

**UPPER VALLEY SPECIAL EDUCATION BOARD MEETING**  
**Tuesday, October 21 – 10:00 A.M.**  
**Chase Building Conference Room**

**PRESENT:** Darren Albrecht, Jill Olson, Aaron Schramm, Steve Swiontek, Austin Salyer, Matt Ford, Shane Robinson, Dan Juve.  
Guests Present: Jason Keating, Mitch Jorgenson.

President Olson called the meeting to order.

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

**TREASURER'S REPORT:** The September 30, 2025 report was presented. Discussion followed. MSC: Schramm-Robinson to approve this report.

**SEPTEMBER BILLS:** MSC: Ford-Albrecht to approve payment of all bills presented.

**STAFFING UPDATE:** Juve provided the following staffing updates:

- International Teacher, Mitus Sindayen arrived on October 9<sup>th</sup> and is now actively teaching in her assigned school.
- Juve noted that additional professional development opportunities will need to be provided to the international teachers through Certification Central in order to train them in the IEP process. Juve also noted that a significant workload increase has been placed on the coordinators due to the guidance needed by the international teachers as well as case management of their students. The possibility of the hiring an instructional teaching coach in the next academic year was discussed.

**DIRECTOR EVALUATION:** Olson reported the Board conducted Juve's formal evaluation. A summary of the evaluation was shared. This evaluation will satisfy the requirement for the evaluation due by November 15, 2025. M/S: Albrecht-Robinson to approve this evaluation. Motion carried unanimously.

**NDSBA POLICIES UPDATE:** Juve reported NDSBA is creating a new policy template specifically for multi district special education units and should be available within the next couple of months. There will be no additional cost for this template. Discussion followed. Juve will update again once the template is available.

**INFINITE CAMPUS TRAINING:** Juve requested that each district notify him when their trainings have been scheduled as the director and coordinators will need to also attend. This new platform will replace TieNet for IEP paperwork beginning next school year. Discussion followed.

**ND CAREER BUILDERS LOAN:** Juve discussed the possibility of participating in the ND Career Builder's Program in Walsh County. After consideration, it was determined that this program would best be managed by the school districts if they chose to, rather than the special education unit.

With no other additional items, the meeting was adjourned.

**THE NEXT MEETING WILL BE TUESDAY NOVEMBER 18, 2025 AT 10:00 A.M. AT THE CHASE BUILDING CONFERENCE ROOM.**

Respectfully submitted,

  
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Renae Grinde, Business Manager

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Jill Olson, Board President