

**Upper Valley Special Education Board  
Meeting**

Tuesday, May 16, 2023  
10:00 AM  
Chase Building

**Agenda**

<b>Time</b>	<b>Item</b>	<b>Reporting</b>	<b>Materials</b>	<b>Action</b>
10:00-10:05	<b>Secretary's Report</b> April 13, 2023 Minutes May 1, 2023 Minutes	Grinde, Business Manager	Packet	Approval
10:05-10:10	<b>Treasurer's Report/Budget</b> April 30th Report:Discussion	Grinde, Juve	Packet	Approval
10:10-10:15	<b>April Bills:</b>	Grinde/Juve, Director	Packet	Approval
10:15-10:20	<b>Staffing:</b> <b>Rescinded Resignations:</b> <b>Amber Doll</b> <b>Kate Heck</b>	Grinde/Juve, Director	Packet	Approval
10:15-10:20	<b>STAFFING</b> <b><u>Contracts/New Hires:</u></b> Melanie Martinez Courtney Haverland <b><u>Resignations:</u></b> Angela Longtin: Grafton Julie McCann: Grafton OTR <b><u>Returning Teacher Contracts</u></b>	Juve		Approval
10:20-10:25	<b>COTA: \$2,000 National Board Certification or 75%= \$1500</b>	Juve	Discussion	
10:25-10:30	<b>Cash In Lieu of Health Insurance</b>	Albrecht	Packet	Discussion
10:30-10:35	<b>UVSE Tuition Reimbursement:</b> <b>Kayla Eide</b>	Juve	Packet	Approval
10:35-10:50	<b>School Psychologist: SalaryBenefits</b>	Juve	Discussion	Approval
10:50-11:05	<b>Coordinators: Salary/Benefits</b>	Juve	Discussion	Approval
11:05-11:10	<b>ESY Summer Budget</b>	Juve	Packet	Approval
11:10-11:15	<b>Board Terms</b>	Grinde	Packet	Discussion
11:15-11:20	<b>Additional Board Items</b>			

## UPPER VALLEY SPECIAL EDUCATION BOARD MEETING

Thursday, April 13, 2023 – 10:30 a.m.

Chase Building Conference Room

**PRESENT:** Darren Albrecht, Jeff Manley, Jill Olson, Shane Robinson, Steve Swiontek, Jason Keating, Shane Robinson, Dan Juve. Guests Present: Dave Wheeler, Jessica Pankow, Shelly Henke (via ZOOM). Absent: Aaron Schramm

President Manley called the meeting to order.

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

**TREASURER'S REPORT:** The March 31<sup>st</sup> report was reviewed. MSC: Albrecht-Keating to approve treasurer's report as presented.

**MARCH BILLS:** MSC: Swiontek-Keating to approve payment of all bills presented.

### **STAFFING:**

- New Hires: Juve presented 2023-2024 contracts for approval.
  1. Julie Jenson, special education teacher for Emerado, replacing Kendi Loy;
  2. Gabrielle Pfingsten, SLP in Grafton replacing Presence Learning, with the addition of a \$2000 signing bonus for two years.
  3. Kirsten Slominski, OTR, filling the open position from this past year.M/S: Keating-Olson to approve each of these three contracts. Motion carried unanimously.
- Resignations: Juve presented contracts for approval, effective at the end of this school year.
  1. Ruth Dutch, Grafton special education teacher
  2. Aubree Jaeger, Grafton special education teacher
  3. Anne Arneson – Marvel special education teacherM/S: Olson-Albrecht to approve all three of these resignations. Motion carried unanimously.

**NEGOTIATIONS UPDATE:** Albrecht reported that the first negotiation meeting will be April 19<sup>th</sup>. Discussion was held regarding the Coordinators negotiating as unit separate from the teachers. It was agreed that this is not allowable according to Century Code because they are under the umbrella of the Master Agreement. The formula for their salary will be readdressed after the completion of teacher negotiations.

**CLASSIFIED SALARY DISCUSSION:** Juve asked for direction regarding issuing contracts for Classified Groups 1, 2, 3. The board indicated this will move forward after teachers complete negotiations.

**CERTIFIED STAFF HOLDING NATIONAL BOARD CERTIFICATION:** Juve asked for a decision or discussion regarding the Finance Committee's recommendation of a \$2000 increase for certified staff with a national certification. The board indicated this will be addressed after teachers complete negotiations.

**EXECUTIVE SESSION:** M/S: Swiontek-Keating to adjourn the open meeting and enter into Executive Session at 10:27 a.m. to further discuss teacher negotiations and national board certification. The Executive Session adjourned at 10:52 and the open meeting reconvened.

With no other additional board items, the meeting was adjourned.

**THE NEXT MEETING WILL BE TUESDAY, 16, 2023 AT 10:00 A.M.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Renae Grinde". The signature is written in black ink and is positioned above a horizontal line.

