

EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

MINUTES OF MEETING

February 13, 2018

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

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

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

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

Minutes: A motion was made by Becker, seconded by Helseth to approve the minutes from the meeting held on January 17th, 2018. Motion carried.

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

Monthly Bills: No motion was needed due to January's bills being approved at January board meeting.

Director's Reports to the Board:

School Psychologists: Discussion was held on our contract with Lake Region Special Education for school psychologists. Currently, we contract with them for one day of Kathy Gewont's time and one day of Tara Rieger's time. Mrs. Helseth was questioning whether we were using all the time with our psychologists because she had students that could benefit from psychologists if there was unused time. After some discussion, Mrs. Brandvold explained that these services are paid with federal grant dollars and that it is specifically written in the grant to cover evaluations and services for special needs students. Due to this, students would need to qualify for special education services to benefit from East Central Special Education's contracted psychologists.

Fund Balance: Mrs. Brandvold reported that at the end of January expenditures and revenues are at 53.44% of the new expenditure budget and revenues at 80.3%.

Preschool screenings: Ms. Brandvold informed the board that 34 children were screened. Half of the children screened had no concerns. The other half of the children had medical, hearing, and evaluation referrals, as well as, some needing to be rescreened next spring.

Transfer Student: Discussion was also held regarding a student living in Sheyenne. He was living in Carrington with his foster mom, but Social Services has now placed him with his grandma. Grandma works in Ft. Totten and this is where the child will be going to daycare. He qualifies for special education services, so Mrs. Brandvold and staff are currently arranging services. Discussion was held about

transporting the student and who would be responsible for these costs.

Mileage: Mrs. Brandvold informed the board the mileage increased to .545 cents on January 1st, 2018. The previous rate was \$.535.

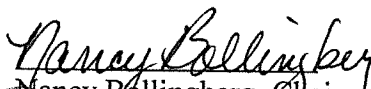
Director's Evaluation: The second portion of the director's evaluation was mailed with February board packets. Chairman Bollingberg reminded everyone to complete their evaluations and get them to her by February 28th, 2018. Chairman Bollingberg will then set up a meeting with Mrs. Brandvold to go over the evaluations.

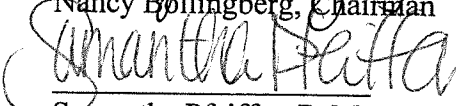
Early Retirement: Mrs. Brandvold informed the board that many special education units don't have an early retirement policy or the follow the school district's policy. After some discussion, it was decided that Mrs. Brandvold will revise the Early Retirement policy to include a clause about East Central cover the costs of early retirement and not the school districts. The first reading of the revised policy will be held at the March board meeting.

Electronic Time System: Ms. Pfeiffer contacted Time Management Systems for information about their software and to request a quote. 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 easier access to employees' time spent working. After some discussion, this item will be tabled until the March board meeting to allow time for budget prep.

Substitute Pay: Mrs. Brandvold and Mrs. Pfeiffer shared information they gathered in respect to substitute pay. Several schools and special education units were contacted to see what their policies on sub pay are for paraprofessionals. About half of the schools/units called pay para pay for any para substitute whether they are a certified sub/teacher or not. The other half pay a certified sub pay if the substitute is a certified sub/teacher. After some discussion, it was decided to create a policy that states that certified teachers/certified subs will receive certified teacher sub pay. Mrs. Brandvold will draft a policy and the first reading will be held at the March board meeting.

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


Nancy Bollingberg, Chairman


Samantha Pfeiffer, BsMgr.

3/13/18

Date approved