

Northcentral Learning Resource Center

1601 2nd Avenue North, Suite 234
Great Falls, MT 59401
Phone: (406) 727-6303 | Fax: (406) 727-6304

Jenny Reeves
Director

Date: May 23, 2025

To: Advisory Board Members

From: Teri Belnap, NCLRC Office Manager

The next meeting of the Advisory Board is scheduled as follows:

Location: NCLRC Office, 1601 2nd Avenue N. #226, Great Falls

Date: Wednesday, May 28, 2025

Time: 2:30 P.M.

Attached are copies of the agenda, the warrant list, and the minutes from the Board meeting for your review. If you are unable to attend in person, you may join the meeting virtually by clicking [[here](#)]

If you would like to propose any additional agenda items, please feel free to contact me.

**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting**

REGULAR BOARD MEETING AGENDA

Wednesday, May 28th · 2:30 pm – 3:30 pm

Google Meet Video call invite via email

Or dial: (US) +1 337-451-1890 PIN: 601 767 698#

Preliminary Business

- Call to Order
- Determination of Quorum
- Conflicts of Interest shall be addressed as a standing agenda item at the commencement of a meeting

Consent Items

- Review of April 23, 2025 Board Minutes
- Approval of Warrants

Information Items

- Director's Report

Open Forum

- This is provided for patrons to share input on cooperative issues, programs, and procedures that are not confidential. Comment time will be limited, and comments may not be made about employees, students, or any issue that violates an individual's right to privacy, as determined by the chair.

***Action Items**

- PT contract renewal with ProCare
- Policy 2068
- Letter of Resignation submitted by Rob Key
- Certified Staff Negotiations

Adjournment

- The next regularly scheduled meeting date is June 25, 2025

***Note: Comments are permitted on Action Items after a motion receives a second.**

Northcentral Learning Resource

05/21/2025

1:00:15 PM

Expenditure List - Range Of Check Numbers.

2024-2025

* To the right of a check number, denotes missing check number.

Range of Check Numbers: 25548 to 26100

Select All (All Transactions).

Exclude Payroll.

Filename: FoxieToExpList (Northcentral Learning Resource Center).tsv

Location: C:\Program Files (x86)\FOXIE LADY COMPUTERS\Fund Accounting\Output\

Print by Number - Totals Only

Transaction	Number	To Whom	Amount	Date	Status
Co-op Check	25548	Belnap Teri	9.45	04/02/2025	Written
Co-op Check	25549	Charter Communications	170.03	04/02/2025	Returned
Co-op Check	25550	Columbus Center Partners	4,005.00	04/02/2025	Returned
Co-op Check	25551	CULLIGAN GREAT FALLS INC	10.00	04/02/2025	Returned
Co-op Check	25552	Debellis Nicholas	417.20	04/02/2025	Returned
Co-op Check	25553	Fox Tiffani	700.00	04/02/2025	Returned
Co-op Check	25554	Haugen Kari	397.60	04/02/2025	Returned
Co-op Check	25555	Key Robert	341.60	04/02/2025	Returned
Co-op Check	25556	Kolka Kaitlin	451.50	04/02/2025	Returned
Co-op Check	25557	Leonard Diana	547.40	04/02/2025	Returned
Co-op Check	25558	Permann Stasha	450.80	04/02/2025	Returned
Co-op Check	25559	Peters Danielle	518.00	04/02/2025	Returned
Co-op Check	25560	Peters Danielle	60.00	04/02/2025	Returned
Co-op Check	25561	Pro Care Therapy Inc.	997.50	04/02/2025	Returned
Co-op Check	25562	Rearden Meghan	332.50	04/02/2025	Returned
Co-op Check	25563	Reeves Jenny	368.20	04/02/2025	Returned
Co-op Check	25564	SAM/MCASE	325.00	04/02/2025	Returned
Co-op Check	25565	Schroeder Rebecca	235.20	04/02/2025	Returned
Co-op Check	25566	Horizon Credit Union	751.80	04/21/2025	Returned
Co-op Check	25567	Horizon Credit Union	145.75	04/21/2025	Returned
Co-op Check	25568	MONTANA STATE FUND	741.92	04/21/2025	Returned
Co-op Check	25569	Pro Care Therapy Inc.	3,515.00	04/21/2025	Returned
Co-op Check	25570	Card Janet	294.00	05/01/2025	Written
Co-op Check	25571	Debellis Nicholas	809.90	05/01/2025	Written
Co-op Check	25572	Fox Tiffani	609.00	05/01/2025	Written
Co-op Check	25573	Haugen Kari	415.80	05/01/2025	Written
Co-op Check	25574	Kaleva Law Firm	68.75	05/01/2025	Written
Co-op Check	25575	Key Robert	431.20	05/01/2025	Written
Co-op Check	25576	Kolka Kaitlin	616.10	05/01/2025	Written
Co-op Check	25577	Leonard Diana	470.40	05/01/2025	Written
Co-op Check	25578	MONTANA MEDICAL BILLING	84.52	05/01/2025	Written
Co-op Check	25579	Permann Stasha	588.70	05/01/2025	Written
Co-op Check	25580	Peters Danielle	574.00	05/01/2025	Written
Co-op Check	25581	Pro Care Therapy Inc.	3,325.00	05/01/2025	Written
Co-op Check	25582	Rearden Meghan	477.40	05/01/2025	Written
Co-op Check	25583	Reeves Jenny	508.20	05/01/2025	Written
Co-op Check	25584	Schroeder Rebecca	42.00	05/01/2025	Written
Co-op Check	25585	Strom & Assoc P.C.	2,280.00	05/01/2025	Written
Co-op Check	25586	CULLIGAN GREAT FALLS INC	30.00	05/20/2025	Written
Co-op Check	25587	Horizon Credit Union	602.05	05/20/2025	Written
Co-op Check	25588	Kelley Create	61.47	05/20/2025	Written
Co-op Check	25589	MONTANA MEDICAL BILLING	672.88	05/20/2025	Written
Co-op Check	25590	Pro Care Therapy Inc.	3,657.50	05/20/2025	Written
			=====		
			32,110.32		



Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.
2024-2025

05/21/2025
1:00:15 PM

Overall Fund Totals

ESSA Totals by Fund

5,294.95	315-MISC. PROGRAMS	
26,815.37	382-INTERLOCAL AGREEMENT	32,110.32 Co-op
=====		
32,110.32	Overall Total	

ESSA Totals by School Code

Overall ESSA Code / Legal Entity (LE) / School Code (SC) Totals

32,110.32	- No ESSA Code
=====	
32,110.32	Overall Total



**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
April 23, 2025**

Present

**Levi Collins, Chairman
Russ McDaniel**

**John Dubose
Joe Gaylord
Loren Dunk
Jenny Reeves, Director
Sandy Watkins, Clerk**

Absent

Dave Marzolf

The regular Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, April 23, 2025, at the Northcentral Learning Resource Center office. Stasha Permann was present at the meeting as the staff representative. The meeting was called to order by Chairman Levi Collins at 2:40 p.m. A quorum was present for the meeting.

Consent Agenda: The consent agenda, including minutes from the regular Board meeting on March 26, 2024, and Warrants 25548-25565 were approved unanimously (Dunk/Gaylord).

Director's Report:

Health Insurance Renewal with MUST— The renewal rates from MUST Health Insurance include a 9% increase this year, but Jenny reported the staff feels that is the best option at this time since the other two quotes (Blue Cross/Blue Shield and Pacific Source) were more expensive. Sandy Watkins agreed to get a quote from Joint Powers Trust and if it is not a valid alternative, renew the existing MUST contract.

2025 SPED Exiting Data--In preparation for Special Education Exiting Data reports, Jenny stated that she has received verification that she has access for all member districts.

Training Takeaways from Bea Kaleva Graduation Webinar—Jenny Reeves highlighted the Special Education Graduation Webinar she attended and gave Board members a handout with pertinent information.

NCLRC Calendar—Jenny Reeves presented a draft of the NCLRC calendar. It won't be finalized until after certified staff negotiations in case of changes. Staff will be starting about the same time as the 24-25 school year so training for school staff can be done before students return.

NCLRC FY 2026 Budget Projections—Sandy Watkins presented a preliminary budget for the Fiscal Year 2026 based on the current salary matrix (which is open for negotiations this year). She predicted that schools will need to pay in a minimum of \$100,000 more than the

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April 23, 2025**

\$247,000 additional they paid in this year. There was discussion about the Dept. of Education transition from the Federal level to State level and how that would affect the money flow. Sandy pointed out that we were unable to complete our 2025 IDEA applications until October/November and were unable to draw any money until December 10, 2024. This can create a cash flow crisis. When asked what can be done to address the increased number of special education students, Jenny told the board that getting into place solid MTSS processes, increasing teachers' capacity for differentiating instruction, and ensuring fidelity and use of quality curriculum will directly impact that amount of special education referrals made within our member districts and ensure that systems are in place to address deficits within the least restrictive environment.

Open Forum: None

Action Items:

Certified Staff Contract Renewals Jenny Reeves presented a commitment letter she would like to issue to current certified staff at the same FTE as this year, subject to the changes that may come from negotiations, asking them to commit to employment with NCLRC next year. John Dubose moved to issue letter as stated, second by Loren Dunk, vote unanimous.