Renae Grinde, Business Manager

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Jeff Manley, Board Chairman

**UPPER VALLEY SPECIAL EDUCATION SPECIAL BOARD MEETING**

**Location: ZOOM Only**  
**Monday, May 1, 2023 – 8:30 AM**

**PRESENT (ALL VIA ZOOM):** Jill Olson, Jason Keating, Jill Olson, Darren Albrecht, Aaron Schramm, Dan Juve. Guests: Dave Wheeler, Jessica Pankow. Absent: Jeff Manley, Steve Swiontek

Vice President Olson called the meeting to order.

**NEGOTIATED AGREEMENT:** Albrecht reviewed details of the 2023-2025 negotiated agreement:

- Agreed to a Two Year (2023-2024 / 2024/2025) Negotiated Agreement
- Update wording on the Master Agreement reflecting the new school years
- Update wording defining Recognition of Exclusive Representation.
- Update wording defining Leave without pay.
- \$45,750 base salary for 2023-2024
- \$47,500 base salary for 2024-2025
- Increase steps by \$25 in year one, and additional \$15 increase in year two.
- ESY Hourly Rate increased to \$35/hour.
- Staff will be compensated the ESY rate for meetings outside of 8 hour school day.
- Resignation penalty of 3% of base salary for resignations from date contract is signed through July 1<sup>st</sup>, and 7% of base salary for resignations after July 1<sup>st</sup>.
- Health Ins – Board will pay the single policy rate for full time teachers both years.

**M/S:** Schramm-Keating to approve the 2023-2024, 2024-2025 Negotiated Agreement as presented. Motion carried unanimously.

**CASH IN LIEU OF HEALTH BENEFIT:** Albrecht explained that this was brought as a request from the teachers during negotiations. Albrecht explained to the teachers that this would need to go to the entire board and, if approved, would be implemented as a Board Policy and not a negotiated agreement. This will be set as an agenda item and readdressed at the regular May meeting.

**NATIONAL BOARD CERTIFICATION:** Juve asked for board action on the proposed salary increase for those certified staff members holding a national board certification and who whose benefits follow the Negotiated Master Agreement. Two proposals were presented, one being a percentage increase and one being a flat \$2000 increase. Discussion followed.

**M/S:** Schramm-Keating to approve Scenario 2, the \$2000 flat increase for certified staff members whose benefits follow the Master Agreement and hold this certification. Motion carried unanimously.

With no other board items, the meeting was adjourned.

THE NEXT REGULAR BOARD MEETING WILL BE TUESDAY, MAY 16<sup>TH</sup> AT 10:00 A.M. AT THE CHASE BUILDING IN GRAFTON.

Respectfully submitted,

  
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Renae Grinde, Business Manager

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Jeff Manley Board Chairman

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Expenditure Report by Program

