

EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

MINUTES OF MEETING

September 18, 2018

The regular board meeting for the East Central Center for Exceptional Children was held at the East Central office on Tuesday, September 18th, 2018, at 10:00 a.m.

Members Present: Nancy Bollingberg, Brian Duchscherer, Jenna Helseth, Lane Azure, Kurt Hayes, Natalie Becker and Jill Louters.

Call to Order: The meeting was called to order by Chairman Bollingberg.

Others Present: Samantha Pfeiffer, Business Manager; Lori Richter, ECEA representative, and Ashly Wolsky, Coordinator

Additions to the Agenda: Two contract approvals were added to the agenda. The contracts were for Connie Hovendick, EC Director and Anna Burger, NR-S Elementary Resource Room teacher.

Minutes: A motion was made by Duchscherer, seconded by Becker to approve the minutes from the meeting held on August 3rd, 2018. Motion carried.

Financials: A motion was made by Louters, seconded by Becker to approve the financials for July & August. Motion carried.

Presentation of Bills: The monthly bill report was not finished. A motion was made by Duchscherer, seconded by Azure, to send the report to all board members today and allow Chairman Bollingberg to approve for payment. Motion carried.

Reports to the Board:

Building Update: Chairman Bollingberg informed the board that the survey on East Central's property had been completed and the appraisal should be completed next week. Once completed, the appraisal report should be received ten days after the appraisal.

Potential East Central Location: Mrs. Wolsky asked the board about where will be moving East Central staff that work out of the building. It was decided to table this discussion until the October board meeting.

SLD Resignation & Liquidated Damages: Mrs. Wolsky informed the board that Colleen Cousins, SLD at New Rockford-Sheyenne School had resigned on 8/30/18. Per board policy, her liquidated damages are \$2,500 for breaking her contract and she will be reported to ESPB. Ms. Wolsky will contact Ms. Cousins about the liquidated damages and contact ESPB.

NR-S SLD Position: Mrs. Wolsky informed the board that she filled the vacant position at New Rockford-Sheyenne School. Anna Burger is the new SLD teacher at NR-S. A motion was made by Louters, seconded by Helseth, to approve the contract for Anna Burger. Motion carried.

Para Schedules: Mrs. Wolsky informed that board that she has been reviewing all East Central staff schedules and caseloads. It was decided that all East Central paraprofessionals will clock in when the first bell rings and clock out after the final bell of the day. The only exception to this schedule for paraprofessionals is if there is a need for them to be with a student. The board requested that work agreements be drawn up for every East Central paraprofessional. The work agreements need to include daily schedule as well as expectations for the job. Mrs. Wolsky will also review both the teacher and paraprofessional handbook.

District Calendars: Mrs. Wolsky asked the board about the individual school calendars. She is wondering about setting up training for East Central staff and none of the school calendars coordinate this year. After some discussion it was decided that next year the district will try to coordinate calendars to allow a few days for East Central staff training.

2018-19 Assessments: Mrs. Wolsky informed the board about the Director's caseload. The caseload would be sitting at 15-18 students. Mrs. Wolsky has asked other teachers to help with the caseloads for positions that don't have a certified special education teacher. The state mentor program was also discussed as a possible training option for new teachers. In some cases where we have don't have a special education teacher, education consultants are being used. Mrs. Wolsky feels that if this is happening the cost of that consultant should be billed to the school being served. After some discussion, the board was in agreement.

Time Management System Update: Ms. Pfeiffer informed the board that the new electronic time system is working well. The first few days there were a lot of questions, but all staff seems to be settling in with the program. The board requested that we remove the automatic lunch deduction and require all paraprofessionals to also punch in and out for lunch. Ms. Pfeiffer will contact Time Management to have this change made.

Election of Officers: A motion was made by Louters, seconded by Duchscherer, to appoint Natalie Becker as Vice Chairman of the board. Motion carried.

Phone Stipend: Mrs. Wolsky informed the board that she is using her personal cell phone for work. She inquired about a phone stipend. After some discussion, a motion was made by Azure, seconded by Duchscherer, to pay the Mrs. Wolsky a \$50 stipend per month for cell phone usage. Motion carried.

Approval of Director Contract: Connie Hovendick will be East Central's new Director until Mrs. Wolsky finishes her Director's credentials. Her contract is for no more than 60 hours at \$58.00 per hour for the 2018-19 school year. A motion was made by Azure, seconded by Helseth, to approve Connie Hovendick's contract. Motion carried.

With no further business to come before the board, the meeting was adjourned. The next regular meeting will be held on October 17th, 2018, at 10:00 am at the East Central Office.

Nancy Bollingberg, Chairman

Samantha Pfeiffer, BsMgr.

Date approved