

# **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: August 21, 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:** Monday, August 25, 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**

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**REGULAR BOARD MEETING AGENDA**

Monday, August 25<sup>th</sup> · 2:30 – 3:30pm

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 each meeting

**Consent Items**

- Review of May 28, 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 in nature. Comment time will be limited and may not be made about employees, students, or any issue that is a violation of an individual's right to privacy, as determined by the chair.

**\*Action Items**

- Disposal of obsolete equipment: Tumble Forms Vestibular II Swing System
- Appoint John Dubose as Board Chair and Dave Marzolf as Vice-Chair for a 2-year term
- Consideration of contracting with the School Psychologist Company for a hybrid school psychologist
- Consideration to hire Janet Card as a part-time SLP

**Adjournment**

- The next regularly scheduled meeting date is September 24, 2025

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

Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.  
2025-2026

08/20/2025  
4:43:02 PM

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

Range of Check Numbers: 25591 to 27000

Select All (All Transactions).

Note: One or More Checks Reissued.

Filename: FoxieToExpList (Northcentral Learning Resource Center).tsv

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

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25612	Columbus Center Partners	4,005.00	701		RENT JULY AUG SEPT 2025	382-280-2400-450	07/01/2025	Written
Co-op Check	25613	Charter Communications	40.12	702		INTERNET, PHONES, & FAX	382-280-2400-535	07/23/2025	Written
Co-op Check	25614	CULLIGAN GREAT FALLS INC	13.00	703		WATER	382-280-2400-610	07/23/2025	Written
Co-op Check	25615	Gannett Montana Localiq	111.50	705	1251156	AUDIT PUBLICATION	382-280-2400-540	07/23/2025	Written
Co-op Check	25616	Horizon Credit Union	131.56	709		BROADVOICE	382-280-2400-535	07/23/2025	Written
Co-op Check	25616	Horizon Credit Union	920.60	709		EMPLOYEE ADVERTISING	382-280-2400-540	07/23/2025	Written
			1,052.16	Total					
Co-op Check	25617	Kaleva Law Firm	187.50	704	8753	CONTRACTED SERVICE, IEP & GRADUATION	382-280-2400-350	07/23/2025	Written
Co-op Check	25618	MONTANA MEDICAL BILLING	47.21	706	2025-119	JUNE CLAIM SUBMISSION CHARGES	315-280-2400-340	07/23/2025	Written
Co-op Check	25619	MONTANA STATE FUND	741.92	707	20336286	WORKERS COMPENSATION	382-280-2100-250	07/23/2025	Written
Co-op Check	25620	O.E.T.C.	150.00	708	OECT-26-1487	ANNUAL DUES	382-280-2100-250	07/23/2025	Written
Co-op Check	25621	CULLIGAN GREAT FALLS INC	14.93	820	193xo4638706	MONTHLY WATER	382-280-2400-610	08/20/2025	Written
Co-op Check	25622	Horizon Credit Union	560.00	2974		EMPLOYEE ADVERTISING	382-280-2400-540	08/20/2025	Written
Co-op Check	25622	Horizon Credit Union	127.36	2974		BROADVOICE	382-280-2400-535	08/20/2025	Written
			687.36	Total					
Co-op Check	25623	Kelley Create	61.47	821	in2044419	CONTRACT BASE RATE CHANGE	315-456-2400-340	08/20/2025	Written
Co-op Check	25624	MASBO	200.00	822	14893	ANNUAL MEMBERSHIP/WATKINS 7/2025-6/2026	382-280-2400-582	08/20/2025	Written
Co-op Check	25625	Mrea	200.00	823	4512	ANNUAL MREA MEMBERSHIP FY 26	382-280-2400-582	08/20/2025	Written
Following Check 25627 was Reissued for Check 25626.									
Co-op Check	25627*	Playground I E P L L C	3,120.00	824	2024-1120		382-280-2100-682	08/20/2025	Written
Purpose: PLAYGROUND IEP COPILOT TEAM SUBSCRIPTION									
			10,632.17						