APRIL 30, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
01	GENERAL FUND					
200	SPECIAL PROGRAMS					
01 000 000 200 2140 110	PSYCH SALARY (VOTAVA)	56,000.00	0.00	14,000.01	25.00	41,999.99
01 000 000 200 2140 210	GROUP INSURANCE	8,058.00	0.00	0.00	0.00	8,058.00
01 000 000 200 2140 220	FICA	4,284.00	0.00	1,014.30	23.68	3,269.70
01 000 000 200 2140 230	TEACHER RETIREMENT	7,140.00	0.00	1,785.00	25.00	5,355.00
01 000 000 200 2140 590	TRAVEL	3,600.00	233.18	1,273.38	35.37	2,326.62
2140	PSYCHOLOGIST	79,062.00	233.18	18,072.69	22.85	61,009.31
01 000 000 200 2180 110	SALARY--OCCUPATIONAL THERAPY	313,628.06	16,271.70	132,597.35	42.28	181,030.71
01 000 000 200 2180 112	1/7th SALARY	0.00	765.10	4,596.60	0.00	(4,596.60)
01 000 000 200 2180 210	GROUP INSURANCE	38,275.50	2,136.60	14,956.20	39.08	23,319.30
01 000 000 200 2180 220	FICA	23,992.55	1,115.51	9,180.18	38.26	14,812.37
01 000 000 200 2180 291	CASH BENEFIT	1,452.47	48.42	772.03	53.15	680.44
01 000 000 200 2180 320	PROFESSIONAL-ED SERVICES	0.00	0.00	24,671.41	0.00	(24,671.41)
2180	OCCUPATIONAL THERAPY	377,348.58	20,338.33	186,773.77	49.50	190,574.81
01 000 000 200 2185 110	REGULAR SALARY - PT	51,900.00	4,325.00	34,600.00	66.67	17,300.00
01 000 000 200 2185 220	FICA	3,970.35	330.86	2,646.88	66.67	1,323.47
01 000 000 200 2185 291	CASH BENEFIT	0.00	173.00	1,384.00	0.00	(1,384.00)
01 000 000 200 2185 320	PT CONTRACTED SERVICES	39,560.00	2,964.34	29,403.46	74.33	10,156.54
2185	PHYSICAL THERAPY	95,430.35	7,793.20	68,034.34	71.29	27,396.01
01 000 000 200 2210 110	REGULAR SALARY-CERTIFIED	0.00	0.00	267.21	0.00	(267.21)
01 000 000 200 2210 320	PROFESSIONAL-ED SERVICES	20,000.00	8,557.80	17,594.25	87.97	2,405.75
01 000 000 200 2210 580	TRAVEL	19,000.00	168.02	5,871.28	30.90	13,128.72
01 000 000 200 2210 610	SUPPLIES	1,000.00	0.00	799.33	79.93	200.67
2210	IMPROVEMENT OF INST SERVICES	40,000.00	8,725.82	24,532.07	61.33	15,467.93
200	SPECIAL PROGRAMS	591,860.93	37,090.53	297,412.87	50.25	294,448.06
205	PRESCHOOL SPECIAL ED					
01 000 000 205 1000 110	PRESCHOOL SALARY - 1 FTE	51,500.00	1,813.07	27,972.96	54.32	23,527.04
01 000 000 205 1000 210	GROUP INSURANCE	8,058.00	732.55	5,127.85	63.64	2,930.15
01 000 000 205 1000 220	FICA	3,939.75	115.75	1,956.31	49.66	1,983.44
01 000 000 205 1000 230	TEACHER RETIREMENT	6,566.25	231.17	3,566.57	54.32	2,999.68
1000	INSTRUCTION	70,064.00	2,892.54	38,623.69	55.13	31,440.31
205	PRESCHOOL SPECIAL ED	70,064.00	2,892.54	38,623.69	55.13	31,440.31
211	INTELLECTUAL DISABILITY					
01 000 001 211 1000 110	SALARY - 10 FTE	399,990.85	33,589.19	256,390.30	64.10	143,600.55
01 000 001 211 1000 210	HEALTH INSURANCE	56,406.00	4,395.30	29,987.20	53.16	26,418.80
01 000 001 211 1000 220	FICA	30,599.30	2,432.94	18,658.09	60.98	11,941.21
01 000 001 211 1000 230	TEACHER RETIREMENT	40,647.00	3,318.19	24,846.32	61.13	15,800.68
01 000 001 211 1000 291	CASH BENEFIT	0.00	165.66	1,370.58	0.00	(1,370.58)
01 000 001 211 1000 580	TRAVEL	6,000.00	356.32	2,250.59	37.51	3,749.41
01 000 001 211 1000 610	SUPPLIES	3,000.00	1,698.76	1,748.65	58.29	1,251.35
1000	INSTRUCTION	536,643.15	45,956.36	335,251.73	62.47	201,391.42
211	INTELLECTUAL DISABILITY	536,643.15	45,956.36	335,251.73	62.47	201,391.42
225	SPEECH IMPAIRED					
01 000 000 225 1000 110	SALARY - 9.8 FTE	591,820.10	45,013.87	368,915.71	62.34	222,904.39
01 000 000 225 1000 112	1/7th SALARY	0.00	765.93	4,595.58	0.00	(4,595.58)
01 000 000 225 1000 210	BC/BS INSURANCE	78,565.50	6,364.03	44,548.21	56.70	34,017.29
01 000 000 225 1000 220	FICA	45,274.24	3,298.05	27,144.89	59.96	18,129.35
01 000 000 225 1000 230	TEACHER RETIREMENT	64,123.49	5,318.69	42,667.36	66.54	21,456.13
01 000 000 225 1000 320	PROFESSIONAL-ED SERVICES	308,980.00	64,098.33	233,780.83	75.66	75,199.17
01 000 000 225 1000 580	TRAVEL	0.00	0.00	0.00	0.00	0.00

