

EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

MINUTES OF MEETING

December 13, 2017

The regular board meeting for the East Central Center for Exceptional Children was held at the East Central office on Wednesday, December 13, 2017, at 10:00 a.m.

Members Present: Nancy Bollingberg, Denise Harrington, Brian Duchscherer, Jenna Helseth, Jill Louters, 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; Allison Haley, ECEA representative, DeVon Allmaras, County Superintendent of Schools; Beth Dempsey, Dempsey Accounting, John McKnight, NR-S School Board President

Minutes: A motion was made by Duchscherer, seconded by Azure to approve the minutes from the meeting held on October 18th, 2017. Motion carried.

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

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

Director's Reports to the Board:

2016-17 Fiscal Audit – Beth Dempsey, with Dempsey Accounting Service was present to give the board a report about our 2016-17 fiscal audit. Mrs. Dempsey informed the board that it was a clean audit and there was only one area that was flagged. This area was flagged due to Segregation of duties. This is flagged every year due to East Central having only a business manager that handles all transactions. Beth told the board not to worry, but to continually make sure that they are approving the monthly bill payments at each monthly meeting. She also informed the board that East Central had a deficit last year which will happen from time to time and is in line with other businesses. After the report, Dr. Duchscherer thanked Mrs. Brandvold & Ms. Pfeiffer for their work during the audit and throughout the year.

Fund Balance: Mrs. Brandvold reported that at the end of November expenditures and revenues are at 33.16% of the new expenditure budget and revenues at 52.05%.

Para Handbook: Mrs. Brandvold informed the board that in November a para handbook was created. Copies were distributed to the board members. Mrs. Brandvold asked the board to let her know if there is anything they think should be added. Mrs. Brandvold also added that this is a working document, changes and additions will be made as needed.

Staff Observation: Staff observations are complete for the three staff members that are required to have two evaluations per year.

Preschool screenings: Preschool screenings have been set up and are scheduled for January and February 2018. After discussion, Mr. Tracy asked to have a preschool screening scheduled for Kensal school this year. Mrs. Brandvold will talk with Ms. Alderman about scheduling.

Child Count: The 2017-18 child count is complete for this year. The final number is 158 children which is down three children. The final numbers are New Rockford-Sheyenne 38 students, Carrington 60 students, Pingree-Buchanan 14 students, Kensal 5 students, Fessenden Bowdon 33 students, & Oberon 8 students.

B.O.B. Group: Ms. Brandvold read a report that Mrs. Becvar put together to inform the board about the Best of Buddies group (B.O.B.). There are 13 students that are a part of the group. They are all transition students. Today they went on a field trip to Bismarck. They will be going to SkyZone trampoline park and Kirkwood Mall. At Kirkwood Mall, they will be ringing the bells for the Salvation Army. This will fulfill their community participation requirement. This trip was arranged by Mrs. Becvar, Mrs. Bollingberg provided the bus and driver, and the New Rockford Eagles Club donated \$300 to help cover the cost of the driver and supper for the students. Mrs. Brandvold read an email from a parent expressing her appreciation for the ECSE services that are provided to her child.

NR-S Options: Mrs. Louters informed the board that New Rockford-Sheyenne School is in the process of exploring their special education options and pulling out of the East Central Special Education Unit. She explained that one eighth of New Rockford-Sheyenne's budget is paid to East Central in assessments. Mrs. Brandvold explained that the assessments are a three-part formula. The first piece is the mill levy which is set by the East Central Board of Directors. The second piece is the 50% of ADM which is a calculation figured on each schools' enrollment. The number that is used for the calculation is set by the state. The final piece of the assessment is the direct billed staff. In New Rockford, 75% of the assessment is the salary for the teachers that are teaching special education in New Rockford-Sheyenne School. After discussion, Mrs. Louters stated that the New Rockford-Sheyenne School Board will be having a retreat on January 15th to discuss options. Mrs. Bollingberg asked Mrs. Louters to let the East Central Board members know as soon as possible after the NR-S board retreat on January 15th, 2018.

Copier Quote: Ms. Pfeiffer advised the board about a new quote for the copier. Mrs. Bollingberg asked that we get quotes from other companies as well. Ms. Pfeiffer will gather quotes for the next board meeting.


Identity Theft Program: Ms. Pfeiffer explained to the board that our Life Insurance company recently called to conduct a plan review of our coverage. At the end of the call, they explained that they are offering a new identity theft program that is free for our group plan. This identity theft program helps people who are victims of identity theft start the process for correcting it. It takes them through the steps to help resolve any issues that rise because of identity theft. The board approved adding the program to our group policy.

Medicaid: Ms. Pfeiffer informed the board that due to an error at the state level of Medicaid reimbursements, we have not received any payments for the 2017-18 school year. The error was fixed at

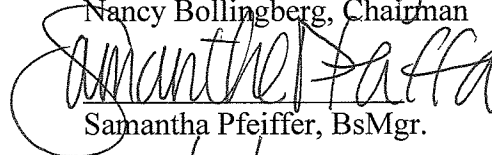
the state level and SEEC was running a patch to fix the error on December 8th, 2017. Once SEEC completed the patch, they would resubmit all claims for this school year and we should see our reimbursement in late December or early January.

Director's Formative Evaluation: The first portion of the Director's evaluation was conducted. Mrs. Bollingberg met with Mrs. Brandvold to discuss her evaluation. Mrs. Brandvold received a satisfactory evaluation. Mrs. Bollingberg shared some of the positive comments and suggestions with the Board. The Board also thanked Mrs. Brandvold for her great work.

With no further business to come before the board, the meeting was adjourned. The next regular board meeting will be on Wednesday, January 17th, 2017, at 10:00 am, at the East Central Office.



Nancy Bollingberg, Chairman



Samantha Pfeiffer, BsMgr.

1/17/18
Date approved