

UPPER VALLEY SPECIAL EDUCATION BOARD MEETING

Tuesday, January 16, 2018 – 9:30 a.m.

Chase Building Conference Room

PRESENT: Mike O'Brien, Steve Swiontek, Darren Albrecht, Kirk Ham, Jeff Manley, Jill Olson, Dan Juve. Guests: Jessica Pankow, Shelly Henke, Brian Opsahl

President Manley called the meeting to order.

SECRETARY'S REPORT: **MSC:** O'Brien-Swiontek to approve minutes of the December meeting as written.

TREASURER'S REPORT: **MSC:** Albrecht-O'Brien to approve the December 31st Treasurer's Report as presented.

DECEMBER BILLS: **MSC:** O'Brien-Albrecht to approve payment of all bills presented.

2016-2017 FINANCIAL AUDIT: Brian Opsahl, Brady-Martz and Associates, presented and reviewed the 2016-2017 financial audit. Discussion followed. Additional copies of the audit are available at the UVSE office. **M/S:** Ham-Albrecht to approve the audit. Motion carried by unanimous ballot.

STAFFING UPDATES: Juve presented a resignation letter from Deb Slominski, special education teacher at Grafton High School. Slominski will retire at the completion of the 2017-2018 school year. **M/S:** O'Brien-Olson to accept Slominski's resignation with regret. Motion carried by unanimous ballot.

DISPROPORTIONALITY REPORT: Juve reported that all UVSE districts are now in compliance with Indicators 9 and 10, as DPI has approved UVSE's self-assessment and corrective action plan.

UNIT DROP OUT RATE: Due to a spike in the number of drop-outs in the 2016-2017 school year, Juve reported DPI has identified this Unit as needing supports to identify and re-engage drop-outs. Juve presented a handout of strategies for locating and reenrolling students. There will be short term financial and professional development through DPI. Discussion followed.

WALSH-PEMBINA MEALS AND FEES: Juve reminded districts that UVSE will be fiscally responsible for dues and fees for Upper Valley staff attending Walsh-Pembina in-service trainings and should not report or pay for those special education staff members in their schools.


COORDINATOR REPORT: Pankow presented a disability breakdown report for the unit, including numbers of students by district, disability, grade level and gender. The report was reviewed and discussed.

DIRECTOR EVALUATION TOOL: Manley presented a simplified director evaluation summary form for review. Discussion followed. The Board was in agreement with this revised summary report, with the exception of omitting the "exemplary" rating option. It was also proposed that Juve present goals as part of the evaluation process. These goals will be identified and presented each year at the October board meeting.

The meeting was adjourned.

THE NEXT MEETING WILL BE TUESDAY, FEBRUARY 13TH AT THE CHASE BUILDING CONFERENCE ROOM.

Respectfully submitted,



Renae Grinde, Business Manager

Jeff Manley, Board President