Expenditure Report by Program  
APRIL 30, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
1000	INSTRUCTION	1,088,763.33	124,858.90	721,652.58	66.28	367,110.75
225	SPEECH IMPAIRED	1,088,763.33	124,858.90	721,652.58	66.28	367,110.75
<b>230</b>	<b>EMOTIONAL DISTURBED</b>					
01 000 000 230 1000 110	SALARY - 3 FTE	142,400.00	11,917.20	95,943.89	67.38	46,456.11
01 000 000 230 1000 210	GROUP INSURANCE	16,116.00	1,465.10	10,255.70	63.64	5,860.30
01 000 000 230 1000 220	FICA	10,893.60	782.73	6,437.16	59.09	4,456.44
01 000 000 230 1000 230	TEACHER RETIREMENT	18,156.00	1,519.45	12,232.87	67.38	5,923.13
01 000 000 230 1000 580	TRAVEL	800.00	0.00	0.00	0.00	800.00
1000	INSTRUCTION	188,365.60	15,684.48	124,869.62	66.29	63,495.98
230	EMOTIONAL DISTURBED	188,365.60	15,684.48	124,869.62	66.29	63,495.98
<b>240</b>	<b>LEARNING DISABLED</b>					
01 000 000 240 1000 110	SALARY - 17 FTE	1,107,966.83	83,956.30	835,708.33	75.43	272,258.50
01 000 000 240 1000 210	GROUP INSURANCE	151,087.50	15,302.14	108,580.08	71.87	42,507.42
01 000 000 240 1000 220	FICA	84,759.46	5,914.46	60,452.06	71.32	24,307.40
01 000 000 240 1000 230	TEACHER RETIREMENT	141,265.77	10,704.44	104,993.79	74.32	36,271.98
01 000 000 240 1000 330	OTHER PROFESSIONAL SERVICES	405,235.00	0.00	237,813.50	58.69	167,421.50
1000	INSTRUCTION	1,890,314.56	115,877.34	1,347,547.76	71.29	542,766.80
240	LEARNING DISABLED	1,890,314.56	115,877.34	1,347,547.76	71.29	542,766.80
<b>397</b>	<b>LOCAL ADMINISTRATION</b>					
01 000 000 397 2310 140	BOARD SALARIES	3,080.00	0.00	0.00	0.00	3,080.00
01 000 000 397 2310 220	FICA	236.00	0.00	0.00	0.00	236.00
01 000 000 397 2310 240	TUITION ASSISTANCE	7,000.00	0.00	2,400.00	34.29	4,600.00
01 000 000 397 2310 250	UNEMPLOYMENT COMPENSATION	2,000.00	0.00	409.85	20.49	1,590.15
01 000 000 397 2310 260	WORKMEN'S COMPENSATION	5,000.00	3,676.68	3,676.68	73.53	1,323.32
01 000 000 397 2310 290	INCOME PROTECTION INSURANCE	23,075.50	0.00	0.00	0.00	23,075.50
01 000 000 397 2310 335	ATTORNEY & AUDITORS FEES	20,000.00	0.00	13,107.50	65.54	6,892.50
01 000 000 397 2310 441	OFFICE RENT	7,111.80	666.90	2,000.70	28.13	5,111.10
01 000 000 397 2310 520	INSURANCE	3,383.00	0.00	3,340.00	98.73	43.00
01 000 000 397 2310 540	ADVERTISING	1,000.00	0.00	410.00	41.00	590.00
01 000 000 397 2310 561	LEA'S IN ND-EXCESS COSTS	943,220.72	0.00	19,971.71	2.12	923,249.01
01 000 000 397 2310 562	DISTRICT TRANSFER	50,000.00	0.00	0.00	0.00	50,000.00
01 000 000 397 2310 580	MILEAGE	2,500.00	0.00	0.00	0.00	2,500.00
01 000 000 397 2310 890	MISCELLANEOUS	15,000.00	0.00	741.52	4.94	14,258.48
2310	GOVERNING BOARD	1,082,607.02	4,343.58	46,057.96	4.25	1,036,549.06
01 000 000 397 2330 110	DIRECTOR'S SALARY	123,500.00	10,291.67	102,916.70	83.33	20,583.30
01 000 000 397 2330 120	BUSINESS MANAGER SALARY	64,084.46	5,356.13	53,372.21	83.28	10,712.25
01 000 000 397 2330 130	OFFICE MANAGER -- BURNS	91,462.80	8,309.44	58,419.04	63.87	33,043.76
01 000 000 397 2330 150	COORDINATOR SALARIES	220,492.41	18,374.38	147,795.04	67.03	72,697.37
01 000 000 397 2330 210	HEALTH INSURANCE	61,239.24	5,544.41	40,787.87	66.60	20,451.37
01 000 000 397 2330 220	FICA	38,214.78	2,977.54	25,930.90	67.86	12,283.88
01 000 000 397 2330 230	TEACHER RETIREMENT	43,859.03	3,654.92	31,965.74	72.88	11,893.29
01 000 000 397 2330 291	CASH BENEFIT	3,658.51	192.54	1,667.98	45.59	1,990.53
01 000 000 397 2330 431	MAINTENANCE IN OFFICE	3,600.00	0.00	0.00	0.00	3,600.00
01 000 000 397 2330 531	POSTAGE	1,900.00	0.00	1,014.41	53.39	885.59
01 000 000 397 2330 532	TELEPHONE	6,500.00	0.00	2,544.14	39.14	3,955.86
01 000 000 397 2330 580	TRAVEL	20,000.00	4,747.97	19,380.93	96.90	619.07
01 000 000 397 2330 610	SUPPLIES	6,000.00	1,003.27	4,538.85	75.65	1,461.15
01 000 000 397 2330 610	EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
01 000 000 397 2330 730	TECHNOLOGY	6,000.00	0.00	0.00	0.00	6,000.00
01 000 000 397 2330 732	DUES & FEES	7,000.00	0.00	3,333.00	47.61	3,667.00
01 000 000 397 2330 810	PETTY CASH	100.00	0.00	0.00	0.00	100.00
2330	SPECIAL AREA ADMINISTRATION	700,611.23	60,452.27	493,666.81	70.46	206,944.42