Retirement Budget Amendment Sandy Watkins reported OPI and the auditors all approved a retirement budget amendment, but Matthew at the Cascade County Treasurer's office has refused because he says they do not have the money available to fund it. No further action at this point.

FY 2023 FY 2024 Audit Report The biennial audit report by Strom and Assoc. has been completed and is available for review. There were no findings. John Dubose moved to accept the audit report, second by Joe Gaylord, vote unanimous.

Director's Evaluation Jenny Reeves opted to not close the meeting to protect her right to privacy while her annual evaluation was discussed. There were brief positive comments made by the board and Loren Dunk moved to approve the Director's Evaluation, second by Russ McDaniel, vote unanimous.

Motion to adjourn at 2:47pm unanimously approved (Gaylord/Dunk).

The next meeting will be Wednesday, May 22, 2025, at 2:30 p.m.

Respectfully Submitted:

Approved By:

Sandra A. Watkins, Clerk

Levi Collins, Board Chair

Teacher Base Pay and Incentive Funding*Definitions:*

The following definitions apply to this policy:

1. "Teacher" means an individual who:
 - a. Holds a current class 1, 2, 4, 5, 6, or 7 license issued by the Montana Office of Public Instruction under rules adopted by the Montana Board of Public Education pursuant to § 20-4-102, MCA; and
 - b. Is employed by the District in an instructional position requiring teacher licensure.
2. "Teacher Average Pay" means the total compensation paid by the District to all teachers employed by the District, not including bonuses, stipends, or extended duty contracts, divided by the total full-time equivalent teachers employed by the District.
3. "Teacher base pay" means the lowest salary for a full-time equivalent beginning teacher for the current year in accordance with this policy, not including bonuses, stipends, or extended duty contracts.
4. "Full-time Equivalent Teacher" means a teacher who is contracted for the entire academic year, fulfilling professional responsibilities throughout all periods of the day when the District offers instruction. This includes time spent preparing for classes, delivering instruction, mentoring others, and performing other duties set forth in the teacher's job description and employment contract.

Competitive Teacher Base Pay:

The Board of Trustees will take necessary steps to ensure the District satisfies the legislative goal for competitive base pay of teachers as set forth in § 20-9-324, MCA, as follows:

1. Teacher base pay shall be equal to at least 11 times the quality educator and qualified staff payment amount provided in § 20-9-306, MCA; and
2. Teacher base pay shall not be less than the following percentages of teacher average pay in the prior fiscal year:
 - a. In fiscal year 2026, not less than 62%;
 - b. In fiscal year 2027, not less than 64%;
 - c. In fiscal year 2028, not less than 66%;
 - d. In fiscal year 2029, not less than 68%; and
 - e. In fiscal year 2030 and succeeding fiscal years, not less than 70%.

Legal References:

Montana Code Annotated	Description
20-4-102	Board of Public Education
20-9-306	Definitions
20-9-324	Incentives for school districts meeting legislative goal for competitive base pay of teachers in public school districts -- definitions.

Policy History:

Adopted on:
Revised on:

5/22/25

TO: NCLRC Board

It is with deep sadness that I submit this letter of resignation. I will not be able to sign a contract for the 25-26 school year. I have enjoyed my time here with NCLRC. It has been a challenging as well as rewarding experience to be able to work with all of you. Jenny has been an amazing leader who inspires us all to do better in our profession and do more for our kids.

I wish you all blessings.

Robert Key

A handwritten signature in blue ink, appearing to read "Robert Key", is written over the printed name. The signature is stylized and cursive.

CASCADE COUNTY ATTORNEY'S OFFICE

State of Montana

Telephone: (406) 454-6915 Criminal Department

(406) 454-6904 Civil Department

FAX: (406) 454-6949



Joshua A. Racki
County Attorney

121 Fourth Street North – Suite 2A
Great Falls, Montana 59401

April 23, 2025

Board of Trustees
North Central Learning Resources Center Cooperative
1601 2nd Avenue North Suite #234
Great Falls, MT 59401

Re: Centerville Public School Audit Report,
Fiscal Year Ended June 30, 2023 and 2024


Dear Trustees,

In accordance with Mont. Code Ann. §§ 2-7-503 and 20-9-213(8), MCA, I have reviewed that certain Audit Report for North Central Learning Resources Center Cooperative, for the fiscal year ended June 30, 2023 and 2024. Upon my review, the independent auditor has identified no violation of law or non-performance of duty by any officer, employee, or board. Consequently, at this time, I anticipate no enforcement proceedings under § 2-7-515, MCA.

I recommend that the Board follow any recommendations set forth in the independent auditor's report. If you have any questions or concerns, please contact this office at your convenience. Thank you.

Sincerely,

JOSHUA A. RACKI
CASCADE COUNTY ATTORNEY

By: 
Carey Ann Haight, Deputy County Attorney