

# MCASE BOARD AGENDA FOR JUNE 2017

*Agenda for June 21, 2017 incorporated into our Strategic Plan*



---

## **Core Purpose**

Building leadership capacity of educational professionals to ensure success for "all" students.

## **Core Values**

1. We believe all children can learn and achieve.
2. We support strategic specialized in-service, pre-service training and professional learning that focuses on the whole child for all stakeholders across the state.
3. We politically advocate for funding, federal/state legislation, policy development, and rule making.
4. We value high quality public education.
5. We promote and endorse professional partnerships for the benefit of student learning/success.

## **Big Audacious Goal**

MCASE is a driving force in unifying Montana's general and special education to provide high quality, integrated systems of public education, enabling all students to pursue their individualized goals.

## **Vivid Descriptions**

1. Politically advocate at the local, state and federal levels to increase sustainable funding for public education enabling students to access the general ed. curriculum and to be career and college ready.
2. MCASE's efforts are reflected in seamless inclusion and support of all students where each student's talents, learning styles, and diversity are celebrated in strength-focused instruction across the state.
3. Create and facilitate recognized models of educational support that are integrated and meet the needs of all students.
4. MCASE supports, promotes and engages in a research-based, continuous improvement system of professional learning for all educators to promote student excellence.
5. Highly qualified personnel are well educated, trained, mentored and working to meet the needs of all students.

## Goals and Strategic Objectives

### 1. **Leadership: Promote and Strengthen Special Education Leadership**

#### Strategic Objectives

- 1.1. Support active membership through the use of a variety of tools; e.g. social media and personal networking.
- 1.2. Collaborate with other affiliates in conference planning.
- 1.3. Increase communication across regional MCASE groups.
  - 13.1. Highlight regional discussions on SAM website.
- 1.4. Promote volunteerism to the SAM Mentorship program.
- 1.5. Work with SAM to develop an Associate Membership.

*1.1a Nominate an MCASE secretary for the membership to consider; Jenny Malloy has been nominated by Michelle at this point*

*1.1b Nominate a CEC representative for the membership to consider; Lori Smith has been nominated by Michelle at this point; Lori Ruffier nominated Jenny Reeves (Has anyone spoken to her?)*

*1.1c/13 Review region representation. Confirm accuracy of information to be posted on website regarding officer and regional director contact information.*

*(Pat Audet will create ballot following our nominations of secretary and CEC rep. and send out ballots for a two-week response period by the membership)*

*1.2a/33.1a MCASE fall conference update and recent revisions; consider recent OPI request for additional time to highlight a recent grant recipient*

*1.3a Review proposed annual meeting schedule and determine anticipated activities*

## Goals and Strategic Objectives

### 2. **Professional Learning: MCASE will collaborate with state and local professionals including higher education to anticipate and provide professional learning opportunities that address the complex needs of learners.**

#### Strategic Objectives

- 2.1. MCASE will publicize/distribute information regarding professional development opportunities throughout the state.
- 2.2. MCASE will invite experts in areas of need such as social skills training, autism, trauma, etc. to increase capacity of all educational providers.
- 2.3. MCASE will seek input from the field on priorities for professional development.

*2.2a CSPD Question on MCASE role*

*23/33 U of M speech survey: [https://umt.co1.qualtrics.com/jfe/form/SV\\_6R3dqNjZBNB02Dr](https://umt.co1.qualtrics.com/jfe/form/SV_6R3dqNjZBNB02Dr)*

**3. Advocacy: Promote and strengthen advocacy for sufficient special education funding and for an integrated system to ensure success for "all" students.**

Strategic Objectives

- 3.1. Engage in political advocacy
  - 3.1.1 Regional and local representation and advocacy
  - 3.1.2 Statewide: study group/task force representation, Delegate Assembly, call to action opportunities, and representation during legislative sessions.
  - 3.1.3 Nationally: increased representation at National CASE Conference, Washington DC legislative training, and representation during legislative sessions.
  