Expenditure Report by Program  
APRIL 30, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM
337	LOCAL ADMINISTRATION	1,783,218.25	64,795.85	539,724.77	30.27	1,243,493.48
430	SUMMER SCHOOL					
01 000 000 430 1000 110	REGULAR SALARY	16,750.00	0.00	6,277.50	37.48	10,472.50
01 000 000 430 1000 220	FICA	1,279.08	0.00	480.23	37.54	798.85
01 000 000 430 1000 230	TEACHER RETIREMENT	1,444.00	0.00	788.92	54.63	655.08
01 000 000 430 1000 320	PROFESSIONAL-ED SERVICES	50,000.00	0.00	6,209.39	12.42	43,790.61
01 000 000 430 1000 330	OT & FT SERVICES	150.00	0.00	0.00	0.00	150.00
01 000 000 430 1000 566	OUT-OF-UNIT TUITION	30,000.00	0.00	3,342.14	11.14	26,657.86
01 000 000 430 1000 580	TRAVEL	800.00	0.00	782.50	97.81	17.50
01 000 000 430 1000 610	SUPPLIES	100.00	0.00	0.00	0.00	100.00
1000	INSTRUCTION	100,523.08	0.00	17,880.68	17.79	82,642.40
430	SUMMER SCHOOL	100,523.08	0.00	17,880.68	17.79	82,642.40
490	HOME-HOSPITAL BOUND & SUB					
01 000 000 490 1000 130	SUBSTITUTE TEACHERS	8,000.00	4,671.80	22,739.07	284.24	(14,739.07)
01 000 000 490 1000 160	PERSONAL DAY REIMB.	16,000.00	0.00	1,275.00	7.97	14,725.00
01 000 000 490 1000 220	FICA	1,836.00	357.40	1,837.10	100.06	(1.10)
01 000 000 490 1000 320	OTHER PROFESSIONAL SERVICES	40,000.00	28,999.25	29,461.61	73.65	10,538.39
1000	INSTRUCTION	65,836.00	34,028.45	55,312.78	84.02	10,523.22
490	HOME-HOSPITAL BOUND & SUB	65,836.00	34,028.45	55,312.78	84.02	10,523.22
01	GENERAL FUND	6,315,588.90	441,184.45	3,476,276.48	55.07	2,837,312.42



## APRIL BILLS 2023

<b>General/Local Fund:</b>	
Dan Juve - mileage	\$ 887.91
Jami Frize - mileage	\$ 498.46
Jami Frize - PD Hotel and travel reimb.	\$ 890.44
Jami Frize - ASHA learning pass reimb	\$ 144.00
Shelly Henke - mileage	\$ 487.98
Jessica Pankow - supplies reimb.	\$ 135.00
Jessica Pankow - PD mileage and hotel reimb.	\$ 711.97
Jessica Pankow - coordinator mileage	\$ 106.11
Tasha Osowski - mileage	\$ 117.90
Toni Votava - mileage	\$ 138.86
Beth O'Brien - loss of prep time	\$ 90.00
Kirsten Kleven - loss of prep time	\$ 120.00
Angela Longtin - loss of prep time	\$ 60.00
Marcia Wehe - PT services	\$ 1,964.43
Kim Thorlakson - COTA services	\$ 3,884.51
Brenna Schmidt - COTA services	\$ 1,412.25
Brenna Schmidt - COTA license reimb	\$ 65.00
Molly Thomas - speech services	\$ 2,014.00
Molly Thomas - PD hotel reimb.	\$ 351.47
Melanie Suda - speech services	\$ 1,041.60
Tracey Burns - secretarial services	\$ 4,604.16
Jessica Rose Van Hauen - secretarial services	\$ 3,040.00
Davis Thompson - job coach	\$ 3,323.20
Davis Thompson - mileage	\$ 91.70
Davis Thompson - student meal reimb.	\$ 11.98
Kayla Eide - job coach	\$ 2,626.90
Kayla Eide - mileage	\$ 51.75
Ruth Dutch - meal reimb.	\$ 16.81
Britny Bucholz - Conference registration and PD travel reimb.	\$ 855.32
Cassandra Hofer - ASHA learning pass reimb	\$ 144.00
Cassandra Hofer - ND SLP license reimb.	\$ 75.00
Cassandra Hofer - Conference registration and PD travel reimb.	\$ 341.00
Alicia Kerian - PD hotel reimb.	\$ 286.06
Alicia Kerian - ASHA and SLP license reimb	\$ 300.00
Kristen Ziegelmann - PD travel reimb.	\$ 180.58
Kristin Ziegelmann - ASHA and SLP license reimb	\$ 328.00
Karissa Hause - ASHA and SLP license reimb	\$ 300.00
Kira Holm - ASHA learning pass reimb.	\$ 144.00
Kira Holm - ASHA and ND SLP License reimb	\$ 300.00
Kendall Groves - ASHA and SLP license reimb	\$ 300.00
Courtney Loken - ASHA and SLP license reimb	\$ 328.00
Melissa Oppegard - ASHA and SLP license reimb	\$ 300.00
NDCEL - summer conference registration	\$ 275.00
NDCEL - summer conference graduate credit	\$ 47.00

