



## Joint Advisory Board (JAB) Meeting Minutes

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Date:	November 20, 2024
Time:	10:39 p.m.
Meeting called to order by:	Dale Olinger, Board Chair

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The Joint Advisory Board of the Missoula Area Education Cooperative met for a regular meeting via ZOOM at MAEC Conference Room located at 2825 Stockyard Rd, Suite I-2, Missoula, MT. All motions carried unanimously unless otherwise stated.

### ATTENDEES

Stacia Vaughn, Cooperative Director  
Dale Olinger, Superintendent, Lolo School  
Erin Lipkind, Missoula County Superintendent of Schools  
Jason Sargent, Superintendent, St. Ignatius School  
Jim Howard, Superintendent, Bonner School  
Logan Labbe, Superintendent, Superior Schools  
Ryon Noland, Principal, Dixon Elementary  
Amanda Cyr, Superintendent, Clinton Elementary  
Christina Hartmann, Superintendent, Seeley Lake Elementary  
Teresa Weems, Superintendent, Charlo Schools  
Sarah Schmill, Principal, Potomac School  
Anne Tanner, Principal, Arlee Schools  
Greg Upham, Superintendent, Albertson Schools  
Jon Martin, Superintendent, Woodman School  
Angela Mock, Principal, Swan Valley School  
Rhonda Decker, Cooperative Business Manager

### ABSENT

Matthew Driessen, Principal, DeSmet Elementary

### GUESTS

None

## **CALL TO ORDER**

Board Chair, Dale Olinger called the meeting to order at 10:30 a.m.

## **ROLL CALL**

1. Attendance of the 2024-2025 Joint Advisory Board members was conducted by Rhonda Decker.

## **APPROVAL OF MINUTES**

2. Sarah Schmill moved to accept the Minutes of the June 17, 2024 Joint Advisory Board meeting minutes.  
Amanda Cyr- Second.

## **PUBLIC COMMENT**

3. None

## **PROPOSED 24-25 BUDGET**

4. Stacia Vaughn presented the 2024-2025 budget and reviewed the anticipated revenue budget. Logan Labbe moved to accept the 2024-2025 budget as presented. Erin Lipkind- Second.

## **DIRECTOR'S REPORT: INFORMATION**

5. Stacia Vaughn discussed the following:
  - A. The Interlocal Agreement that was signed by all Member Districts in August, 2024 needs to have original signatures for five original documents in order to be filed with Clerk & Recorder in each of the four Counties (Lake, Mineral, Missoula and Sanders) and an original to be kept at the Cooperative.
  - B. OPI's IDEA E-grant Application Update- Stacia thanked each of the Member District administrators for their help with their applications and let the board know that the Cooperative application was submitted November 19th. She will be working closely with OPI to ensure a timely approval in order for the Cooperative to order IDEA money, as the Cooperative has been operating off of 2024-2025 carryover funds for the first five months of this fiscal year.
  - C. Invitation to Join- Must be completed annually by October each year; Rhonda completed this in July and we received no response from non-member districts.
  - D. Best Practices in Sped Trainings for 2024-2025- The Cooperative has been and will be offering monthly trainings; Stacia encouraged all administrators to release their special education staff to allow them to attend these important meetings. Having received requests to record the trainings, Stacia explained and gave examples of why this has not worked in the past due to confidentiality issues discussed during the training. Dale asked that Stacia reconsider her decision about recordings; Stacia agreed to look into options for this to be a possibility in the future. Additionally, Stacia will be coordinating an upcoming training by Kaleva Law for school administrators on the topic of threat assessments, manifestation determinations, IAES and disciplining students with disabilities.
  - E. OPI Compliance Monitoring: February 3-7, 2025- Stacia assured everyone that there is no reason to be nervous about the process and to anticipate that corrections will be necessary. Responding to those quickly will be essential. Compliance monitoring takes place every five year. It will require

everyone to do their part to assist, particularly given the shortage of sped teachers/case managers and staff turnover.

- F. OPI'S Annual Survey for Special Education Parents- Stacia reminded the board that this is now an annual occurrence by all districts – they can be sent to parents of students with disabilities in a paper-based format via USPS or electronically. Stacia reminded districts of the need to protect student confidentiality, no matter what process the district uses to administer the survey. She suggested that given the content of IEP meetings and the paperwork already required during those, it may not be the best time to have parents complete a survey.
- G. Sped Child Count by Member District (historical-present)- Stacia advised the board that the State Special Education Annual Report was released this morning. She also reviewed historical charts for each Member District and offered to email them to administrators for their information and review, along with a copy of the State's Annual Report.
- H. Current Preschool students with IEPs by Member District- Stacia acknowledge some inconsistencies with 2024-2025 numbers, as preschool students are evaluated and enrolled all throughout the school year. That said, the Cooperative Preschool Teacher is currently servicing 11 preschool students across five Member Districts.
- I. Recruitment for Specialists- Stacia talked about late summer staff resignations since COVID and the addition of a liquidated damages clause in the Professional Agreement and Employment Contracts to discourage late resignations. She also discussed the shortage of School Psychologists in the field and her intention to start recruiting for the 2025-2026 now, as the Cooperative is currently serving 15 Member Districts with a total of 4.0 FTEs this year.

#### ADJOURN

Dale Olinger called the meeting adjourned at 11:19 a.m.

Rhonda Dee  
Business Manager, Attest

6/19/2025  
Date

6/23/2025  
Date Copies sent to JAB

Stacia  
Chairman

6/19/2025  
Date