

# EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

## MINUTES OF MEETING

April 18, 2018

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

Members Present: Nancy Bollingberg, Denise Harrington, Brian Duchscherer, Jenna Helseth, Tom Tracy, and Lane Azure.

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

Others Present: Denise Brandvold, director; Samantha Pfeiffer, business manager; and Linda Knodel, ECEA representative.

Minutes: A motion was made by Duchscherer, seconded by Helseth to approve the minutes from the meeting held on April 18th, 2018. Motion carried.

Financial Report: A motion was made by Tracy, seconded by Helseth, to accept the monthly financial report. Motion carried.

Monthly Bills: A motion was made by Helseth, seconded by Harrington, to accept the monthly bills. Motion carried.

### Director's Reports to the Board:

Fund Balance: Mrs. Brandvold reported that at the end of March expenditures and revenues are at 73.03% of the new expenditure budget and revenues at 92.36%.

IDEA-B & Preschool Grant (2018-19): Mrs. Brandvold informed that board that for budgeting purposes our grant figures from the 2017-18 school year will be used until dollar amounts are finalized by DPI. When we receive the final numbers from DPI, the budget will be adjusted accordingly.

District Billings: Mrs. Brandvold reminded the board members to send out their out of district billings.

BCBS: Mrs. Brandvold informed the board that health and dental insurance decreased by 3% for the next year. Ms. Pfeiffer informed the board that the board cap should go to \$10,300 to be at the 53% of a family policy as required by the negotiated agreement and to maintain grandfathered status with BCBS.

Recruitment and Orientation Process: Mrs. Brandvold informed the board that she created a recruitment and hiring process. This was a board suggestion in her yearly evaluation. Mrs. Brandvold will distribute copies to all board members.

Open Positions: Mrs. Brandvold informed the board that there is an open teaching position in Oberon School. She also explained that Dr. Azure and she will be interviewing the candidate on April 19<sup>th</sup>, 2018 at 10:00 am. If hired she would work part time for East Central and part time for Oberon School.

Contract Approvals: After a short discussion, a motion was made by Harrington, seconded by Azure to approve all teacher contracts for the 2018-19 school year. Motion carried.

Early Retirement: The second reading of the East Central Policy C-452 Early Retirement was presented. A motion was made by Duchscherer, seconded by Helseth to approve the policy. Motion carried.

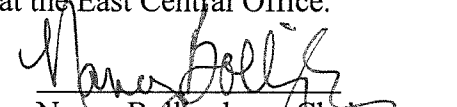
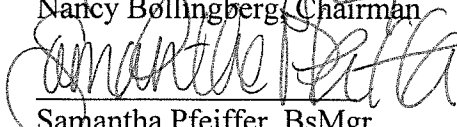
Substitute Pay: The second reading of the East Central Policy C-430 Substitute Special Education Teachers and Substitute Paraprofessionals was presented. The suggestion to remove the word non-licensed from two areas of the policy was made. A motion was made by Tracy, seconded by Helseth, to approve the second reading with the revisions was made. Motion carried. The third reading will be presented at the special board meeting on May 1<sup>st</sup>, 2018.

Unused Paid Time Off (PTO) for Paraprofessionals: The East Central board discussed North Dakota Century Code regarding PTO. It was decided that beginning April 18, 2018 paraprofessionals leaving employment with East Central Special Education will be paid for their available balance of PTO.

Grievance Letter: Mrs. Bollingberg informed the board that she received a grievance letter. She disbursed a copy of the letter to each board member that was present. After reading the grievance letter and there was some discussion. A motion was made by Azure, seconded by Duchscherer to form a committee to investigate the grievance. Motion carried. Nancy Bollingberg and Denise Harrington will be investigating the grievance.

Resignation Letter: Mrs. Bollingberg informed the board that Mrs. Brandvold submitted her written resignation. After discussion, a motion was made by Helseth, seconded by Azure, to table Mrs. Brandvold's resignation until the special board meeting on May 1<sup>st</sup>, 2018.

With no further business to come before the board, the meeting was adjourned. A special board meeting will be held on Tuesday, May 1st, 2018, at 1 pm, at the East Central Office.

  
Nancy Bollingberg, Chairman  
  
Samantha Pfeiffer, BsMgr.  
5/16/18  
Date approved