

**UPPER VALLEY SPECIAL EDUCATION BOARD MEETING**

**Tuesday, October 18, 2022 – 10:0 a.m.**

**Chase Building Conference Room**

**PRESENT:** Darren Albrecht, Jill Olson, Jason Keating, Shane Robinson, Aaron Schramm, Steve Swiontek, Dan Juve.  
Present via Zoom: Jeff Manley

President Manley called the meeting to order.

**SECRETARY'S REPORT:** **MSC:** Swiontek-Schramm to approve minutes as written.

**TREASURER'S REPORT:** September 30<sup>th</sup> report was reviewed. **MSC:** Keating- Olson to approve treasurer's report as presented.

**SEPTEMBER BILLS:** **MSC:** Swiontek-Robinson to approve payment of all bills presented. Swiontek suggested that research should be done to determine if a vehicle purchase for the director would be financially feasible. This will be addressed at the November meeting.

**STAFFING UPDATES:**

- Juve presented a resignation letter from Beth O'Brien, special education teacher in Grafton. O'Brien will be retiring at the completion of the 2022-2023 school year. **M/S:** Keating-Albrecht to accept this resignation. Motion carried unanimously.
- Juve presented a notification from UND of Kelsey Timmer's resignation effective September 20, 2022. Timmer was a resident teacher serving in the Grafton School District and is resigning due to her family moving out of State. Discussion followed.
- Juve presented 1/7<sup>th</sup> contracts for Kristin Ziegelmann and Julie McCann, beginning October 1, 2022. This is due to the extra duties and student coverage needed in Kelsey Timmer's absence and will be in addition to their regular school year contracts for this 2022-2023 school year only. **M/S:** Olson-Schramm to approve both contracts. Motion carried unanimously.

**THREAT ASSESSMENT TEAM:** Juve informed the Board that UVSE has composed a threat assessment team to develop a unit wide procedure to screen situations that may be deemed dangerous and then define the steps to take if the threat is deemed warranted. Juve will provide updates to the Board as this procedure is developed.

**ADDITIONAL ITEMS:** Juve reported that Jesse Rose Van Hauen has accepted the administrative assistant's position at \$19.00/hour and will start on October 31, 2022.

With no other additional items, the meeting was adjourned.

**THE NEXT MEETING WILL BE TUESDAY, NOVEMBER 15, 10:00 A.M., CHASE BUILDING CONFERENCE ROOM.**

Respectfully submitted,

  
\_\_\_\_\_  
Renae Grinde, Business Manager

\_\_\_\_\_  
Jeff Manley, Board Chairman