 0		JAN21 1/6/2021	315.456.2600.0440.00.456	\$15.90
SPEECH SUPPLIES		1 0		JAN21 1/6/2021	315.456.2100.0610.00.456	\$15.85
OFFICE SUPPLIES		1 0		JAN21 1/6/2021	315.456.2500.0610.00.456	\$154.23
NCS PEARSON TESTING FORMS		1 0		JAN21 1/6/2021	315.456.2100.0610.00.456	\$675.00
LAPTOP BAGS		1 0		JAN21 1/6/2021	315.765.2100.0610.00.765	\$373.94
SCREEN PROTECTORS,CRAFT STICKS		1 0		JAN21 1/6/2021	315.456.2100.0610.00.456	\$25.88
WOODCOCK JOHNSON TESTS		1 0		JAN21 1/6/2021	315.456.2100.0610.00.456	\$317.24
BASC-3		1 0		JAN21 1/6/2021	315.456.2100.0610.00.456	\$68.00
PHONOLOGICAL TEST		1 0		JAN21 1/6/2021	315.456.2100.0610.00.456	\$86.80

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Voucher Batch Number: 1021

01/06/2021

Fiscal Year: 2020-2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PHONE/INTERNET BILLS		1	0	JAN21 1/6/2021	315.456.2500.0530.00.456	\$409.89
LOGMEIN, ADOBE		1	0	JAN21 1/6/2021	315.456.2500.0610.00.456	\$54.19
TURTLE BEACH GAMING SETS (6)		1	0	JAN21 1/6/2021	315.765.2100.0610.00.765	\$869.94
WEBCAMS		1	0	JAN21 1/6/2021	315.765.2100.0610.00.765	\$423.83
ADMIN SUPPLIES		1	0	JAN21 1/6/2021	315.456.2500.0610.00.456	\$185.46

Check #: 33021759

PO/InvoiceTotal:	<u>\$4,505.25</u>
Vendor Total:	\$4,505.25

SAFEGUARD BUSINESS SYSTEMS

Check Group:

1095 FORMS		1	0	034371293 1/6/2021	315.456.2500.0610.00.456	\$67.96
------------	--	---	---	-----------------------	--------------------------	---------

Check #: 33021760

PO/InvoiceTotal:	<u>\$67.96</u>
Vendor Total:	\$67.96
Grand Total:	\$4,592.19

End of Report