

# EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

## MINUTES OF MEETING

January 17, 2018

The regular board meeting for the East Central Center for Exceptional Children was held at the East Central office on Wednesday, January 17th, 2018, at 10:00 a.m.

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

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

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

Minutes: A motion was made by Tracy, seconded by Louters to approve the minutes from the meeting held on December 13th, 2017. Motion carried.

Financial Report: A motion was made by Becker, seconded by Helseth, 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:

Fund Balance: Mrs. Brandvold reported that at the end of December expenditures and revenues are at 43.41% of the new expenditure budget and revenues at 73.16%. This in line with December 2016 when expenditures were at 44.77% and revenues were at 64.13%.

Preschool screenings: Ms. Brandvold informed the board that the first Preschool screenings are set up for next week. Ms. Alderman has been working to get brochures to each school and posters up in the towns having screenings.

Child Count: The 2017-18 child count is complete for this year. The final number is 159 children which includes one more child for New Rockford-Sheyenne. Michelle Souther from DPI called about the final member.

NR-S Options: Mrs. Louters explained that the New Rockford-Sheyenne school board has decided to not pursue a relationship with another special education unit.

Online Time Management System: Mrs. Brandvold informed the board that Chairman Bollingberg was interested in information on moving East Central staff from a paper timesheet to an online time tracking system. New Rockford-Sheyenne School and Fessenden-Bowdon School both use an online time management system.

Ms. Pfeiffer will put together some cost figures for the board's February meeting to determine if East Central should move forward with the option.

Depositories and Pledged Securities: A motion was made by Duchscherer, seconded by Becker, to approve the pledged securities. Motion carried.

Destruction of Records: A motion was made by Becker, seconded by Tracy, to approve the destruction of records from the 2009-10 school year. Motion carried.

Copier Quote: Ms. Pfeiffer informed the board that she had received three quotes for copiers. Marco, Advanced Business Methods, and Central Business Systems were the companies that she contacted. Marco's quote was \$194.05 per month for the copier lease and maintenance agreement. Advanced Business Methods quote was for \$185.58 per month, and Central Business Systems quote was for \$177 per month. After some discussion, a motion was made by Tracy, seconded by Duchscherer, to go with Central Business Systems. Motion carried.

Early Retirement: Mrs. Brandvold discussed the Early Retirement clause in board policy. Currently, the policy doesn't state anything that pertains to billing the school districts for early retirement of teachers that are direct billed to that school. After discussion, this item was tabled until the February meeting to allow Mrs. Brandvold and Ms. Pfeiffer to collect further information on the subject.

Work Agreements: Two work agreements were discussed for the two long term subs currently working in Pingree and Buchanan. They are working for Leah Thoms who is out on maternity leave. Mrs. Brandvold wondered about a motion to approve the work agreements. Mrs. Louters explained that at New Rockford-Sheyenne school, they don't approve work agreements at the board level. After discussion it was decided that a motion was not necessary.

Other Business: Mrs. Becker inquired about teacher pay for certified substitutes who are subbing for paraprofessionals. More information will be gathered on the subject and it will be discussed at the next board meeting.

With no further business to come before the board, the meeting was adjourned. The next regular board meeting will be on Tuesday, February 13th, 2018, at 10:00 am, at the East Central Office.



Denise Harrington, Vice Chairman



Samantha Pfeiffer, BsMgr.

2/13/18

Date approved