

**YELLOWSTONE-WEST/CARBON COUNTY
SPECIAL SERVICES COOPERATIVE
Management Board Meeting
September 8, 2020
11:30 a.m., Windmill Restaurant**

Members and Guests who have indicated they'll attend. (Thank you, this is helpful to communicate to the Windmill. If I missed you, please accept my apologies and come!):

Board Members

John Fitzgerald, Chair
Bill Phillips, Vice Chair
Cathi Rude
Teri Harris
Gary Fisher
Alex Ator, virtually

Staff

Steve Willis, SSEA President
TBA, SSEA Representative
Karen Underwood, Director
Beth Vogeles, Administrative Assistant

Joint Advisory Members

Brent Lipp
Clark Begger
John Smith

CALL TO ORDER

ADJUSTMENTS TO AGENDA

CONSENT AGENDA:

Minutes from August 11, 2020

Claims

ASSOCIATION ITEM(S):

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

NEXT MTG.: October 13, 2020

ADVISORY MEETING TO IMMEDIATELY FOLLOW MANAGEMENT BOARD MEETING

Regular Meeting of the Trustees

Yellowstone-West/Carbon County Special Services Cooperative

Tuesday, August 11th, 2020

A regular meeting of the Board of Trustees of the Yellowstone-West/Carbon County Special Services Cooperative was held Tuesday, August 11th, 2020, at the Windmill and via Zoom. The meeting was called to order by Vice Chair Bill Phillips at 11:00 a.m. John Fitzgerald was in attendance via Zoom so it was decided it would be easier for Bill Phillips to run the meeting.

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

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

Also present: Shanna Herrick (zoom).

Agenda Additions - none.

Correspondence

Director Karen Underwood provided the letter from Shanna Herrick asking for a Leave of Absence and a letter from Tina Hoagland letting the Coop know that the hearing screenings will be pushed back into January.

Consent Agenda

A motion was made by Cathi Rude, seconded by Teri Harris to approve the minutes of June 1st with the correction to replace the name Lauren with Laurel pertaining to the Coop's negotiations with Laurel on the Covid dollars. John Fitzgerald moved, seconded by Teri Harris to approve the bills for payment.

Clerk Roger Heimbigner presented the annual budget and trustee report to the board. A motion was made by Teri Harris, seconded by Alex Ator to approve the Trustee Report for the 2019-20 school year. Teri Harris moved, seconded by Bill Phillips to approve the budget for the 2020-21 school year. Both motion passed unanimously. There was discussion on the Covid dollars that are available for the Coop as well. It is the intent of the Coop to use most of the dollars that will be available to help replace Medicaid dollars that will be reduced because of this situation. The Covid dollars that are available are not part of the budget that has been presented and approved today.

INFORMATION ITEMS

Retirement Invoicing

Clerk Roger Heimbigner explained to the board that every school district will be billed for their district match to the Coop as well as their share of the Retirement Fund. In the past the Retirement Fund

amount was billed only to 4 school districts (one in each county). With the revised Interlocal Agreement the language has changed which is the reason for this change in billing. Roger presented the one-page invoice to the board. This document was sent out a few weeks ago as well. Roger stated he will resend once he has all the emails for all the clerks in the Coop so that each clerk has an invoice to pay from.

Status of Interlocal Agreement

Director Karen Underwood reported that the Interlocal Agreement was completed a few weeks ago and has been sent to OPI for final approval. There was discussion on sending out the 3- year commitment letter each year. The board will have this as a discussion item at a later board meeting.

Joint Advisory Appointments

Director Karen Underwood stated the Joint Advisory Appointments haven't been totally completed so we will wait until September to have the meeting with the Joint Advisory Board.

Summer Evaluations

Director Karen Underwood said that evaluations and assessments have continued through the summer. There was a hold on Laurel's evaluations until a Memorandum of Understanding could be reached. The preschool evaluations in Laurel and outlying evaluations have been completed.

Director Karen Underwood also stated that the Child Find Clinics will continue this fall even though Tina Hoagland won't be involved for the first semester and ECI is currently under a zero contact order. Karen talked about how the clinics will be conducted in order to be safe and follow protocols pertaining to Covid 19. This includes appointments and parents waiting in cars until their appointment is ready. Groups will be in pods as well with 3 pods per hour.

Director Karen Underwood also discussed the event process with the county health departments and the need to register plans for clinics.

Karen discussed education plans that are available including the Waterford program.

ACTION ITEMS

MOU with Laurel Schools

Director Karen Underwood reported to the board on the Memorandum of Understanding (MOU) that has been put together between the Coop and Laurel Schools pertaining to the Covid Dollars that the Coop is receiving. These dollars are available from April 2020 until September 2022. Karen discussed with the Coop board the language in reference to the responsibility to complete evaluations and meeting FAPE. The money designated to Laurel during the Covid time period is approximately \$42,000. Director Karen Underwood stated the language was reviewed by Bea Kaleva that gives all the money designated as Laurel's share to Laurel and in return the responsibility and obligations to the Laurel students for evaluations and assessments lies with the Laurel School District. Teri Harris moved,

seconded by Bill Phillips to approve the Memorandum of Understanding as presented. Motion passed unanimously.

