

**YELLOWSTONE-WEST/CARBON COUNTY
SPECIAL SERVICES COOPERATIVE
Management Board Meeting
November 10, 2020
11:00 a.m., GoToMeeting**

(Please contact the Office for the virtual link.)

CALL TO ORDER

ADJUSTMENTS TO AGENDA

CONSENT AGENDA:

Minutes from September 8, 2020
Claims

INFORMATION ITEMS:

Child Count 2020
MOE
Child Development Clinics
WJIV Training
E-grant

ACTION ITEM:

Destruction of Records – Proposed advertisement attached.

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, September 8th, 2020

A regular meeting of the Board of Trustees of the Yellowstone-West/Carbon County Special Services Cooperative was held Tuesday, September 8th, 2020, at the Windmill and via Zoom. The meeting was called to order by Chair John Fitzgerald at 11:34 a.m.

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

Director Karen Underwood was present for the entire meeting. Clerk Roger Heimbigner was absent. Beth Vogele, administrative assistant, was present to take minutes.

Also present: Clark Begger, John Smith(virtual), Steve Willis, and Kelly Hickey

Agenda Additions - none.

Correspondence

None.

Consent Agenda

A motion was made by Teri Harris, seconded by Cathi Rude to approve the minutes of August 11, 2020 and to approve the bills for payment. Motion passed unanimously.

Adjourn

Nathan Schmitz moved, seconded by Gary Fischer to adjourn. Motion passed unanimously.

Time of Adjournment: 11:37 a.m.

Next meeting is October 13th.

Board Chair

Attest: Clerk

Joint Advisory Meeting of the Trustees

Yellowstone-West/Carbon County Special Services Cooperative

Tuesday, September 8th, 2020

Chairman John Fitzgerald called the Joint Advisory Meeting of the YWCC Coop to order at 11:40 a.m. at the Windmill. The meeting followed the regular meeting with the same people attending the joint advisory meeting.

Fall Advisory Meeting – Director Karen Underwood

Director Karen Underwood presented a power point presentation on the following topics pertaining to the Coop:

- 1) Cooperative Organization
 - a. Explained the Management Board is the voting membership and is elected and the Joint Advisory Board are the members that meet twice a year to discuss agenda items. Each school district has a member that represents the Joint Advisory Board;
 - b. Karen reviewed the Interlocal Agreement that is approved by each school board in the Coop. The agreement is a 3-year commitment to the Coop and outlines how the Coop works;
 - c. Director Karen Underwood explained how the funding works for the Coop with Federal IDEA and Preschool dollars flowing to the Coop and State dollars that make up the Interlocal Fund. Local dollars are also collected as school districts must match the state dollars with \$1 for every \$3;
- 2) Special Education Guides
 - a. Karen reviewed with the Joint Advisory Board the YWCCSSC Handbook and Policies as well as the OPI Guide;
- 3) YWCCSSC Staffing
 - a. Karen discussed the positions that the Coop provides including Psychologists, Speech Therapists (SLPS and Level II Aides), OTs, PT, and office staffing. Karen talked about how services would be provided during the 2020-21 school year based on the current situations that could come up;
- 4) The Joint Advisory Board reviewed Child Count, Private School Count, and students served by the Cooperative;
- 5) Covid Related Topics
 - a. There was discussion on how services could change during the course of the year and how these services would be provided. The discussion centered on the following topics:
 - i. Evaluations, Distance Learning Plans, Pivot Plans and FAPE;
 - ii. ESY vs Summer vs Covid Support vs Compensatory Ed;

- iii. Homeschoolers and District obligations;
 - iv. 504 and Sped;
 - v. Coop Staff Response to Covid Concerns with a balance between service and contact;
 - vi. Hearing screening has been postponed until a later date;
- 6) Hiring of Special Education Staff
- a. Karen talked about certification, roles, and the recruitment project;
- 7) Early Childhood
- a. There was discussion on Preschool, Early Kindergarten, flexible funding, guides at OPI under Early Childhood, and what the Coop provides for these students and staff;
- 8) Director Karen Underwood discussed Policy Review, Maintenance of Effort, challenges this year, and office hours. The office will be open Monday through Thursday. Karen laid out the Best Plan and what that involves including staying with the process, protecting FAPE, least restrictive environment, supplementary aides and services, parent and student involvement, procedural safeguards, zero rejects of educational programs of a student, and proper disciplines for students.

The Joint Advisory Board reviewed the budget for the 2020-21 school year. Because of Laurel leaving the Coop there was a resulting reduction in staffing with a budget decrease of 31%. Some of the CARES money designated to the Coop will be used to offset additional expenses and are targeted for staffing as a result of departure from normal operations. Karen provided a sheet on the assessments to school districts for District Match and Retirement obligations. Karen also talked about Maintenance of Effort and how important it is for each District and the Coop as a whole to maintain effort of expenses toward special education from year to year. A motion was made by Alex Ator, seconded by John Smith to approve the 2020-21 YWCCSSC budget as presented. Motion passed unanimously.

