

EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

MINUTES OF MEETING

March 13, 2018

The regular board meeting for the East Central Center for Exceptional Children was held at the East Central office on Tuesday, March 13th, 2018, at 10:00 a.m.

Members Present: Nancy Bollingberg, Denise Harrington, Brian Duchscherer, Jenna Helseth, Natalie Becker, and Jill Louters.

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

Others Present: Denise Brandvold, director; Samantha Pfeiffer, business manager; Karen Birkeland, ECEA representative, and DeVon Allmaras, County Superintendent of Schools.

Minutes: A motion was made by Becker, seconded by Harrington to approve the minutes from the meeting held on February 13th, 2018. Motion carried.

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

Monthly Bills: Monthly bills not listed on the agenda, so February-March bills will be gone over at April board meeting.

Director's Reports to the Board:

Fund Balance: Mrs. Brandvold reported that at the end of February expenditures and revenues are at 63.64% of the new expenditure budget and revenues at 81.27%. All but \$100 of the IDEA B and \$100 of the Preschool grant have been claimed. The final \$100 for each will be claimed when the final reports have been submitted for the 2017-18 school year.

Student Contracts: Ms. Brandvold disbursed the student contract billings to each school district who have student contracts for out of district students at the board meeting. The schools will bill the student's resident districts for services provided.

Teacher Evaluations: Mrs. Brandvold informed the board that Leah Thoms is the only teacher's evaluation remaining for the 2017-18 school year. Mrs. Thoms has been on maternity leave since December. Mrs. Thoms returned to work on Monday, March 12th. The evaluation will be completed by the April board meeting.

Building Costs: Ms. Pfeiffer presented the board with monthly figures for overhead on the East Central main office building. The monthly cost is approximately \$810.

Director's Evaluation: The Director's final evaluation was completed, and Mrs. Brandvold was given a satisfactory evaluation. Some comments were that Mrs. Brandvold works well with parents, students, and staff. Mrs. Brandvold works hard to make sure that East Central complies with all state and federal guidelines. A suggestion that was also made was to develop a hiring procedure. After some discussion, Mrs. Brandvold will come up with a hiring procedure that covers the entire hiring process. The board also thanked Mrs. Brandvold for the great work she does for East Central.

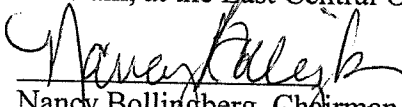
Early Retirement: The first reading of the East Central Policy C-452 Early Retirement was presented. Mrs. Bollingberg asked that the word also, be removed from the final sentence. A motion was made by Helseth, seconded by Becker to approve the first reading with revision. Motion carried. The second reading will be presented at the April 18th board meeting.

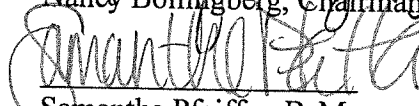
Substitute Pay: The first reading of the East Central Policy C-430 Substitute Special Education Teachers and Substitute Paraprofessionals was presented. The suggestion to remove the statement under letter E from the policy was made. A suggestion to change the word principal in item #1 was also made. A motion was made by Helseth, seconded by Harrington, to approve the first reading with the revisions was made. Motion carried. The second reading will be presented at the April 18th board meeting.

Electronic Time System: Ms. Pfeiffer explained the quote that she received from Time Management Systems. The initial set-up would be \$2,500. Time Management Systems works with Software Unlimited which will eliminate time taken to process payroll. The system would also allow Mrs. Brandvold access to employees' time spent working. After some discussion, a motion was made by Louters, seconded by Harrington, to approve the quote and move forward with Time Management Systems. Motion carried.

Unused PTO for Paraprofessionals: Mrs. Brandvold informed the board that in the monthly NDSBA newsletter, there was an article on unused PTO. This letter explained that per ND Century Code, if an employee has earned PTO while working than upon termination that leave benefit has to be paid out to the employee. Mrs. Brandvold also confirmed this with Amy De Kok, the attorney for the NDSBA. After some discussion, this item was tabled to gather more information for the April 18th board meeting.

With no further business to come before the board, the meeting was adjourned. The next regular board meeting will be on Wednesday, April 18th, 2018, at 10:00 am, at the East Central Office.


Nancy Bollingberg, Chairman


Samantha Pfeiffer, BsMgr.

4/18/18
Date approved