Expenditure List - Range Of Check Numbers.  
2025-2026

08/20/2025  
4:43:02 PM

Overall Fund Totals	ESSA Totals by Fund	
108.68	315-MISC. PROGRAMS	
10,523.49	382-INTERLOCAL AGREEMENT	10,632.17 Co-op
=====		
10,632.17	Overall Total	

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

10,632.17	- No ESSA Code
=====	
10,632.17	Overall Total



**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting  
May 28, 2025**

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**Present**

**Levi Collins, Chairman  
Russ McDaniel  
Dave Marzolf  
John Dubose**

**Loren Dunk  
Jenny Reeves, Director  
Sandy Watkins, Clerk**

**Absent**

**Joe Gaylord**

The regular Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, May 28, 2025, at the Northcentral Learning Resource Center office. Tiffani Fox was present at the meeting as the staff representative. The meeting was called to order by Chairman Levi Collins at 2:30 p.m. A quorum was present for the meeting.

**Consent Agenda:** The consent agenda, including minutes from the regular Board meeting on April 23, 2025, and Warrants 25566-25590 were approved unanimously (Marzolf/Dunk).

**Director's Report:**

**Certified Staff Letters of Intent to Rehire**—All Certified Staff returned Letters of Intent to Rehire with the exception of Rob Key.

**Salary Negotiations for Non-Certified Staff**—Sandy Watkins and Teri Belnap both indicated that they do not need to negotiate this year; they will both accept the same salary as last year.

**Letter from County Attorney Re. Audit Report**—The Cascade County Attorney sent a letter to the auditors stating that, to the best of their knowledge, there is no legal action pending against Northcentral Learning Resource Center.

**Tumble Forms Vestibular II Swing System**—Jenny Reeves asked to dispose of a swing no longer being used at Fort Shaw. John and Loren will both look to see if they can find the company that buys used special education equipment. A motion to dispose of it will be an action item next meeting.

**2025-2026 Montana Medical Billing Contract Renewal**—Jenny Reeves presented the proposed contract by Montana Medical Billing for next year. Its charge for billing is still 7% of the reimbursements, but some language changed and Jenny wants to check on the changes before approving the new contract.

**Open Forum:** None

**Action Items:**

**Physical Therapy Contract Renewal** Jenny Reeves presented a contract with ProCare for remote physical therapy service at the same terms as last year and recommended renewal. Vote to approve unanimous (Dunk/Dubose).

**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting  
May 28, 2025**

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**Board Policy 2068** Board Policy 2068 with language in place to comply with STARS Act, including an expanded job description for the clerk was unanimously approved (Dubose/Dunk). See attached Policy.

**Letter of Resignation** A letter of resignation was submitted by Robert Key. Loren Dunk moved to accept the motion, second by John Debose. Then Loren amended his motion to include opening the position for another hire, second to amended motion by John Debose, vote on original/amended motion unanimous.

**Certified Staff Negotiations** Loren Dunk outlined the major points that were negotiated with the certified staff: a) a 3% raise, b) a one-year contract, c) a combined \$500 for license renewal and professional development, d) two less work days for the year (a 162-day year), e) language to prorate all benefits for employees starting midyear. (See attached copy of Negotiated Contract with Certified Staff, 2025-2026)  
John Dubose made a motion to accept the contract, second by Loren Dunk, vote unanimous.

Motion to adjourn at 3:47pm unanimously approved (Gaylord/Dunk).

The next meeting will be Wednesday, June 25, 2025, at 2:30 p.m.