- 3.2. Partner with General Education Initiatives
  - 3.2.1 MTSS
  - 3.2.2 Common Core
  - 3.2.3 Graduation Matters
  - 3.2.4 ESSA implementation
  
- 3.3. Collaborate with agencies, groups and families.
  - 3.3.1 Explore partnerships with mental health providers and/or agencies (EG. CSCT, private therapists, residential and day treatment facilities etc.)
  - 3.3.2 Collaborate with hospitals/clinics

*3.1.1a Discuss MCEL and both our representation and "presence"*

*3.1.1b Recruitment budget review*

*3.1.2a Review Delegate assembly activity*

*3.1.3 Assistance to Jen for upcoming July Congressional Activity*

*Created on 8-4-16. Strategic Planning Team: Chris Bilant, Dave Means, Karen Underwood, Lisa VonBergen, Chris Rice, Michelle Halberg, Laurie Salo, Dale Lambert, Tamara Covington. Facilitated by Kirk Miller. Updated 9-12-16.*

*Other*

*A huge thank you to you all!*

# 2017-2018 MCASE Board of Directors

## **PRESIDENT**

Karen Underwood  
Special Education Director  
Yellowstone-West Carbon County  
Special Services Cooperative  
410 Colorado Avenue  
Laurel, MT 59044  
406-628-7903  
406-628-7935 FAX  
[karen@ywccssc.k12.mt.us](mailto:karen@ywccssc.k12.mt.us)

## **PRESIDENT-ELECT**

Michelle Halberg  
Special Education Director  
Gallatin-Madison  
Special Education Coop.  
PO Box 162 Belgrade, MT 59714  
406-388-6508  
406-388-4824 FAX  
[mhalberg.directorslp@gmail.com](mailto:mhalberg.directorslp@gmail.com)

## **SECRETARY**

-  
-  
-  
-  
-  
-  
-

## **PAST PRESIDENT**

Jenifer Cline  
Office of Public Instruction,  
School Improvement and Compliance Specialist  
P.O. Box 202501  
Helena, MT 9620-2501  
406-444-4426  
[jenifer.cline@mt.gov](mailto:jenifer.cline@mt.gov)

## **PAST PRESIDENT**

Dave Means  
Special Services Director  
Whitefish School District  
600 E. 2nd St. Whitefish, MT 59937  
406-862-8655  
406-862-1507 FAX [meansd@whitefishschools.org](mailto:meansd@whitefishschools.org)

## **CEC REPRESENTATIVE**

TBA

-  
-  
-  
-  
-  
-

## **REGION I**

Cheryl Russell  
Special Education Director  
Miles City School District  
1604 Main Street  
Miles City, MT 59301 4  
06-234-3840  
406-234-3147 FAX  
[crussell@milescity.k12.mt.us](mailto:crussell@milescity.k12.mt.us)

## **REGION II**

Lisa Von Bergen  
Coordinator Student Services  
Great Falls Public Schools  
PO Box 2429  
Great Falls, MT 59403  
406-268-6025  
406-268-6091 FAX  
[lisa\\_von\\_bergen@gfps.k12.mt.us](mailto:lisa_von_bergen@gfps.k12.mt.us)

## **REGION III**

Tamra Covington  
Coordinator Special Education  
Billings Public Schools  
415 N. 30th Street  
Billings, MT 59101  
406-281-5103  
**FAX**  
[covingtont@billingschools.org](mailto:covingtont@billingschools.org)

## **REGION IV**

Michelle Halberg  
Special Education Director  
Gallatin-Madison  
Special Education Coop.  
PO Box 162 Belgrade, MT 59714  
406-388-6508  
406-388-4824 FAX  
[mhalberg.directorslp@gmail.com](mailto:mhalberg.directorslp@gmail.com)

## **REGION V**

Mary Meehan  
Special Services Director  
18 W. Evergreen Drive  
Kalispell, MT 59901  
Phone: (406) 751-1113 ext 3  
406-751-1115 FAX  
[mmeehan@evergreensd50.com](mailto:mmeehan@evergreensd50.com)

## **MCASE Regional Map**

### **Region I**

Director: Cheryl Russell, [crussell@milescity.k12.mt.us](mailto:crussell@milescity.k12.mt.us)

### **Region II:**

Director: Lisa Von Bergen, [lisa\\_von\\_bergen@gfps.k12.mt.us](mailto:lisa_von_bergen@gfps.k12.mt.us)

### **Region III**

Director: Tamra Covington, [covingtont@billingssschools.org](mailto:covingtont@billingssschools.org)

### **Region IV**

Director: Michelle Halberg, [mhalberg.directorslp@gmail.com](mailto:mhalberg.directorslp@gmail.com)

### **Region V**

Director: Mary Meehan, [mmeehan@evergreensd50.com](mailto:mmeehan@evergreensd50.com)