Patrick Aanenson - 1/2 day teacher sub	\$ 60.00
Phil Gaugler - 1/2 days teacher sub	\$ 60.00
Jamie Medbery - 1 1/2 day teacher sub	\$ 195.00
Sheila Czapiewski - 4 days teacher sub	\$ 520.00
Jane Mohagen - 4 days teacher sub	\$ 520.00
Deb Slominski - 14 days long term sub	\$ 3,121.96
Michelle Swanson - 1 day teacher sub	\$ 120.00
Red River Regional Council - March office rent	\$ 666.90
WSI - premium	\$ 18.72
Software Unlimited - accounting system	\$ 3,950.00
Connect Therapy - speech services	\$ 13,335.00
Presence Learning - speech services	\$ 22,052.00
Suedel Therapeutics and Wellness - OT contracted services	\$ 2,516.33
Hugo's - office supplies	\$ 69.01
Hugo's - ATP classroom supplies	\$ 74.52
Docu Shred - shredding services	\$ 61.16
Postmaster - postage stamps	\$ 213.00
Sam's Club - PD supplies	\$ 17.13
Last Chance Bar & Grill - working lunch	\$ 50.00
Amazon - office supplies	\$ 373.30

**TOTAL: \$ 81,386.38**

**IDEA-B Grant:**

Melissa Oppegard - mileage	\$ 144.10
Brenna Schmidt - mileage	\$ 261.35
Caleb Loy - mileage	\$ 883.59
Kim Thorlakson - mileage	\$ 563.30
Angie Solseng - mileage	\$ 315.71
Karissa Hause - mileage	\$ 57.64
Ashley Eng - mileage	\$ 573.78
Marcia Wehe - mileage	\$ 383.18
Kira Holm - Mileage	\$ 77.29
Life Skills & Transition Center - March 2023 speech services	\$ 1,220.82
Life Skills & Transition Center - March 2023 support staff services	\$ 46,939.48
Certification Central - behavioral consult hours	\$ 18,344.38
Super Duper School Company - testing material	\$ 181.00
Agassiz Associates, PLLC - psych services	\$ 12,198.03

**TOTAL: \$ 82,143.65**

**ARP IDEA-B/ARP Preschool Grant:**

Dan Juve - LRP mileage	\$ 414.00
ProCare Therapy - virtual spec. ed. teachers	\$ 43,575.00
Amazon - student math books	\$ 374.25

**TOTAL: \$ 44,363.25**



Renae Grinde <renae.grinde@uvse.org>

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## Next Year

1 message

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**Dan Juve** <dan.juve@uvse.org>  
To: Renae Grinde <renae.grinde@uvse.org>

Mon, Apr 24, 2023 at 2:29 PM

From: **Katy Heck** <[katy.heck@uvse.org](mailto:katy.heck@uvse.org)>  
Date: Mon, Apr 24, 2023 at 9:17 AM  
Subject: Re: Next Year  
To: Dan Juve <[dan.juve@uvse.org](mailto:dan.juve@uvse.org)>

Good morning! I would like to rescind my resignation. After much thought and consideration and discussion with my husband, I decided it would be best to continue my services under Upper Valley Special Education Unit.

Sincerely,  
Katy Heck  
Cavalier Public School  
Special Education Teacher

# Fwd: Rescind Letter

Inbox

From: **Amber Doll** <[amber.doll@uvse.org](mailto:amber.doll@uvse.org)>  
Date: Wed, Apr 26, 2023 at 10:36 AM  
Subject: Rescind Letter  
To: Dan Juve <[dan.juve@uvse.org](mailto:dan.juve@uvse.org)>

Good morning Dan.

I am rescinding my letter of resignation, effective immediately.

Amber

05.05.23

Dear Dan:

I am writing as I am resigning from my position as the Behavior Specialist for UVSE at the end of the 2022-23 School year. While I have greatly enjoyed this position and the youth/teens/children that I have been honored to work with, the job has strayed quite significantly from what I had been told at the inception of the position.

The reason for my being offered the position in 2016 was my ability to handle significant behaviors and diagnosis with skill and grace. My wheelhouse, gifts and training are in healing and working with those with mental health diagnosis and the healing/growth that follows. I have extensive experience in supervision, diagnostics, and the day to day healing of trauma work and I don't feel I am able to use any of those gifts, experiences and training in this position at present. I am highly trained in play therapy, sand tray therapy, music therapy, art therapy and TF-CBT, for which I am state and nationally registered. The mental health pieces are defaulting to other professionals in the building, while more and more academics and paperwork are added to my schedule.