Respectfully Submitted:

Approved By:



Sandra A. Watkins, Clerk



Levi Collins, Board Chair

**NORTHCENTRAL LEARNING RESOURCE CENTER  
SALARY DISTRIBUTION ACROSS FUNDS  
FY 2026**

Name	FTE	Title	Step	Year	Gross Salary	TRS	PERS	SS & Med.	W-Comp	Health Ins. Equi	Unemployment	Total
XX-XXX-2400-111	Jenny Reeves	1.0 Director			102,391.00	9,696.43		8,383.71	583.63	7,200.00	255.98	128,510.75
XX-XXX-2140-113	Nicholas DeBellis	1.0 Psychologist	MA+3	3	71,292.00	6,751.35		5,453.84	406.36	9,600.00	178.23	93,681.78
XX-XXX-2150-113	Meghan Rearden	1 Speech Ther.	MA+3	20	92,457.00	8,755.68		7,807.36	527.00	9,600.00	231.14	119,378.19
XX-XXX-2150-113	Rebecca Schroeder	0.5 Speech Ther.	MA	13	35,090.00	3,323.02		2,684.39	200.01	2,850.00	87.73	44,235.15
XX-XXX-2150-113	Tiffani Fox	1.0 Speech Ther.	MA3	20	92,457.00	8,755.68		7,807.36	527.00	9,600.00	231.14	119,378.19
XX-XXX-2150-113	Kaitlin Kolka	1.0 Speech Ther.	MA1, Step 14	5	74,635.00	7,067.93		6,443.98	425.42	9,600.00	186.59	98,358.92
XX-XXX-2150-120	Janet Card	0.5 Speech Ther.	MA3, Step 20	11	32,360.00	3,834.66		2,475.54	184.45		80.90	38,935.55
XX-XXX-2160-113	Danielle Peters	3 days/week 0.75 Phys. Ther Assist.	1107 hrs * 37.13	2	41,103.00	3,892.45		3,471.42	234.29	##### **	102.76	53,078.92
XX-XXX-2160-113	Diana Leonard	1.0 Occupational Ther.	MA+3	25	93,707.00	8,874.05		7,902.99	534.13	9,600.00	234.27	120,852.44
XX-XXX-2160-113	Kan Haugen	1.0 Occupational Ther.	MA+1	21	81,319.00	7,700.91		6,656.95	463.52	5,700.00	203.30	102,043.68
XX-XXX-2160-113	Stasha Permann	1.0 Occupational Ther.	MA+1	18	84,660.00	8,017.30		7,210.89	482.56	9,600.00	211.65	110,182.40
XX-XXX-2150-113	Sandy Watkins	20-30hrs/month Clerk (Hourly)	480	35.00	16,800.00		1,523.76	1,370.12	95.76	1,110.00	42.00	20,941.64
XX-XXX-2150-113	Teri Belnap	1500/year Secretary	1500	22.00	33,000.00		2,993.10	2,524.50	188.10	5,700.00	82.50	44,488.20
<b>Totals</b>					<b>851,271.00</b>	<b>76,669.47</b>	<b>4,516.86</b>	<b>70,193.03</b>	<b>4,852.24</b>	<b>84,435.00</b>	<b>2,128.18</b>	<b>1,094,065.79</b>
		IDEA	MEDICAID	PRESCHOOL	INTERLOCAL	RETIREMENT						
		37.0%	8.0%	1.0%	54.0%							
xx-xxx-2400-111	102,391.00	37,884.67	8,191.28	1,023.91	55,291.14			102,391.00	EMPLOYER'S SHARE			
xx-xxx-2140-113	71,292.00	26,378.04	5,703.36	712.92	38,497.68			71,292.00	FICA	0.0765		
xx-xxx-2150-113	326,999.00	120,989.63	26,159.92	3,269.99	176,579.46			326,999.00	TRS	0.0947		
xx-xxx-2160-113	300,789.00	111,291.93	24,063.12	3,007.89	162,426.06			300,789.00	RET TRS	0.1185		
