

UPPER VALLEY SPECIAL EDUCATION BOARD MEETING

Tuesday, February 17, 2026 – 10:00 A.M.

Chase Building Conference Room

PRESENT: Aaron Schramm, Darren Albrecht, Matt Ford, Shane Robinson, Jill Olson, Dan Juve. **Absent:** Steve Swiontek, Austin Salyer. **Guests Present:** Jason Keating, Dave Wheeler, Jessica Pankow

President Olson called the meeting to order.

ADDITIONS TO THE AGENDA: Discussion on director vehicle purchase.

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

TREASURER'S REPORT: The January 31, 2026 report was presented. Discussion followed. **MSC:** Albrecht-Schramm to approve this report.

JANUARY BILLS: **MSC:** Albrecht-Robinson to approve payment of all bills presented.

STAFFING UPDATES:

- Juve presented a resignation from Trista Hartlieb, special education teacher at Emerado. This resignation is effective at the end of the 2025-2026 school term. **M/S:** Ford-Schramm to accept this resignation. Motion carried unanimously.
- Juve reported that Audrey Mercil has accepted the vacant job coach position in Grafton at a 60% FTE. Discussion followed.

DIRECTOR EVALUATION: Olson reported the director's evaluation was completed. Discussion followed. **M/S:** Albrecht-Schramm to accept the evaluation. Schramm requested that copies of future evaluations be shared in the board packet.

SICK LEAVE DONATION: Juve reported a staff member with serious medical issues has requested donated sick leave as her current sick leave is exhausted. **M/S:** Albrecht-Schramm to allow staff members to donate up to a maximum of 5 days each of sick leave, but in doing so they must still maintain a minimum of 30 days accumulated. Motion carried unanimously. Going forward, the director may determine approval for these requests, as long as there is no sick bank in the negotiated agreement.

J1 VISA RENEWAL: Juve reported all six of our J1 Visa staff members have been renewed and all will be returning for the 2026-2027 school year. Discussion followed.

POLICY COMMITTEE: As the ND School Boards Association continues to move forward in creating a policies template specific to special education units, Juve asked for a member volunteer to serve on this committee. Discussion followed. **M/S:** Schramm-Robinson to name Jason Keating to serve on this committee. With Keating in agreement, the motion carried unanimously.

ADDITIONAL ANNOUNCEMENTS:

- Pankow noted the December 1 Child Count was 575 students. A detailed statistics report will be provided at a future meeting.
- Juve will be attending several job fairs this Spring while actively recruiting new teachers.
- Teacher contracts will be issued on March 2, 2026.

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

THE NEXT MEETING WILL BE TUESDAY FEBRUARY 17, 2026 AT 10:00 A.M. AT THE CHASE BUILDING CONFERENCE ROOM.

Respectfully submitted,



Renae Grinde, Business Manager

Jill Olson, Board President