When it came time for negotiating this year, once again, I was not allowed to have the step increases nor have I been able to for the last seven years of my employment, with me being told it is because I am "off the schedule" as I have an MA+ 67 plus 32 years of experience working with children, teens and families, 25 of which are in education. This is confusing as I also was not allowed to negotiate my own salary for the last seven years as are other professionals in the UVSE system who were allowed to do so, those in positions correlative to mental health and honestly the most frustrating part again is that I was not hired to do the special education paperwork pieces/academic work and yet am daily being held to do all those expectations in addition to the "why" behind my hiring, that of creating and implementing mental health supports, strategies, and skills for which I don't have enough time. I am filling a void of a missing teacher in addition to doing what I was hired to do as the behavior specialist.

In researching the expectations and guidelines for behavior specialists across North Dakota, my training is correlative yet more extensive than expected as compared to those job descriptions with pay being significantly higher than I am making right now with seven years of experience in the district.

It has become predominantly a position of academic/paperwork focus lending to far too little time available to work on the mental health pieces that I see as so critical to a youth's well being and future success. And while I recognize the necessity of academics and paperwork, I am so exhausted trying to hold up the many hats, I am not finding the balance I am needing to stay in this position as it is. And with no ability to move forward fiscally or be allowed to negotiate for myself, resigning seemed the only option.

If you would like to discuss this letter further, please feel free to contact me.

Respectfully,  
Angela M. Longtin

May 12, 2023

Mr. Dan Juve  
Upper Valley Special Education  
516 Cooper Ave STE 102  
Grafton, ND 58237

Dear Mr. Juve

Please accept this letter as my formal resignation from the position of Occupational Therapist at Grafton Public Schools. My last day of contracted work will be May 26, 2023.

Being an occupational therapist at Grafton Public Schools these last ten years has been a great opportunity to grow as a therapist. I have had the pleasure to work with wonderful staff and administration at GPS and I am ready to take on a new challenge.

Sincerely,

A handwritten signature in black ink that reads "Julie McCann, MS, OTR/L". The signature is written in a cursive style with a large initial 'J'.

Julie McCann, MS, OTR/L

## **Cash in Lieu of Health Insurance Benefits – Teacher poll**

Teacher negotiators polled 43 teachers. 26 teachers responded. Results follow.

**QUESTION:** If cash in lieu of health insurance benefits was an option, would you take it?

**RESPONSES:** 11 – YES  
12 – NO  
3 – PREFER NOT TO ANSWER

This current school year (2022-2023)

\*\*\* There are 7 full time teachers who waive health insurance.  
There is 1 full-time classified 12 month staff member who waives health insurance.  
There are 2 full-time classified 9 month staff members who waive health insurance.

**Promissory Note:**

Upper Valley Special Education and Karla Eide

Date: 4/19/23

FOR EDUCATIONAL VALUE RECEIVED the undersigned promises to serve as a special education teacher in a member district of the Upper Valley Special Education Unit for three consecutive years after receiving the credential/Master's Degree or pay to the order of the Upper Valley Special Education Unit the sum cost: Reimbursed tuition and fees. Repayment will be prorated to time of service to member districts in the Upper Valley Special Education Unit at 33% per year.

The employee further agrees to pay all cost of collection listed above including a reasonable attorney's fee in case cost is not paid within one year from the severance of this agreement. The employee is not obligated for any cost if the Upper Valley Special Education Unit severs this agreement. (see **obligation** on previous page).

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Upper Valley Special Education Director

Date

Karla Eide

4/19/23

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Staff Member

Date

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Board President

Date



## Special Education Technician Program Timeline

Online through Certification Centra

<b>Module</b>	<b>Start</b>	<b>Finish</b>
SPED Module 1 & 1L	May 15, 2023	June 30, 2023
SPED Module 2 & 2L	Jul 1, 2023	Aug 14, 2023
SPED Module 7 & 7L	Aug 15, 2023	Sep 30, 2023
SPED TECH 101 & 101L	Oct 1, 2023	Nov 14, 2023
SPED TECH 102 & 102L	Nov 15, 2023	Dec 31, 2023
SPED TECH 103 & 103L	Jan 1, 2024	Feb 14, 2024
SPED TECH 104 & 104L	Feb 15, 2024	Mar 31, 2024
SPED TECH 110 Practicum	Apr 1, 2024	May 31, 2024

# Special Education Technician Program

This program is comprised of a Special Education Core and a Special Education Technician Core. The Special Education Core is comprised of a 15-credit equivalent that provides learners the foundational knowledge of special education. The Special Education Technician Core is a 25-credit equivalent that equips learners with the skills and dispositions to become a successful special education technician. Certification Central is a practice-based program that leverages on-the-job training by adding a lab to each module. This provides learners the opportunity to anchor their learning into an applied educational setting, which can be completed while on-the-job in an educational setting.

