

**EAST CENTRAL FOR EXCEPTIONAL CHILDREN**

**MINUTES OF MEETING**

**October 17, 2018**

**The regular board meeting of East Central for Exceptional Children was held at the East Central Office in New Rockford, ND on Wednesday, October 17, 2018, at 9:00am.**

**Members Present:** Nancy Bollingberg, Brian Duchscherer, Jenna Helseth, Kurt Hayes, Natalie Becker, Tom Tracy, Lane Azure

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

**Others Present:** Ashly Wolsky, EC Coordinator, Vikki Cartwright, ECEA Representative

**Additions to the Agenda:** Elizabeth Beach contract moved to items recommended for board action. Resignation and Bank Account added to items recommended for board action.

**Minutes:** Duchsherer made a correction to the minutes that the meeting was held at Carrington Elementary. A motion to approve was made by Helseth, seconded by Duchscherer. Motion carried.

**Financials:** A motion to approve was made by Helseth, seconded by Azure to approve the financials. Motion carried.

**Presentation of Bills:** The monthly bills were presented. A motion to approve was made by Tracy, seconded by Helseth. Motion carried.

**Reports to the Board:**

**Building Survey and Appraisal:** Chairperson Bollingberg had been working with a company to complete an appraisal. Unfortunately, they do not have the licensure to complete such an appraisal. A firm out of Valley City can complete it by November 2 at a fee of \$2700. Chairperson Bollingberg and Tom Tracy will look into further appraisal options to seek out a lesser fee if available and move forward with an appraisal.

**Coordinator's Report:**

**Potential East Central Location:** Coordinator Wolsky shared that if the building is sold and office locations need to be moved, there is space at Kensal for the coordinator and business manager. More discussion to follow at future board meetings as we long-term plan.

**Technology & Support Proposal / Teacher and Para Handbook / Teacher Evaluations:**

Coordinator Wolsky mentioned that tech support is needed for the EC staff regarding computers/printers. Discussion was had that unit schools currently provide computers that East Central has purchased for EC staff. This kind of plan with purchasing from each school will continue with more discussion to follow on what further tech support may be needed.

Also, the EC teacher and para handbook along with each school's faculty handbooks should be followed by EC staff as they are accountable to the administration in that particular building.

Coordinator Wolsky shared that many schools have the principal's complete the evaluations in each building. It was determined that principal's in each building would observe and provide feedback to the coordinator and further discussion will be held regarding evaluations as we long-term plan.

**Curriculum discussion:** Coordinator Wolsky has asked the staff to complete an inventory of current curriculum to assess needs. This is due by Oct. 19, 2018.

**New Logo for EC:** The EC board liked the logo presented by Coordinator Wolsky. She will be sure to check on any copyright restrictions and proceed with updating the EC logo.

**Update on Contract Resignation:** The teacher who resigned from NR-S has refused to pay the fee for breaking contract and is aware that she will be reported to the state with the intent of her license being revoked. Motion to approve contacting the state made by Tracy, seconded by Helseth. Motion carried.

**ITEMS FOR BOARD ACTION:**

**Budget / Revenue:** Coordinator Wolsky outlined specific line items. One in particular was discussed at length; supplies/materials. A motion was made by Tracy that teachers will determine needs in the Spring for the following school year and further supplies will need to be requisitioned. No second was made. Further discussion was held indicating that all supplies/materials need to be approved by the coordinator. Tracy made a motion to approve the 2018-19 budget, Azure seconded. Motion carried.

**Para work agreement:** This was tabled to the November meeting. No action taken.

**Elizabeth Beach Contract:** Approval of contract was made to fill the ID position at NR-S that is currently staffed by a long-term substitute. Azure made a motion to approve, Duchscherer seconded, motion carried.

**Resignation:** Coordinator Wolsky received a resignation from the business manager effective immediately. Azure made a motion to approve, Helseth seconded, motion carried.

**Bank Account:** It was determined that Coordinator Ashly Wolsky needs to be added to the bank account signature card in order to sign for the unit for all accounts, along with former personnel being removed from all accounts; specifically Samantha Pfeiffer, Denise Harrington, and Tom Tracy. Chairperson Nancy Bollingberg will remain an authorized signer on all accounts. A motion was made by Duchscherer, seconded by Azure, motion carried.

With no further business to come before the board, the meeting was adjourned. The next regular board meeting will be held on November 21, 2018, 10:00am, at the East Central building.

Nancy Bollingberg

Nancy Bollingberg, Chairperson

Kathelij Becken

Board Member

10-24-18

Date approved