

**EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN**

**MINUTES OF MEETING**

**December 17, 2018**

**The regular board meeting of East Central Center for Exceptional Children was held in the East Central Conference room on December 17, 2018, at 10:00 am.**

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

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

**Others Present:** Ashly Wolsky, Coordinator, Susette Allmaras, Business Manager and Allison Haley, ECEA representative.

**Additions to the Agenda:** None

**Minutes:** A motion was made by Jenna and seconded by Jill to approve the minutes of the November 21, 2018 meeting. Motion carried.

**Financial Report and Monthly Bills:** Reviewed financial report and monthly bills. Susette Allmaras reported that more review needs to be done on the 2018-2019 budget. Jill Louters thanked Janet Heskin, NR-S Business Manager and Michelle Johnson, Fessenden-Bowdon Business Manager for their help with the bills, payroll and time keeping during the period of change. A motion was made by Louters and seconded by Becker to approve the financial report and monthly bills.

**Coordinator's Report:**

**Business Manager:** Ashly Wolsky welcomed Susette Allmaras, new Business Manager.

**Update on East Central Building:** An offer on the building has been receipted from NR Area Betterment Corp for \$90,000. Louters reported Peterson Law Office has office space for rent at a cost of \$2/square foot. Louters excused herself due to conflict of interest. After discussion the board agreed that now is not a good time to sell the building.

**Social Worker resignation:** A resignation letter was received from Luann Alderman, Social Worker and part-time paraprofessional.

**Child Count:** Wolsky completed and submitted the child count to DPI on December 13, 2018.

**IDEA-B Grant:** Funds have been requested by Connie Hovendick in the amount of \$183,024.59 with a remaining balance of \$157,607.66.

**Teacher Evaluations:** Teacher evaluations have been completed and filed for Chelsea Aljets, Anna Burger and Elizabeth Beach.

**SEEC Training:** This took place on December 10, 2018 for the Coordinator and Business Manager. Medicaid claims from January 2018 - July 2018 that were denied will be reviewed, corrected and resubmitted. No Medicaid claims have been submitted for this school year.

**Coordinator Goals:** Wolsky presented a separate document listing her goals as Coordinator.

**NDSU reimbursement for Director Courses:** The Coordinator is requesting 25% reimbursement for credentials required to obtain the certificate needed for the director.

**New Logo:** A new logo has been created and set to a graphic designer to create into a digital format. This is being done by a friend of Ashly's at little/no cost.

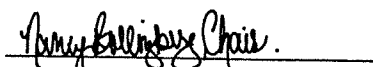
**Website:** The East Central website <http://www.ecspec.k12.nd.us> has been updated by the NR-S Tech Coordinator.


**Employment Update:** A part-time, long-term sub paraprofessional position at Pingree has been filled by Danette Becker. Candy Dockter has been hired as a full-time paraprofessional in New Rockford. Jasmyn Lenz requested a transfer from Kensal Elementary to Carrington Elementary due to a family move. Danell Pranke has accepted the Social Work position. The following positions are open: teacher in Oberon and 1.5 paraprofessional positions in Kensal.

**Payroll Issue:** Susette Allmaras reported an issue with payroll taxes for employees who receive a payment in kind in lieu of health insurance. This affected one employee in 2018. The financial auditors will be contacted to discuss further action needed.

**Coordinator Evaluation:** Chairperson Bollingberg reported that she will be sending out a google doc for self-evaluation for Coordinator Wolsky.

With no further business to come before the board, the meeting was adjourned. The next regular board meeting will be Wednesday, January 23, 2019, 10:00 am, at the East Central building.

  
Nancy Bollingberg, Chairman

  
Susette R. Allmaras, Business Manager

1/23/19  
Date approved