



MONTANA COUNCIL of ADMINISTRATORS for SPECIAL EDUCATION

Leadership Advocating Support and Success for ALL Students

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MCASE Executive Committee Meeting Minutes

Friday, June 18, 2021

8:00 a.m. – 10:00 a.m.

Virtual Meeting via [Zoom Link](#)

AGENDA

1. [MCASE Constitution](#) : Change of MCASE Officers

a. **Article V, Section 4:** In case of vacancy occurring in the office of President, the President –Elect shall assume the office of the President. In case of a vacancy occurring in the office of President-Elect, the office shall remain vacant until the next business meeting of MCASE. During the interim, however, the President with the approval of the Executive Committee shall appoint an acting President-Elect until a replacement can be duly elected.

i. Sean Maharg, Incoming President for 2021-2023 term resigned 6/7/21.

ii. Sara Novak will assume the office of President for 2021-2023.

b. **Article V, Section 6:** In case of a vacancy occurring in the positions of representatives to the CEC Governing Board, the President with approval of the Executive Committee shall appoint a temporary replacement to serve until the next annual business meeting.

i. MCASE representative to the MCEC Governing Board appointment.

Michelle will coordinate with Sara and Taylor in making this appointment. She knows of two individuals who may be interested. This position will remain open until the next MCASE Governing Board Meeting, likely in September.

c. **Article V, Section 8. THE PRESIDENT-ELECT.** The President-Elect shall serve in the event of resignation or absence of the President. The President-Elect shall have such other responsibilities as designated by the President. The President-Elect shall accede to the office of President from the position of President-Elect.

i. Appointment of Taylor Salmi President-Elect for the term 2021-2023.

2. [Officer Duties and Responsibilities](#) , [SAM Conferences and Meetings](#)

a. President

i. **July 26th/27th:** Administrative Institute, Helena

ii. **July:** Complete OPI Montana Schools Recruitment Project, MSRP, Discretionary Grant (Michelle/SAM)

- iii. **September 20th and 21st:** MASS/MCASE Fall Conference, Helena; MCASE Governing Board Meeting, MCASE Membership Meeting.
 - 1. Dr. Gregory Dern, Kim Scofield and SAM office.
- iv. **CASE**
 - 1. Unit Report due **July** -SAM Office Assists (Michelle)
 - 2. Conference: **November 10th-11th**, Little Rock Arkansas-SAM Office Assists
- v. **October 20th-22nd MCEL:** SAM Board Mtg., Helena
- vi. **February 23rd-25th:** MCASE/MCEC Conference; Billings; MCASE Governing Board Meeting, MCASE Membership Meeting.

b. President Elect.

- i. **September 20th and 21st:** MASS/MCASE Conference, Helena; MCASE Governing Board Meeting, MCASE Membership Meeting
- ii. **November 10-11th CASE Conference:** Little Rock Arkansas
- iii. **February 23rd-25th:** MCASE/MCEC Conference; Billings; MCASE Governing Board Meeting, MCASE Membership Meeting.
 - 1. **MCASE Awards and Recognition**
- iv. July/August/Sept- Complete the application for the Recruitment Grant with OPI (contact SAM associate Director/Executive Director for details and materials)

3. MCASE Governing Board

- a. President: Sara Novak, gdesdirector@gmail.com
- b. President Elect: Taylor Salmi, director@cmcoop.org
- c. Past-President: Michelle Halberg, mhalberg@galmadspecialcoop.org
- d. Secretary: Jenny Malloy, jmalloy@parkcoop.k12.mt.us
- e. Region I Rep: Jennifer Hickock, jennifer.hickok@colstrip.k12.mt.us
- f. Region II Rep: Lisa Von Bergen, lisa_von_bergen@gfps.k12.mt.us
- g. Region III Rep: Chelsey Rogers, chelsey.rogers@lewistown.k12.mt.us
- h. Region IV Rep: Jenny Malloy, jmalloy@parkcoop.k12.mt.us
- i. Region V Rep: Tim Berg, tberg@polson.k12.mt.us
- j. MCASE Rep to MCEC Governing Board-open

4. MCASE Standing Committees

- a. **(Open)** Promote and Strengthen Preparation Programs and Professional Development for Administrators, General and Special Education Teachers and Related Service Providers.
- b. **Pam Pettigrew/Region I:** Promote and Strengthen Advocacy for Integrated System that Meets All Students' Needs
- c. **Tamra Covington/Region III:** Promote and Strengthen State and Federal Advocacy for Students with Disabilities
- d. **(Open)**Promote and Strengthen Special Education Leadership: Special Education Cooperatives
- e. **Emilie Maule/Region IV:** Promote and strengthen MCASE Membership
- f. **MSRP/Kaitlin Sonderer:** Promote Recruitment and Retention of Special Education Positions

Sara would like to send a note out to the membership letting them know of the open committee chair positions. Michelle shared that standing committee work used to be part of membership meetings as an agenda item. Not only was it a way to involve members in their association, it provided for rich descriptions of the work toward strategic goals and objectives. Committees were very active during Dale Lambert's time as MCASE president. The committee work was part of the University of MT CSPD program and addressing the significant shortage of SLPs. Michelle would like to work with the board in developing some guidance for the committee chairs as their role.

5. Region IV appointment to Delegate Assembly for 2021-2023: Maria Pace Prickly Pear Co-op

6. Reports:

- a. MCASE Budget Approval [MCASE Budget](#) : Gary Wagner(**Action**)

Unanimous approval of the 2021-2022 MCASE budget as reviewed by Gary. Discussion regarding the conference revenues and change in venue, (i.e. virtual or hybrid) impact on revenue for next year. The option to have speakers present virtually will help with expense while providing an excellent learning experience. MCASE membership revenue with enrollment of 72-75 historically was also discussed. Typically, we'll see an increase in enrollment in July and August with the final push at the Fall conference.

- b. Executive Director Report: Kirk Miller

c. Past President Report:

- i. [SAM/MCASE Membership](#), [MCASE Membership Description](#) Consider approved constitution language [descriptions](#) for the website.

Gary will add the MCASE membership descriptions above the benefits section.

- ii. Approved constitution change of language regarding membership, dues and standing committees.

Michelle will complete these changes in the documents and collaborate with Kim Scofield to have them posted to the MCASE Governing Documents page by September Board Meeting.

- iii. Consideration of Strategic Plan review 2021-2022.

Discussion: the strategic plan still strongly represents the mission and vision of MCASE. President Sara Novak will consider this as an agenda item for the Fall Governing Board meeting with emphasis on the strategic plan as a targeted agenda. Kirk shared that the SAM Board and many other affiliates also use this format with the addition of always addressing “Mega Issues” first.