

**UPPER VALLEY SPECIAL EDUCATION BOARD MEETING**  
**Wednesday, December 14, 2016 – 10:00 a.m.**  
**Chase Building Conference Room**

**PRESENT:** Kirk Ham, Mike O'Brien, Roger Abbe, Linda Lutovsky, Jack Maus, Jeff Manley, Darren Albrecht.

President Abbe called the meeting to order.

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

**TREASURER'S REPORT:** **MSC:** Maus-Manley to approve the November 30<sup>th</sup> Treasurer's Report as presented. Members discussed budget cuts at the state level that will impact local districts and the need to create next year's budget without increasing assessments.

**NOVEMBER BILLS:** **MSC:** Maus-Manley to approve payment of all bills presented. Check numbers include 17154-17169, 17239-17298 and direct deposit stub numbers 35623-35674. Total November expenditures: \$389,066.17.

**STAFFING UPDATES:**

- 1) Juve presented a resignation from Melissa Opegard, UVSE Coordinator, effective the end of her 2016-2017 contract period. Opegard has requested to return to a SLP position in Grafton, replacing Presence Learning. **M/S:** Manley-Lutovsky to accept Opegard's resignation as coordinator. Motion carried unanimously by roll call vote. A contract cannot be offered for the 2017-2018 year prior to March 1<sup>st</sup>. The Board discussed the possibility of reducing the FTEs for Coordinator positions. This will be readdressed at the January meeting.
- 2) Juve updated the Board regarding the approval to add a new preschool teacher in Grafton, stating that they have reevaluated the situation, reorganized the placement of students, and have enlisted the assistance of other special education staff to provide teaching support. At this time, an additional teacher will not be necessary to meet the needs of students.

**PRE-K POLICY:** Juve presented wording for a proposed policy defining the financial responsibility for special education students who are enrolled in a member districts from outside the Unit, but do not have a tuition agreement or open enrollment. Reading for the policy is as follows:

*"Special education costs are the responsibility of the resident special education unit through the state contract system (through open enrollment guidelines) or a tuition agreement. When and if a district allows a student to attend from outside the unit without a tuition agreement or open enrollment guidelines within the neighborhood school; the financial responsibility for special education will be from the school district allowing the enrollment of the student. A contract will be generated by the Upper Valley Special Education Unit for these students enrolled in your district containing special education service cost per IEP service minutes. Upper Valley will then bill the allowing district these costs. When a district enrolls students from outside the unit they must decide if they will generate a tuition agreement with the parents or outside school district. School districts must decide if they will collect reimbursement from parents if special education costs are warranted if eligibility is necessary after enrolling into the district."* Discussion followed. **M/S:** Maus-Manley to approve the 1<sup>st</sup> reading of this policy. Motion carried unanimously by roll call vote.

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**DIRECTOR EVALUATION:** President Abbe presented and reviewed the Director's evaluation. Discussion followed. It was suggested that alternate evaluation formats be considered in the future. Other Units will be contacted in order to compare evaluation tools.

**UVSE GEAR:** Juve reported that Upper Valley would like to offer staff the option of purchasing Under Armour apparel with the UVSE logo. There would be a \$50 startup fee. Discussion followed. **M/S:** Maus-Ham to approve paying the startup fee. Motion carried unanimously by roll call vote.

The meeting was adjourned.

Respectfully submitted,

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Rena Grinde, Business Manager

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Roger Abbe, Board President