MOA with SSEA

Director Karen Underwood presented to the Board for approval a Memorandum of Agreement between the YWCCSSC and the SSEA. The agreement is in effect until June 30, 2021. The agreement outlines the condition of employment for this time period in reference to health and safety plans, the worksite, the workday, compensation and benefits, leave, performance of duties, making up lost instructional time, state and federal laws, leave of absence, additional contracted staff, and precedent.

Steve Willis from the SSEA stated the agreement for licensed staff is the same except for Leave of Absence language and hiring Additional Contracted Staff. There was discussion by the board on the need to address Leave of Absence on a case-by-case basis. The board also discussed additional staffing that may be needed depending on how the support services need to be provided. For example, speech aides can't do teletherapy.

Bill Phillips asked if this MOA will have precedence over other MOAs. Director Karen Underwood replied that there has only been one other MOA and that was in March. Bill Phillips moved, seconded by John Fitzgerald to approve the MOA as presented. Motion passed unanimously.

Negotiated Item/Bargaining Agreement Change Recommendation

Director Karen Underwood and Roger Heimbigner talked about the need to change the Cafeteria Plan language to comply with federal law. Our new carrier Pacific Source has indicated that employees need to have an alternative such as a cash option or tax-deferred annuity if the employer is providing extra dollars to a plan that is over the insurance amount. Karen suggested reverting the language back to how it was previously written before negotiations. There was discussion by the board on how the employer dollars work depending on the type of plan the employee selects and how this relates to the flex plan HSA dollars, and a 403B option. Cathi Rude motioned, seconded by Teri Harris to approve changing the language back to the previous language from the previous negotiated agreement for 2019-20. Motion passed unanimously. The Letter of Agreement for this Amendment to the Collective Bargaining Agreement is included in the board packet.

Emergency Policy Adoptions

Director Karen Underwood presented COVID-19 Emergency Policies 1900, 1901, 1903, 1905, 1909, and 1910 to the board for approval. Karen said the Coop policies are much fewer in number than most school districts but this list reflects those specifically recommended by MTSBA for Coops. Under the 1905 policy the staff will honor the school district's policy when they are in that school's buildings. The remainder are standard boiler plate policies that most school districts have in their district. Cathi Rude moved, seconded by Bill Phillips to approve the policies as presented. Motion passed unanimously.

Handbook of Policies and Procedures

Director Karen Underwood reviewed the Handbook of Policies and Procedures with the board for the 2020-21 school year. This included the added policies just approved this meeting. Karen talked about the safety procedures that have been put in place for employees and students. This includes plexiglass shields in the classrooms, smaller groups, and electronic communication. The plan is to be on-site as much as possible. There will be ongoing evolving guidance on how everything will look throughout the year. Cathi Rude moved, seconded by Bill Phillips to approve the Handbook of Policies and Procedures for the 2020-21 school year. Motion passed unanimously.

Leave of Absence Request

The board discussed the Leave of Absence Request from Shanna Herrick to take the 2020-21 year off. Director Karen Underwood asked the board that as a condition of approving the leave they consider adding language on being able to find a replacement within 10 days. The board had additional discussion on the need to be able to find a suitable replacement. There appears to be a licensed person that has previously worked for the Coop who would be interested.

Alex Ator stated the employee has been with the Coop for a while and is in good standing. Director Karen Underwood talked about other possibilities that could occur such as the employee just walking away or FMLA possibilities. It might be easier just to approve if a replacement can be found. Bill Phillips moved, seconded by Alex Ator to approve a Leave of Absence for the 2020-21 school year to Shanna Herrick under the condition that a qualified suitable replacement can be found with 10 days. Motion passed unanimously.

Adjourn

Teri Harris moved, seconded by Bill Phillips to adjourn. Motion passed unanimously.

Time of Adjournment: 1:09 p.m.

Next meeting is September 8th at the Windmill.

Board Chair

Attest: Clerk

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Voucher Batch Number: 1004 08/11/2020

Vendor Remit Name
Description

Vendor # QTY PO No. Invoice Date Account Amount

FISHERS TECHNOLOGY

Check Group:

COPY CHARGES

	1	0	825023	315.456.2500.0610.00.456	\$11.83
			8/11/2020		

Check #: 33021708

PO/Invoice Total:	\$11.83
Vendor Total:	\$11.83

KALEVA LAW OFFICE

Check Group:

REVIEW & DRAFT MOU

	1	0	3452	315.456.2300.0330.00.456	\$750.00
			8/11/2020		

Check #: 33021709

PO/Invoice Total:	\$750.00
Vendor Total:	\$750.00

LAUREL SCHOOL DISTRICT 7-70

Check Group:

ELEMENTARY COVID DOLLARS

	1	0	AUG20	315.765.6200.0930.00.765	\$29,633.00
			8/11/2020		

H.S. COVID DOLLARS

	1	0	AUG20	315.765.6200.0930.00.765	\$13,012.00
			8/11/2020		

Check #: 33021710

PO/Invoice Total:	\$42,645.00
Vendor Total:	\$42,645.00
Grand Total:	\$43,406.83

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

ANDREA GIZICKI

Check Group:

TRAVEL -IN DIST

\$20.70

1 0 SEPT20 315.456.2100.0581.00.456

Check #: 33021712

PO/InvoiceTotal: \$20.70

CARBON COUNTY NEWS

Check Group:

CHILD CLINIC ADS

\$256.56

1 0 SEPT20 315.456.2500.0540.00.456

Check #: 33021713

PO/InvoiceTotal: \$256.56

KELLY HICKEY

Check Group:

TRAVEL -IN DIST

\$12.65

1 0 SEPT20 315.456.2100.0581.00.456

Check #: 33021714

PO/InvoiceTotal: \$12.65

LAUREL OUTLOOK

Check Group:

FLYERS, POSTERS

\$75.00

1 0 SEPT20 315.456.2500.0540.00.456

Check #: 33021715

PO/InvoiceTotal: \$75.00

LAUREN SPRING

Check Group:

\$75.00

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name Description

Voucher Batch Number: 1007

09/02/2020

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount				
	1	0	SEPT20 9/2/2020	315.456.2100.0581.00.456	\$29.90				
TRAVEL -IN DIST									
Check Group: <table style="float: right; margin-left: 200px;"> <tr> <td>PO/InvoiceTotal:</td> <td>\$29.90</td> </tr> <tr> <td>Vendor Total:</td> <td>\$29.90</td> </tr> </table>						PO/InvoiceTotal:	\$29.90	Vendor Total:	\$29.90
PO/InvoiceTotal:	\$29.90								
Vendor Total:	\$29.90								
Check #: 33021716									
MASTERCARD CORPORATE CLIENTS									
SCHOOL INSITE TRAININGS									
	1	0	SEPT20BV 9/2/2020	315.456.2100.0582.00.456	\$1,950.00				
DELL MAINT AGREEMENT									
	1	0	SEPT20BV 9/2/2020	315.456.2100.0610.00.456	\$1,644.59				
MCCORMICK CAFE									
	1	0	SEPT20BV 9/2/2020	315.456.2400.0582.00.456	\$180.95				
MASTER TEACHER									
	1	0	SEPT20BV 9/2/2020	315.456.2100.0610.00.456	\$187.15				
EXTERNAL HARDDRIVES									
	1	0	SEPT20BV 9/2/2020	315.456.2100.0660.00.456	\$108.93				
SUPPLY ORDERS									
	1	0	SEPT20BV 9/2/2020	315.456.2100.0610.00.456	\$902.42				
PHONE BILLS									
	1	0	SEPT20KV 9/2/2020	315.456.2500.0530.00.456	\$342.84				
CEC CONFERENCE REG									
	1	0	SEPT20KV 9/2/2020	315.456.2100.0582.00.456	\$2,303.00				
FUEL									
	1	0	SEPT20KV 9/2/2020	315.456.2100.0624.00.456	\$75.58				
MEALS -WINDMILL									
	1	0	SEPT20KV 9/2/2020	315.456.2400.0582.00.456	\$84.00				
PLEXIGLASS SHIELDS									
	1	0	SEPT20KV 9/2/2020	315.765.1000.0610.00.765	\$1,495.66				
ZOOM									
	1	0	SEPT20KV 9/2/2020	315.456.2400.0582.00.456	\$290.35				

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name Description

Voucher Batch Number: 1007

09/02/2020

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADMIN SUPPLIES					
1	0		SEPT20KU 9/2/2020	315.456.2500.0610.00.456	\$549.29
Check #: 33021717					
MCE					
Check Group: HUTCH, TABLES=					
1	0		78669 9/2/2020	315.456.2600.0440.00.456	\$794.00
PO/Invoice Total: \$10,114.76					
Vendor Total: \$10,114.76					
QUADIENT LEASING USA, INC.					
Check Group: POSTAGE METER LEASE					
1	0		SEPT20 9/2/2020	315.456.2500.0530.00.456	\$162.21
PO/Invoice Total: \$794.00					
Vendor Total: \$794.00					
SONYA MCNEISH					
Check Group: TRAVEL -IN DIST					
1	0		SEPT20 9/2/2020	315.456.2100.0581.00.456	\$89.70
PO/Invoice Total: \$162.21					
Vendor Total: \$162.21					
STEVE WILLIS					
Check Group: MILEAGE CARES \$					
1	0		SEPT20 9/2/2020	315.765.2100.0581.00.765	\$187.45
PO/Invoice Total: \$89.70					
Vendor Total: \$89.70					

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

Voucher Batch Number: 1007

09/02/2020

Amount

Account

Invoice
Invoice Date

PO No.

QTY

Vendor #

Check #: 33021721

PO/Invoice Total: \$187.45

Vendor Total: \$187.45

Grand Total: \$11,742.93

End of Report