xx-xxx-2400-115	49,800.00	18,426.00	3,984.00	498.00	26,892.00			49,800.00	PERS	0.0907		
<b>Total Salaries</b>	<b>851,271.00</b>	<b>314,970.27</b>	<b>88,101.76</b>	<b>8,512.71</b>	<b>459,686.34</b>	<b>0</b>		<b>49,800.00</b>	UNEMPLC	0.0025		
								<b>851,271.00</b>	WORK CO	0.0057		
XX-XXX-2400-180	14,010.00	5,183.70	1,120.80	140.10	7,565.40							
XX-XXX-2400-210	12,278.33	4,542.98	982.27	122.78			6,630.30	14,010.00				
XX-XXX-2400-220	9,696.43	3,587.68	775.71	96.96			5,236.07	12,278.33				
XX-XXX-2400-230	4,516.86	1,671.24	361.35	45.17			2,439.10	9,696.43				
XX-XXX-2400-240	380.48	140.78	30.44	3.80			205.46	4,516.86				
XX-XXX-2400-250	867.49	320.97	69.40	8.67		468.44		380.48				
XX-XXX-2140-260	9,600.00	3,552.00	768.00	96.00	5,184.00			867.49				
XX-XXX-2140-210	5,453.84	2,017.92	436.31	54.54			2,945.07	9,600.00				
XX-XXX-2140-220	6,751.35	2,498.00	540.11	67.51			3,645.73	5,453.84				
XX-XXX-2140-240	178.23	65.95	14.26	1.78			96.24	6,751.35				
XX-XXX-2140-250	406.36	150.35	32.51	4.06	219.44			178.23				
XX-XXX-2150-180	2,850.00	1,054.50	228.00	28.50	1,539.00			406.36				
XX-XXX-2150-210	27,218.62	10,070.89	2,177.49	272.19			14,698.06	2,850.00				
XX-XXX-2150-220	31,736.97	11,742.68	2,538.96	317.37			17,137.97	27,218.62				
XX-XXX-2150-240	817.50	302.47	65.40	8.17			441.45	31,736.97				
XX-XXX-2150-250	1,863.89	689.64	149.11	18.64	1,006.50			817.50				
XX-XXX-2150-260	28,800.00	10,656.00	2,304.00	288.00	15,552.00			1,863.89				
xx-xxx-2160-180	19,575.00	7,242.75	1,566.00	195.75	10,570.50			1,863.89				
xx-xxx-2160-210	25,242.25	9,339.63	2,019.38	252.42			13,630.81	19,575.00				
xx-xxx-2160-220	28,484.72	10,539.35	2,278.78	284.85			15,381.75	25,242.25				
xx-xxx-2160-240	751.97	278.23	60.16	7.52			406.07	28,484.72				
xx-xxx-2160-260	9,600.00				9,600.00							
xx-xxx-2160-250	1,714.50	634.36	137.16	17.14	925.83			751.97				
<b>Total benefits</b>	<b>242,794.79</b>	<b>86,282.07</b>	<b>18,655.58</b>	<b>2,331.95</b>	<b>52,631.11</b>	<b>82,894.07</b>		<b>9,600.00</b>				
<b>Grand total</b>	<b>1,094,065.79</b>	<b>401,252.34</b>	<b>86,757.34</b>	<b>10,844.66</b>	<b>512,317.45</b>	<b>82,894.07</b>		<b>1,094,065.87</b>				
								3,840.54	Deficit			
								23,337.78	Due to other Funds from FY 24			
								82,894.07	Budget Requirements			
								22,014.48	Contingency & Reserve			
								0.00	CASH ON HAND			
								132,086.87	Budget Requirements			
												132087. AMOUNT TO LEVY