Meeting ended at 12:45 p.m.

Board Chair

Clerk

School	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Belfry Elementary	0	2	3	7	6	6	6	10	8	5
Belfry 7-8	2	0	0	0	1	4	7	5	0	2
Belfry HS	3	3	1	2	4	4	3	1	3	2
Blue Creek	22	20	14	21	17	22	26	21	26	21
Bridger Elementary	16	13	15	17	11	13	15	11	14	14
Bridger 7-8	3	6	5	3	5	5	3	3	4	6
Bridger HS	11	17	12	6	7	13	15	11	8	6
Broadview Elementary	8	8	7	6	4	6	5	3	5	7
Broadview 7-8	1	2	2	4	3	1	1	2	3	1
Broadview HS	5	6	7	6	7	9	6	7	2	4
Canyon Creek Elementary	15	25	24	19	17	17	25	29	26	27
Canyon Creek 7-8	8	3	5	7	7	6	5	4	8	13
Elder Grove Elementary	20	26	28	42	36	29	39	45	47	43
Elder Grove 7-8	10	11	7	16	19	19	21	24	30	31
Elysian Elementary	12	12	15	15	21	25	28	29	37	31
Elysian 7-8	4	5	6	4	3	8	13	12	14	7
Fromberg Elementary	9	10	11	8	10	9	9	12	10	11
Fromberg 7-8	4	1	4	4	3	2	6	5	7	5
Fromberg HS	9	7	9	7	10	6	3	7	8	8
Independent	29	33	26	35	36	37	14	52	56	59
Joliet Elementary	17	19	21	14	24	22	16	16	21	20
Joliet 7-8	13	8	9	7	4	7	9	7	13	5
Joliet HS	11	15	17	16	15	9	12	17	17	24
Luther	1	2	5	1	4	6	6	4	1	2
Molt	0	0	1	1	1	1	0	0	0	0
Morin	4	5	3	3	2	6	7	6	6	3
Pryor Elementary (includes St. Charles)	6	7	1	3	6	5	4	1	7	4
Pryor 7-8 (includes St. Charles)	3	4	4	0	0	1	0	1	1	0
Plenty Coups HS	7	7	9	6	9	5	3	1	3	0
Red Lodge – Mtn. View	27	28	27	24	23	26	26	28	34	28
Red Lodge – Roosevelt Junior High	9	11	13	18	16	15	13	14	14	13
Red Lodge HS	19	16	19	12	14	16	21	24	23	21
Roberts Elementary	12	8	6	11	9	11	10	9	8	14
Roberts 7-8	1	3	1	3	2	2	1	4	3	2
Roberts HS	4	2	2	3	6	5	5	5	6	5
Total	325	345	339	351	362	378	383	430	473	444
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020

Yellowstone- West/Carbon County Special Services Cooperative

Legal Notice:

**NOTICE OF INTENT TO
DESTROY SPECIAL
EDUCATION RECORDS
YELLOWSTONE-WEST/
CARBON COUNTY
SPECIAL SERVICES
COOPERATIVE
NOVEMBER 10, 2020**

Notice is hereby given that all special education records of students who graduated from or exited from the Yellowstone-West/Carbon County Special Services Cooperative, serving the participating school districts, Broadview, Blue Creek, Elysian, Canyon Creek, Elder Grove, Independent, Laurel, Morin, Yellowstone Academy, Pryor, Belfry, Bridger, Fromberg, Joliet, Luther, Red Lodge, Roberts, and Molt prior to December, 2015 will be destroyed sixty (60) days from the date of this notice. The destruction of these records is authorized under the Code of Federal Regulations (34CFR300.624). Students leaving Special Education prior to December 2015, or their parents, wishing to obtain their special education records should call Beth Voegle at the Cooperative office at 839-2339 to make arrangements to pick up their records. Records must be picked up **PRIOR TO JANUARY 11, 2021.**

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

Voucher Batch Number: 1008

09/04/2020

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Check Group:

ANNUAL FLEX FEE

\$200.00

1 0 360213 315.280.2500.0610.00.000

9/4/2020

Check #: 33021722

PO/Invoice Total: \$200.00

Vendor Total: \$200.00

Grand Total: \$200.00

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name Description

Voucher Batch Number: 1013

11/03/2020

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BETH VOGELE					
Check Group: MILEAGE					
	1	0	NOV20	315.456.2400.0582.00.456	\$24.15
			11/3/2020		
Check Group: SCORING SUBSCRIPTION					
	1	0	NOV20	315.456.2100.0610.00.456	\$60.00
			11/3/2020		
Check #: 33021734					
PO/Invoice Total:					\$84.15
Vendor Total:					\$84.15
BRIGID HAGERTY					
Check Group: TRAVEL -IN DIST					
	1	0	NOV20	315.456.2100.0581.00.456	\$118.45
			11/3/2020		
Check #: 33021735					
PO/Invoice Total:					\$118.45
Vendor Total:					\$118.45
KELLY HICKEY					
Check Group: TRAVEL -IN DIST					
	1	0	NOV20	315.456.2100.0581.00.456	\$31.63
			11/3/2020		
Check #: 33021736					
PO/Invoice Total:					\$31.63
Vendor Total:					\$31.63
MASTERCARD CORPORATE CLIENTS					
Check Group: FUEL					
	1	0	NOV20	315.456.2100.0624.00.456	\$758.17
			11/3/2020		
Check #: 33021736					
PO/Invoice Total:					\$758.17
Vendor Total:					\$758.17
GIFT CARDS					
	1	0	NOV20	315.456.2400.0582.00.456	\$70.00
			11/3/2020		

