

# EAST CENTRAL CENTER FOR EXCEPTIONAL CHILDREN

## MINUTES OF MEETING

01-18-23

**The regular board meeting of East Central Center for Exceptional Children was held 1-18-23**

**Members Present:** Jenna Helseth, Kent Dennis, Natalie Becker, Janelle Helm, Matt Lokemoen, Jordan Brown.

**Call to Order:** The meeting was called to order at 10:09 a.m. by Chairperson Helseth and a quorum was established.

**Additions/Change to Agenda:** No additions to the agenda.

**Eide Bailley Audit Presentation:** Holly Kirkeide, Account Manager at Eide Bailley presented the results of the audit based on the draft audit report. Following are some highlights of the presentation.

- Clean Audit opinion(unmodified opinion). No material misstatement. Portray position, fairly presented, followed GAP.
- Audit Findings-3 Recurring Findings
  - Segregation of Duties
  - Preparation of Financial Statements
  - Proposed J/E
- Net change in Fund Balance \$62,837 increase to \$497,806. A positive fund balance results in favorable bond ratings, produces investment income and offers a cushion.
- Normal fund balance 16-25% standard. A cushion to carry you through 2 to 3 months is standard for most districts.

The board was appreciative of the presentation. A copy of the power point used in the presentation was requested by Director Wolsky.

**Minutes:** A motion was made by Kent Dennis, seconded by Natalie Becker, to approve the minutes of the December 21, 2022 Board Meeting. Motion carried.

**Financial Report and Monthly Bills:** The Financial Report was reviewed. A motion was made by Janelle Helm, seconded by Kent Dennis to approve the Financial Report as presented. Discussion included possibly putting money into CD's and the Investment Account and Fund Balance. Motion carried.

**Bills Payable:** Bills payable were presented and reviewed. A motion was made by Kent Dennis, seconded by Matt Lokemoen, to approve the bills as presented. Motion carried.

## REPORTS TO BOARD

### Directors Report

**Child count December 1, 2022:** Child Count numbers were shared by Director Wolsky. Total counts are as follows: Carrington 72, Fessenden-Bowdon 22, Kensal 0, New Rockford-Sheyenne 59, Oberon 16, Pingree-Buchanan 16 for a total of 172. This number is smaller by 3 students when compared to 2021 numbers.

**Data Day:** This second training took place on January 16, 2022. Certified staff attend. Continuing to use graphs and charts to analyze the data that is being collected. A presentation was given by Mrs. Wolsky. There was work-time together that included discussions regarding who is utilizing data and what platforms are they using to do so, which included Google, Excel, etc. Director Wolsky stressed that we need to take time to make doing the data intentional and that staff needs to take the time to build a system. This will take time but end result is so useful. An exit ticket was filled out by each staff member.

**Choice Ready Grant:** This grant in the amount of \$20,000 has been awarded to ECCEC. ECCEC's grant includes bringing in Brooks Harper, Career Development Expert and Interview Coach. This has been scheduled for April 4, 2023. Carrington School has offered to host. Director Wolsky was able to negotiate the cost down from \$6,000 to \$4,000, so these funds will be able to be used for other areas. Unit students as well as regular ed students will be invited to the event.

**Preschool Screenings:** Staff are reviewing schedules so that these dates can be scheduled and made available to the public. It is tentatively looking like screenings will be end of February and into March. Oberon will be doing something different this year with screening of 5-6 year old students. Staffing for the days is also being worked out and will include SLP's, OT, Preschool teacher and Director. Social emotional learning skills has popped up on the radar since COVID. Screening results will be go into the respective schools cum files.

**State Director's Meeting, Study Council:** Director Wolsky attended this meeting on January 11, 2023. Focusing on students needing residential services. Also watching the Dyslexia Bill very closely.

**February NDSBA Negotiations training:** Jenna Helseth will attend the in-person training. Director Wolsky and Business Manager Duchscherer opted for the recorded version.

**Board President Report:** n/a

#### **OTHER BUSINESS:**

**Anne Carlsen Center Visit:** Director Wolsky and Board President Jenna Helseth visited the Anne Carlsen Center on January 13, 2023. It was a great learning day and put in perspective all the learning tools available.

**Business Manager:** Still accepting applications. There has been a limited applicant pool. Wages are a problem.

**Title IX:** Preliminary notification that the case is closed.

**ITEMS Recommended for Board Action:**

**Policies for Board Approval:**

- DEAA Drug and Alcohol Policy 1<sup>st</sup> Reading. Kent Dennis moved, seconded by Jordan Brown to approve the 1<sup>st</sup> reading of this policy. Motion carried.
- BCBA Public Participation at Board Meetings 1<sup>st</sup> Reading. Kent Dennis moved, seconded by Janelle Helm to approve the 1<sup>st</sup> reading of this policy. Motion carried.

**Paraprofessional Wage Scale:** A new wage scale was proposed for Paraprofessionals which includes a \$1 pay increase in the Para has gotten their Teaching Certificate. It is proposed to go into effect with the next pay period. Much discussion followed including:

- It would help hire in the sub shortage.
- Having a Para sub for the teacher in absence helps keep the class running smoothly.
- Help retain staff already in place.
- Help get candidates that are qualified to teach high school students
- Is it a good idea to look at a pay increase, or should we look into insurance again
- Smaller districts will have to share in the cost even though they do not have paras.

Janelle Helm moved to approve the new wage scale for the next pay period, seconded by Kent Dennis. After discussion regarding this was not budgeted for Janelle Helm amended her motion to approve the new wage scale to go into effect with the 2023-24 school year, seconded by Kent Dennis. A roll call vote was taken on the motion.

Kent Dennis-Aye  
Jordan Brown-Aye  
Matt Lokemoen-Aye  
Natalie Becker-Aye  
Janelle Helm-Aye  
Jenna Helseth-Aye

**Snow Day Policy:** A storm policy was presented to the board for staff not directly under Teaching Contracts. After much discussion it was decided that it is up to the discretion of the Director how to handle these situations and no policy is necessary.

**Adjournment:** With no further business the meeting was adjourned at 12:08pm.

**Next Meeting date:** February 14, 2023.  
Policy Committee January 25,2023

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Jenna Helseth, Board President

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Renae Duchscherer, Business Manager

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Date approved