855 Front Street | P.O. Box 4759 | Helena, MT 59604-4759  
Phone 800-332-6102 or 406-495-5000 | Fax 406-495-5020  
Fraud 888-MT-CRIME or 888-682-7463 | TDD/TTY 406-495-5030  
montanastatefund.com | safemt.com



NORTHCENTRAL LEARNING RESOURCE CTR  
1601 2ND AVE N STE 234  
GREAT FALLS MT 59401-3223

Policy #: 03-078732-9  
Date: 08/05/2025

RE: Montana Small Business Group Retention Program Results for Accident Year 2024  
(07/01/2023 to 07/01/2024)

Thank you for participating in the Montana Small Business Group Retention Program for Accident Year 2024. We appreciate your involvement in the group and your partnership with Montana State Fund.

After the final evaluation, there was no return for the group for this accident year. While we understand this may not be the outcome you were hoping for, we truly value your participation and commitment to workplace safety.

If you have any questions, please contact us at 800-332-6102 or 406-495-5000. Thank you for insuring with Montana State Fund.

Best regards,

David Jordan  
Assistant Vice President of Sales and Partner Relations

August 18, 2025

Cascade County Treasurer

121 4<sup>TH</sup> Street North #1A

Great Falls, MT 59401

Re: Retirement Budget for Northcentral Learning Resource Center

Please levy \$132,087 for the Retirement Budget for Northcentral Learning Resource Center. Attached you will find a spreadsheet with budgeted salaries , benefits, and the Funds that we plan to pay these from.

We will require a CURRENT budget of \$82,894 plus contingency, and deficit from past years of \$23,337.78 (FY 24) and \$3840.54 (FY 25). We are budgeting a contingency since we intend to hire another school psychologist if possible.

If you have any questions, please call at the office or call me (Sandra Watkins) at my cell phone 406.781-6423. Thank you so much for all that you do for us.

Sincerely,

Sandra A. Watkins

Clerk/Business Manager

Jenny A. Reeves

Director

**Northcentral Learning Resource Center; 1601 Second Avenue North #234; Great Falls, MT**

- RESOLUTION TO DISPOSE OF PERSONAL PROPERTY WHEREAS, the trustees of any school district have the power and responsibility to hold in trust all real and personal property of the district for the benefit of the schools and children of the district, and
- WHEREAS, Section 20-6-604, Montana Code Annotated (MCA), provides that whenever the trustees of a district determine that a site, building, or any other real or personal property of the district is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the district, the trustees may sell or otherwise dispose of the real or personal property, and
- WHEREAS, the district owns certain items of personal property, specifically the Vestibulator II Freestanding System. (see attached description)
- WHEREAS, the Board of Directors of Northcentral Learning Resource Center have determined that the items listed are obsolete, undesirable, or unsuitable for school purposes, NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Northcentral Learning Resource Center shall sell or otherwise dispose of the property because it is obsolete, undesirable, or unsuitable for school purposes, and BE IT
- FURTHER RESOLVED, in accordance with 20-6-604, MCA, this resolution shall be published in a newspaper of general circulation and posted in three public places in the district. The resolution and a detailed list of the surplus items will also be posted on the district's website. This resolution shall not become effective for 14 days. Upon expiration of the 14-day period, the Director of Northcentral Learning Resource Center shall effectuate the sale or disposal of the above-described property.

Adopted this 13th day of August, 2025. By: Levi Collins, Chairperson Board of Board, Attest:  
Sandra A. Watkins, Clerk, August 13, 2025

## **Vestibulator II freestanding system**

**Description:** This system offers the benefits of a ceiling suspension system. It accommodates therapy modules for vestibular, neurodevelopmental, and sensory integration therapy. The Deluxe System provides vertical stimulation and direct flexion, linear acceleration, rotational experiences, and complete range of motion exercises. It incorporates a 360 degree vertical rotation system for a smooth, unrestricted ROM to create vertical and rotational stimulation at the same time. Overall floor dimensions: 9'11"W x 6'5"D. Overall height is 7'0". Tumble Forms 2 Deluxe Vestibulator II System features: Height adjustment assembly allows quick changes to the proper position. Mechanism can be fixed in a stable position or set for swinging. Accessory pieces are lightweight and easy to maneuver. The durable metal frame has a working load of 150 pounds. Legs can be removed for portability and storage. Deluxe Vestibulator II System includes: Frame, Net Swing with positioning seat, Flexidisk, Prone net swing, Mat, Soft Top Platform Swing, Roll swing, Rope with Ascenders.