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

Voucher Batch Number: 1013 11/03/2020

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SOUTH CENTRAL SCHOOL ADMIN					
Check Group: DUES					
	1	0	KUNDERWOOD 11/3/2020	315.456.2400.0810.00.456	\$15.00
PO/Invoice Total:					\$8,550.00
Vendor Total:					\$8,550.00
Check #: 33021739					
PO/Invoice Total:					\$15.00
Vendor Total:					\$15.00
Grand Total:					\$12,743.83

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

Voucher Batch Number: 1010

10/02/2020

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	OCT20 10/2/2020	315.456.2100.0624.00.456	\$746.06
FUEL					
	1	0	OCT20 10/2/2020	315.456.2600.0440.00.456	\$295.97
AUTO PARTS					
	1	0	OCT20 10/2/2020	315.456.2600.0440.00.456	\$100.00
TIRE					
	1	0	OCT20 10/2/2020	315.456.2600.0440.00.456	\$16.00
CAR WASHES					
	1	0	OCT20 10/2/2020	315.456.2500.0530.00.456	\$413.94
PHONE BILLS					
	1	0	OCT20 10/2/2020	315.456.2100.0610.00.456	\$290.35
ZOOM SUBSCRIPTION					
	1	0	OCT20 10/2/2020	315.456.2400.0582.00.456	\$150.00
SAM REGISTRATION					
	1	0	OCT20 10/2/2020	315.456.2500.0530.00.456	\$662.45
POSTAGE FOR METER					
	1	0	OCT20 10/2/2020	315.456.2500.0610.00.456	\$1,167.88
ADMIN SUPPLIES					
	1	0	OCT20 10/2/2020	315.456.2400.0582.00.456	\$203.80
MCASE REG					
	1	0	OCT20 10/2/2020	315.456.2100.0582.00.456	(\$1,863.00)
CEC CREDIT					
	1	0	OCT20 10/2/2020	315.456.2100.0582.00.456	(\$200.00)
USU CREDIT					
	1	0	OCT20 10/2/2020	315.456.2500.0530.00.456	\$1.60
POSTAGE					
	1	0	OCT20 10/2/2020	315.456.2100.0610.00.456	\$174.68
SPEECH /OT SUPPLIES					
	1	0	OCT20 10/2/2020	315.456.2100.0610.00.456	\$137.50
PSYCH SUPPLIES					

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

Voucher Batch Number: 1010

10/02/2020

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
AMAZON SUPPLY ORDER	1	0	OCT20	315.456.2100.0610.00.456	\$106.72
WINDMILL MEALS BD MTG	1	0	OCT20	315.456.2400.0582.00.456	\$90.00
Check #: 33021727					
PO/InvoiceTotal:					\$2,493.95
Vendor Total:					\$2,493.95
MT BD OF SP LANG PATH AND AUDIOLOGISTS					
Check Group:					
REGISTRATION FEE	1	0	OCT20	315.456.2100.0810.00.456	\$60.00
Check #: 33021728					
PO/InvoiceTotal:					\$60.00
Vendor Total:					\$60.00
SOUTH CENTRAL SCHOOL ADMIN					
Check Group:					
DUES	1	0	OCT20	315.456.2100.0810.00.456	\$15.00
Check #: 33021729					
PO/InvoiceTotal:					\$15.00
Vendor Total:					\$15.00
Grand Total:					\$2,821.73

End of Report

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

CARBON COUNTY NEWS

Check Group:

CLINIC AD WORK

\$276.96

Check #: 33021730

PO/Invoice Total: \$276.96

FISHERS TECHNOLOGY

Check Group:

COPY CHARGES

\$23.70

Check #: 33021731

PO/Invoice Total: \$23.70

KALEVA LAW OFFICE

Check Group:

TITLE IX TRAINING

\$150.00

Check #: 33021732

PO/Invoice Total: \$150.00

LAUREN SPRING

Check Group:

TRAVEL -IN DIST

\$108.68

Check #: 33021733

PO/Invoice Total: \$108.68

Yellowstone West/Carbon County Cooperative

Voucher Detail Listing

Fiscal Year: 2020-2021

Vendor Remit Name
Description

Voucher Batch Number: 1011

10/14/2020

Amount

Account

Invoice
Invoice Date

PO No.

QTY

Vendor #

Grand Total: \$559.34

End of Report