

# UPPER VALLEY SPECIAL EDUCATION BOARD MEETING

Friday, November 18, 2016 – 10:30 a.m.

Chase Building Conference Room

**PRESENT:** Linda Lutovsky, Roger Abbe, Darren Albrecht, Jeff Manley, Jack Maus, Dan Juve. Guests: Jami Frize, Melissa Anderson, Jessica Pankow.

President Abbe called the meeting to order.

**SECRETARY'S REPORT:** **MSC:** Albrecht-Manley to approve minutes of the October meeting as written.

**TREASURER'S REPORT:** The October 31<sup>st</sup>, treasurer's report was reviewed. Grinde reported that Brady-Martz and Associates has completed their on-site financial audit. Their official report will likely be completed and presented at the January 2017 meeting.

**OCTOBER BILLS:** **M/S:** Maus-Albrecht to approve payment of all bills presented. Check numbers include 17172-17238 and direct deposit stub numbers 35571-35622. Total October expenditures: \$448,043.44.

## **STAFFING UPDATES:**

- 1) **Oppegard request** – Juve presented a request from Melissa Oppegard, UVSE Coordinator, to transfer back to a Speech Language Pathologist position beginning the 2017-2018 school year, or possibly creating a new dual position as half time SLP, half time special projects coordinator. Juve reported the coordinators are very stretched completing duties formerly done by Delane Johnson and well as multiple needs throughout the Unit. Discussion followed. It was recommended that Oppegard submit her resignation as Coordinator at the December meeting. At that time, the Board will also address her request to transfer to a different position.
- 2) **Preschool Staffing Needs** – Juve reported that because of high caseload numbers and severe behavioral issues at the Grafton Preschool site, an additional PSN teacher is being requested in order to meet student needs and IEP requirements. Discussion followed. **M/S:** Lutovsky-Manley to approve advertising for an additional PSN teacher. Motion carried unanimously by roll call vote.

**PRESCHOOL TUITION COSTS:** Juve readdressed the preschool tuition issue tabled from the October meeting. He spoke with Jerry Coleman from DPI and relayed his response stating that ultimately the special education costs are the responsibility of the neighborhood special education unit, through the state contract system or a tuition agreement. If districts are allowing students to attend without a tuition agreement with the neighborhood school, then the financial responsibility for special education would be from the school district that is enrolling the student(s). Coleman stated units will need to decide if they will bill the member districts that are allowing these specific enrollments, or if they want to absorb the costs for special education. Coleman also warned about being careful regarding consistency and discrimination while districts determine whether or not to allow these enrollments. Discussion followed. It was determined the Unit should not absorb the costs and that it should be up to the individual school district to either absorb the billing from the special education unit, or bill it back to the parents. Juve will recommend wording for this procedure at the December meeting. Item tabled.

**POLICIES AND PROCEDURES/MEMORANDUM OF UNDERSTANDING:** Juve updated the Board that the committee reviewing the current policies manual had their first meeting. Meetings will be ongoing throughout the year. Juve also presented a copy of Upper Valley's Comprehensive General Plan. As a part of this plan, a Memorandum of Understanding was presented to each member district for signature. This memorandum is a new requirement from DPI and once signed by member districts, will remain in effect for five years.

**SPECIAL EDUCATION TRANSPORTATION:** Juve updated the Board, cautioning districts to be diligent in arranging transportation routes for special education students so that their school days are not shortened due to district transportation issues/difficulties. It is recommended that detailed documentation be filed should a student's day be shortened due to any reason. Discussion followed.

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**ADDITIONAL ITEMS:** Juve reminded the Board that by law, special education teachers have a 60 day window to complete a student assessment, once a referral has been made. However DPI is allowing exceptions to this rule should there be situations delaying the assessment process that are out of our control. For Example, if the cognitive report from Lipp, Carlson, Witucki & Associates is late because of their scheduling/staffing issues, we would not be flagged as being out of compliance. Discussion followed.

The meeting was adjourned.

**THE NEXT MEETING WILL BE WEDNESDAY, DECEMBER 14, 10:00 A.M. AT THE CHASE BUILDING.**

Respectfully submitted,

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Rena Grinde, Business Manager

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Roger Abbe, Board Chairman