## Special Education Core

**SPED Module 1:** Learner Development & Individual Learning/Cultural Differences  
3 Credit Equivalent

**SPED Module 1L:** Learner Development & Individual Learning/Cultural Differences Lab  
2 Credit Equivalent

**SPED Module 2:** Legal/Ethical Practices & Professional Learning  
3 Credit Equivalent

**SPED Module 2L:** Legal/Ethical Practices & Professional Learning Lab  
2 Credit Equivalent

**SPED Module 7:** Collaboration, Consultation, & Supervision  
3 Credit Equivalent

**SPED Module 7L:** Collaboration, Consultation, & Supervision Lab  
2 Credit Equivalent

## Special Education Technician Core

**SPED TECH 101:** Individualized Education/Family Service Programs  
3 Credit Equivalent

**SPED TECH 101L:** Individualized Education/Family Service Programs Lab  
2 Credit Equivalent

- SPED TECH102:** Behavior Management in Educational Settings  
3 Credit Equivalent
- SPED TECH102L:** Behavior Management in Educational Settings Lab  
2 Credit Equivalent
- SPED TECH103:** Curriculum Based Evaluations for Assessment  
3 Credit Equivalent
- SPED TECH103L:** Curriculum Based Evaluations for Assessment Lab  
2 Credit Equivalent
- SPED TECH 104:** High Leverage Practices for High Incidence Disabilities  
3 Credit Equivalent
- SPED TECH 104L:** High Leverage Practices for High Incidence Disabilities Lab  
2 Credit Equivalent
- SPED TECH 110:** Special Education Technician Practicum  
7 Credit Equivalent

**Total Credit Equivalent: 42**

The total cost of this program is \$7,700.

All undergraduate credits are valued at \$200/credit. However, **SPED TECH 110:** Special Education Technician Practicum is a 7 credit equivalent which is valued at \$100/credit.

# SUMMER SCHOOL 2023

Summer School Staff	Hourly Rate	June Hours	June Salary	June Soc. Sec.	June TFFR	June Total	July-Aug Hours	July-Aug Salary	July-Aug Soc. Sec.	July-Aug TFFR	July-Aug Total	GRAND TOTAL
W. Holm	\$ 30.00	40	\$ 1,200.00	\$ 91.80	\$ 129.00	\$ 1,420.80	0	\$ -	\$ -	\$ -	\$ -	\$ 1,420.80
K. Hardy	\$ 30.00	42	\$ 1,260.00	\$ 96.39	\$ 135.45	\$ 1,491.84	42	\$ 1,260.00	\$ 96.39	\$ 160.65	\$ 1,517.04	\$ 3,008.88
A. Kerian	\$ 30.00	33	\$ 990.00	\$ 75.74	\$ 126.23	\$ 1,191.96	33	\$ 990.00	\$ 75.74	\$ 126.23	\$ 1,191.96	\$ 2,383.92
K. Folkers	\$ 30.00	0	\$ -	\$ -	\$ -	\$ -	63	\$ 1,890.00	\$ 144.59	\$ 240.98	\$ 2,275.56	\$ 2,275.56
J. Mclean	\$ 30.00	0	\$ -	\$ -	\$ -	\$ -	23	\$ 690.00	\$ 52.79	\$ 87.98	\$ 830.76	\$ 830.76
G. Sobolik	\$ 30.00	25	\$ 750.00	\$ 57.38	\$ 95.63	\$ 903.00	25	\$ 750.00	\$ 57.38	\$ 95.63	\$ 903.00	\$ 1,806.00
T. Osowski	\$ 30.00	110	\$ 3,300.00	\$ 252.45	\$ 420.75	\$ 3,973.20	110	\$ 3,300.00	\$ 252.45	\$ 420.75	\$ 3,973.20	\$ 7,946.40
Virtual Speech	\$ 100.00	26	\$ 2,600.00	\$ -	\$ -	\$ 2,600.00	9	\$ 900.00	\$ -	\$ -	\$ 900.00	\$ 3,500.00
Virtual Teachers	\$ 72.00	7	\$ 504.00	\$ -	\$ -	\$ 504.00	7	\$ 504.00	\$ -	\$ -	\$ 504.00	\$ 1,008.00
Facilitators	\$ 16.00	31	\$ 496.00	\$ 37.94	\$ -	\$ 533.94	10	\$ 160.00	\$ 12.24	\$ -	\$ 172.24	\$ 706.18
Kayla Eide	\$ 21.80	120	\$ 2,616.00	\$ 200.12	\$ -	\$ 2,816.12	150	\$ 3,270.00	\$ 250.16	\$ -	\$ 3,520.16	\$ 6,336.28
<b>TOTALS</b>			<b>\$ 9,900.00</b>	<b>\$ 519.89</b>	<b>\$ 778.05</b>	<b>\$ 11,197.94</b>		<b>\$ 10,444.00</b>	<b>\$ 691.56</b>	<b>\$ 1,132.20</b>	<b>\$ 12,267.76</b>	<b>\$ 23,465.70</b>

**Board Term Expiration Dates:**

June 30, 2023      Jeff Manley (due to retirement) Term won't expire until June, 2024.  
Jason Keating

June 30, 2024      Jill Olson  
Steve Swiontek  
Aaron Schramm

June 30, 2025      Darren Albrecht  
Shane Robinson