

# Northcentral Learning Resource Center

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Jenny Reeves  
Director

Date: September 22, 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, September 24, 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**

Wednesday, September 24<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 a meeting

**Consent Items**

- Review of August 25, 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 of a confidential 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**

- Tiffani Fox Letter of Resignation
- Request to Open SLP Position
- Preliminary Budget for FY26

**Adjournment**

- Next regularly scheduled meeting date is October 22, 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**

09/17/2025  
4:05:00 PM

\* To the right of a check number, denotes missing check number.  
Range of Check Numbers: 25628 to 26000  
Select All (All Transactions).  
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	25628	Belnap Teri	39.20	09/03/2025	Written
Co-op Check	25629	Card Janet	351.40	09/03/2025	Written
Co-op Check	25630	Charter Communications	320.00	09/03/2025	Written
Co-op Check	25631	Debellis Nicholas	252.70	09/03/2025	Written
Co-op Check	25632	Fox Tiffani	289.80	09/03/2025	Written
Co-op Check	25633	Haugen Kari	253.75	09/03/2025	Written
Co-op Check	25634	Kelley Create	215.66	09/03/2025	Written
Co-op Check	25635	Kolka Kaitlin	260.40	09/03/2025	Written
Co-op Check	25636	Leonard Diana	301.70	09/03/2025	Written
Co-op Check	25637	Permann Stasha	400.89	09/03/2025	Written
Co-op Check	25638	Peters Danielle	399.00	09/03/2025	Written
Co-op Check	25639	Pro-Ed	847.00	09/03/2025	Written
Co-op Check	25640	Rearden Meghan	162.75	09/03/2025	Written
Co-op Check	25641	Reeves Jenny	577.56	09/03/2025	Written
Co-op Check	25642	School Administrators Of Montana	410.00	09/03/2025	Written
Co-op Check	25643	Bbc For The Benefit Of Strategic Education Partners	1,500.00	09/17/2025	Written
Co-op Check	25644	CULLIGAN GREAT FALLS INC	47.00	09/17/2025	Written
Co-op Check	25645	Horizon Credit Union	1,943.05	09/17/2025	Written
Co-op Check	25646	Kaleva Law Firm	531.25	09/17/2025	Written
Co-op Check	25647	Karen E. Thornton	800.00	09/17/2025	Written
Co-op Check	25648	Kelley Create	501.98	09/17/2025	Written
			<u>10,405.09</u>		

Overall Fund Totals

ESSA Totals by Fund

10,405.09	382-INTERLOCAL AGREEMENT	10,405.09	Co-op
<u>10,405.09</u>	Overall Total		

ESSA Totals by School Code

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

10,405.09	- No ESSA Code
<u>10,405.09</u>	Overall Total



**Northcentral Learning Resource Center  
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August 25, 2025**

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**Present**

**Levi Collins, Chairman  
Russ McDaniel  
Dave Marzolf  
John Dubose  
Joe Gaylord  
Loren Dunk  
Jenny Reeves, Director  
Sandy Watkins, Clerk**

**Absent**

The regular Board meeting of the Directors of Northcentral Learning Resource Center was held Monday, August 25, 2025, at the Northcentral Learning Resource Center office. Kaitlin Kolka 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 May 28, 2025, and Warrants 25591-25627 were approved unanimously (Dunk/Dubose).

**Director's Report:**

**Special Education Guidance Re: IEP Students Up to Age 22**—Jenny Reeves attended both OPI and Elizabeth Kaleva, attorney, trainings on the new rules regarding Montana schools providing special education services to students up to age 22, including students who graduated with an IEP in place. She is continuing to get clarification and guidance on this issue and will inform board members as she receives information. It is time sensitive since notices to graduates are supposed to be delivered to affected parties by Sept. 3.

**FY 2026 Retirement Budget**—Sandy Watkins presented the Retirement Budget for FY 2026 presented to Cascade County. It includes a levy of \$132,087 to meet current requirements and deficits from the past two years.

**School Services of Montana—Medicaid Billing Alternative**—Jenny reported that she has scheduled a demonstration from School Services of Montana for Medicaid billing. She thinks their billing platform may include easier to use forms and may be an alternative to Montana Medicaid Billing services, which we are currently using but have some issues with its service. She has requested a demonstration for the staff so they can give their input.

**Monitoring Update**—Monitoring of Special Education Files is scheduled for January with guidance from OPI to come out in November. Jenny has notified schools via e-mail and will keep them updated.

**Special Education Teacher Training**—Jenny would like to have online training for special education staff and teachers in using Playground IEP, the new IEP software we are using. Later she would also like to have in-person training for special education staff.

**Open Forum**

Kari Haugen told the Board about the program she initiated with fifth and sixth grade students helping them with executive function skill development. She has developed guidelines for a nine-week program and hopes to make it available to teachers so they will be able to help

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students directly and use NCLRC staff as a resource only.

**Action Items:**

**Tumble Forms Vestibular II Swing System**—Loren Dunk made a motion to declare Vestibular Swing System unfit for our current uses, give proper notice of our intent to dispose of it, and then dispose of it. Second by Joe Gaylord, vote unanimous.

**Appoint New Board Chair/Vice Chair**—Based on rotation of schools, John Dubose (Centerville School) was appointed Board Chairman for the next two years and Dave Marzolf (Sun River Valley Schools) was appointed Vice Chairman for the next two years. Motion to appoint by Loren Dunk and Dave Marzolf, second by Joe Gaylord, vote unanimous.

**Contracting with School Psychologist**—Jenny Reeves recommended the Board approve a hybrid contract with a Montana-licensed school psychologist from Strategic Education Partners LLC DBA The School Psychologists—where the psychologist would come in person 1-2 times per month and use the remaining time to analyze tests and write reports involving approximately 15 hours/week. The psychologist would cover Cascade Schools and Ulm School, and be flexible with bad weather and roads. There is no charge for windshield time or mileage charge. The charge is \$100/hr., or \$55,000 annually. Loren Dunk moved to approve, second by John Dubose, vote unanimous.

**Hire Janet Card**—Jenny Reeves recommended Janet Card be hired at .35 FTE to supplement Speech Language services from Rebecca Schroeder who is moving to .5 FTE. John Dubose moved to hire as recommended, second by Joe Gaylord, vote unanimous.

Motion to adjourn at 3:05 pm unanimously approved (Dubose/Gaylord).

The next meeting will be Wednesday, September 24<sup>th</sup>, 2025, at 2:30 p.m.

Respectfully Submitted:

Approved



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Sandra A. Watkins, Clerk

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John Dubose, Board Chairman