**2017-2018 MCASE EXECUTIVE BOARD  
MEETING DATES and ACTIVITIES**

June 21, 2017, 1:00 p.m., GoToMeeting

September 18, 2017, 6:00 p.m., Bozeman

September 18, 2017, 11:45 a.m., New Directors' Luncheon, TBA

February 28, 2017, TBA, Missoula

June 15, 2018, TBA, Helena

Draft Agenda MASS/MCASE Fall Conference

Monday

- 7:15-8:15 Breakfast/Registration – Recruitment Committee Meeting? Michelle is checking with Lori
- 8:15-8:30 Welcome, Introductions, Program Overview
- 8:30-10:00 Dennis W. Dearden
- 10:00-10:15 Break
- 10:30-11:30 Dennis W. Dearden Cont. — *Monkey Business*
- 11:30-11:45 Break
- 11:45-1:15 Lunch – MASS Awards, MCASE sponsored Lunch (Gary, can we get this set up?)  
*← new directors luncheon w/ exec board @ Old Chicago (?)*
- 1:30-2:30 Leslie Finnan – AASA Advocacy/Policy *← Will address issues relative to both affiliates*
- 2:30-2:45 Break
- 2:45-3:15 ~~OPI Update – Supt. Arntzen?~~ *← Matt Utterback – his leadership journey*
- 3:15-3:45 SAM Update – Kirk
- 3:45-4:00 Closing Remarks
- 4:00 -5:00 Business Meeting/Regional meeting — *MCASE business meeting –*
- 6:00 Reception (is it possible to move this to 5:00?)  
*What have we done or need in light of our strategic plan?*

Tuesday

MASS

- 7:00-8:00 Breakfast
- 8:00-8:45 Business Meeting
- 8:45-9:00 Break
- 9:00-10:30 School Size Caucus *MCASE see p. 2*
- 10:30-10:45 Break
- 10:45-12:00 Matt Utterback, AASA Superintendent of the Year, Equity
- 12:00 Closing Remarks

## Draft Agenda MCASE Fall Conference – Day 2

7:15-8:00	Breakfast –
8:00-8:30	OPI Grant Recipient?
8:30-9:30	MonTech --- here or 11:30
9:30-9:45	Break
9:45 –Noon	OPI – Hot Topics
11:30-12:30	MonTech --- if earlier, more OPI
12:30	Announcements, Thank you, and Safe Travels.

Recruitment Committee at 12:30

OPI New Director Training - maybe start at 1:00ish



From: Moates, Steven <steven.moates@mso.umt.edu>

Date: Wed, Jun 14, 2017 at 10:32 AM

Subject: SLPA Survey

To: Michelle Halberg <mhalberg.directorslp@gmail.com>

Hello,

The Communicative Science and Disorders Program at the University of Montana is hoping to gather information regarding the use of speech-language pathology assistants (SLPAs) in the state of Montana. The results of this study may increase the knowledge base of special education directors, speech-language pathologists (SLPs) and other stakeholders with regards to supervision practices and scope of practice for SLPAs. This information will also be used in the development of the SLPA program at the University of Montana.

The survey should require no more than 10 to 15 minutes to complete. Information obtained in this study will be kept strictly anonymous. Your name and/or contact information will be submitted and cannot be tracked. Once you respond to the survey, we will not be able to identify who responded to the surveys. Your name and/or contact information will NOT be used in the reporting of information, or included in any future publications and conference presentations. Please feel free to contact me at 406-243-2377 or steven.moates@mso.umt.edu if you have any questions or concerns about the survey.

The link to the survey is: [https://umt.co1.qualtrics.com/jfe/form/SV\\_6R3dqNjZBNB02Dr](https://umt.co1.qualtrics.com/jfe/form/SV_6R3dqNjZBNB02Dr)

Thank you for your time and consideration. Your response to the survey will be greatly appreciated.

Sincerely,

Steven

---

Steven Moates SLP.D., CCC-SLP

Clinical Externship Coordinator|University of Montana

Communicative Science and Disorders

Curry Health|Missoula, MT 59812

406.243.2377|steven.moates@mso.umt.edu<mailto:steven.moates@mso.umt.edu>



**THE UNIVERSITY OF MONTANA-MISSOULA**  
Institutional Review Board (IRB)  
*for the Protection of Human Subjects in Research*  
APPLICATION FOR IRB REVIEW

IRB Protocol No.:  
**144-17**

At the University of Montana (UM), the Institutional Review Board (IRB) is the institutional review body responsible for oversight of all research activities involving human subjects as outlined in the U.S. Department of Health and Human Services' Office of Human Research Protection and the National Institutes of Health, Inclusion of Children Policy Implementation.

**Instructions:** A separate application must be submitted for each project. IRB proposals are approved for no longer than one year and must be continued annually (unless Exempt). Faculty and students may email the completed form as a Word document to [IRB@umontana.edu](mailto:IRB@umontana.edu), or submit a hardcopy (no staples) to the IRB office in the Interdisciplinary Sciences Building, room 104. Student applications must be accompanied by email authorization by the supervising faculty member or a signed hard copy. *All fields must be completed. If an item does not apply to this project, write in: N/A.* Questions? Call the IRB office at 243-6672.

**1. Administrative Information**

Project Title: Employment and Supervision of Speech-Language Pathology Assistants in Montana	
Principal Investigator: Steven Moates, SLP.D.	UM Position: Clinical Externship Coordinator
Department: Communicative Science and Disorders	Office location: Curry Health
Work Phone: 406-243-2377	Cell Phone: 406-880-6112

**2. Human Subjects Protection Training** *(All researchers, including faculty supervisors for student projects, must have completed a self-study course on protection of human research subjects within the last three years and be able to supply the "Certificate(s) of Completion" upon request. If you need to add rows for more people, use the Additional Researchers Addendum.)*

All Research Team Members (list yourself first)	PI	CO-PI	Faculty Supervisor	Research Assistant	DATE COMPLETED IRB-approved Course mm/dd/yyyy
Name: Steven Moates, SLP.D. Email: <a href="mailto:steven.moates@mso.umt.edu">steven.moates@mso.umt.edu</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/6/2017 ✓
Name: Julie Wolter, Ph.D. Email: <a href="mailto:julie.wolter@mso.umt.edu">julie.wolter@mso.umt.edu</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/1/2015 ✓
Name: Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Name: Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**3. Project Funding** *(If federally funded, you must submit a copy of the abstract or Statement of Work.)*

Is grant application currently under review at a grant funding agency? <input type="checkbox"/> Yes <i>(If yes, cite sponsor on ICF if applicable)</i> <input type="checkbox"/> No		Has grant proposal received approval and funding? <input type="checkbox"/> Yes <i>(If yes, cite sponsor on ICF if applicable)</i> <input type="checkbox"/> No	
Agency	Grant No.	e-Prop #	Start Date
None			

For UM-IRB Use Only

**IRB Determination:**

- Not Human Subjects Research
- Approved by Exempt Review, Category # 2 *(see memo)*
- Approved by Expedited Review, Category # \_\_\_\_\_ *(see Note to PI)*
- Full IRB Determination
  - Approved *(see Note to PI)*
  - Conditional Approval *(see memo)* - IRB Chair Signature/Date: \_\_\_\_\_
  - Conditions Met *(see Note to PI)*
  - Resubmit Proposal *(see memo)*
  - Disapproved *(see memo)*

**Note to PI:** Non-exempt studies are approved for one year only. Use any attached IRB-approved forms (signed/dated) as "masters" when preparing copies. If continuing beyond the expiration date, a continuation report must be submitted. Notify the IRB if any significant changes or unanticipated events occur. When the study is completed, a closure report must be submitted. Failure to follow these directions constitutes non-compliance with UM policy.

Risk Level: Minimal

Final Approval by IRB Chair/Manager: *Paul Baker* Date: 6/8/2017 Expires: None



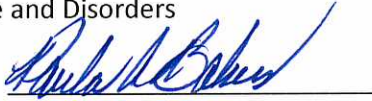
**INSTITUTIONAL REVIEW BOARD**  
*for the Protection of Human Subjects in Research*

FWA 00000078

Research & Creative Scholarship  
Interdisciplinary Science Building 104  
University of Montana  
Missoula, MT 59812  
Phone 406-243-6672

**Date:** June 8, 2017

**To:** Dr. Steven Moates, Communicative Science and Disorders  
Dr. Julie Wolter, Communicative Science and Disorders

**From:** Paula A. Baker, IRB Chair and Manager 

**RE:** IRB #144-17: "Employment and Supervision of Speech-Language Pathology Assistants in Montana"

Your IRB proposal cited above has been **APPROVED** under the **Exempt** category of review by the Institutional Review Board in accordance with the Code of Federal Regulations, Part 46, section 101. The specific paragraph which applies to your research is:

X (b)(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

University of Montana IRB policy does not require you to file an annual Continuation Report for exempt studies, as there is no expiration date on the approval. However, you are required to notify the IRB of the following:

Amendments: Any changes to the originally-approved protocol must be reviewed and approved by the IRB **before** being made (unless extremely minor). Requests must be submitted using [Form RA-110](#).

Unanticipated or Adverse Events: You are required to timely notify the IRB if any unanticipated or adverse events occur during the study, if you experience an increased risk to the participants, or if you have participants withdraw from the study or register complaints about the study. Use [Form RA-111](#).

Please contact the IRB office with any questions at (406) 243-6672 or email [irb@umontana.edu](mailto:irb@umontana.edu).





**Lori Ruffier**  
**SPED WEB**  
**Web Consultant**  
3005 Ottawa St.  
Butte, MT 59701  
406-494-2624

June 13, 2017

To: Karen Underwood  
410 Colorado Ave.  
Laurel, MT 59044

Bill for MCASE recruitment project and website work  
Time from April 1, 2017– June 30, 2017

April =	15 hours 1 minutes recruitment =	\$675.75
	April 5 <sup>th</sup> - MSCA- Bozeman	125.00
	April 6 <sup>th</sup> - MSCA- Bozeman	125.00
	April 7 <sup>th</sup> - MSCA- Bozeman	125.00
	April 9 <sup>th</sup> - U of M Career Fair- Missoula	125.00
	April 10 <sup>th</sup> - U of M Career Fair- Missoula	125.00
	April 11 <sup>th</sup> - CEC- Boston flying	125.00
	April 19 <sup>th</sup> - CEC- Boston	125.00
	April 20 <sup>th</sup> - CEC- Boston	125.00
	April 21 <sup>st</sup> - CEC- Boston	125.00
	April 22 <sup>nd</sup> - CEC- Boston	125.00
May=	32 hours 55 minutes recruitment =	\$1481.25
	May 26 <sup>th</sup> –Recruitment Committee Meeting- Helena	125.00
June=	12 minutes recruitment =	\$ 9.00
	June 13 <sup>th</sup> MASBO- Fairmont	125.00
	June 14 <sup>th</sup> MASBO- Fairmont	125.00
	June 14 <sup>th</sup> MASBO- Fairmont	<u>125.00</u>

**\$ 3916.00**

### Expense Sheets

April 5-7, 2017	MSCA- Bozeman	140.50
April 9-10, 2017	MCEC Missoula	153.68
June 13- 15, 2017	MASBO- Fairmont	<u>79.80</u>
		<b>\$ 373.98</b>

### Other Receipts

4/10/2017	Shipping envelopes to CEC	19.40
5/23/2017	Posted speech at MSHA \$25 each (5)	<u>125.00</u>
		<b>\$ 144.40</b>

**Total/Total \$ 4434.38**

My EIN is 71-0870690.

If you have any questions please call me at 494-2624.

Thanks,

Lori Ruffier

## TRIPS 2017-2018

Event	Location	Dates	Whose Going
MCASE Fall Meeting	Bozeman, MT	Sept. 18 <sup>th</sup> - 19 <sup>th</sup> , 2017	Lori Ruffier
IMASH	Boise, ID	Oct. 5 <sup>th</sup> -7 <sup>th</sup> , 2017	Lori Ruffier and Kaitlin Sonderer
University of Mary and University of Minot	Bismarck, ND	Oct.5 - 6 <sup>th</sup> , 2017	Deb Linn
Washington State University	Spokane, WA	Oct. 13 <sup>th</sup> , 2017	Monica Pugh
University of Montana	Missoula, MT	Oct. 20 <sup>th</sup> , 2017	Lori Ruffier
University of Mary	Billings, MT	Nov. 11 <sup>th</sup> , 2017	Lori Ruffier
NASP	Chicago, IL	Feb. 13-17 <sup>th</sup> , 2018	STUDENTS
MCEC	Missoula, MT	Feb. 27 <sup>th</sup> -March 2, 2018	Lori Ruffier
Washington Educator Career Fair	Spokane, WA	March 15 <sup>th</sup> , 2018	Lori Ruffier and Monica Pugh
Carroll College	Helena, MT	March 17 <sup>th</sup> , 2018	Lori Ruffier
Washington Educator Career Fair	Tacoma, WA	March 29 <sup>th</sup> , 2018	Lori Ruffier
Idaho State University	Pocatello, ID	March 30 <sup>th</sup> , 2018	Michelle Halberg
Univ. of Northern Colorado	Greeley, CO	April 5 and 6 <sup>th</sup> , 2018	Lori Ruffier
University of Montana	Missoula, MT	April 8-9 <sup>th</sup> , 2018	Lori Ruffier
Virtual Career Fair	Butte, MT	April 12 <sup>th</sup> , 2018	Lori Ruffier
MASBO	Billings, MT	June 11 <sup>th</sup> -15 <sup>th</sup> , 2018	Kaitlin Sonderer