

Northcentral Learning Resource Center

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Great Falls, MT 59401
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Jenny Reeves
Director

Date: September 30, 2024

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, October 2nd

Time: 2:30 p.m.

Attached are copies of the agenda and the warrant list for this meeting along with a copy of the August board meeting minutes 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, October 2nd · 2:30 – 3:30pm

Google Meet Video call invite via email

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

NCLRC Staff Member Attending Meeting - Danielle Peters and Meghan Rearden

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 28, 2024 Board Meeting Minutes
- Approval of Warrants

Information Items

- IDEA grant application guidance
- Director's Report

Open Forum

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

***Action Items**

- AMEND ProCare contract for virtual PT
-

Adjournment

- Next regularly scheduled meeting date is November 27, 2024

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

Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.
2024-2025

09/25/2024
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* To the right of a check number, denotes missing check number.

Range of Check Numbers: 25391 to 25400

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 - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25391	MONTANA MEDICAL BILLING	1,173.62	801	2024-132	JUNE CLAIM SUBMISSION CHARGES	315-280-2400-340	08/02/2024	Written
Co-op Check	25392	Reeves Jenny	37.52	802		JULY MILEAGE	315-456-2400-581	08/02/2024	Written
Co-op Check	25392	Reeves Jenny	148.74	802		JULY MILEAGE	315-456-2400-582	08/02/2024	Written
Co-op Check	25392	Reeves Jenny	97.00	802		REIMB.STAFF SUPPLY-FILE CABINET,SHIRT	315-456-2400-610	08/02/2024	Written
			283.26	Total					
Co-op Check	25393	Kim Rodriguez	750.00	2962	917974	10 Adult CPR/First Aid Classes	315-456-2100-350	08/27/2024	Written
Co-op Check	25394	Belnap Teri	34.84	901		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25394	Belnap Teri	9.68	901		REIMB POSTAGE/CERTIFIED MAIL	315-456-2100-532	09/05/2024	Written
			44.52	Total					
Co-op Check	25395	Charter Communications	149.97	902		INTERNET, PHONES, & FAX	315-457-2400-535	09/05/2024	Written
Co-op Check	25396	CULLIGAN GREAT FALLS INC	13.00	903		WATER	315-456-2400-610	09/05/2024	Written
Co-op Check	25397	Debellis Nicholas	443.54	904		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25398	Haugen Kari	353.76	905		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25399	Horne Cynthia	37.52	906		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25400	Internal Revenue Service	822.38	907	3312024	PENALTY	314-280-2140-210	09/05/2024	Written
			4,071.57						

Overall Fund Totals

ESSA Totals by Fund

822.38	314-RETIREMENT	
3,249.19	315-MISC. PROGRAMS	4,071.57 Co-op
4,071.57	Overall Total	

ESSA Totals by School Code

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

4,071.57	- No ESSA Code
4,071.57	Overall Total



Northcentral Learning Resource

Expenditure List - September.
2024-2025

09/25/2024
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* To the right of a check number, denotes missing check number.

Select All (All Transactions).

Exclude Payroll.

Filename: FokieToExpList (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	25394	Belnap Teri	34.84	901		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25394	Belnap Teri	9.68	901		REIMB POSTAGE/CERTIFIED MAIL	315-456-2100-532	09/05/2024	Written
			44.52	Total					
Co-op Check	25395	Charter Communications	149.97	902		INTERNET, PHONES, & FAX	315-457-2400-535	09/05/2024	Written
Co-op Check	25396	CULLIGAN GREAT FALLS INC	13.00	903		WATER	315-456-2400-610	09/05/2024	Written
Co-op Check	25397	Debellis Nicholas	443.54	904		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25398	Haugen Kari	353.76	905		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25399	Horne Cynthia	37.52	906		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25400	Internal Revenue Service	822.38	907	3312024	PENALTY	314-280-2140-210	09/05/2024	Written
Co-op Check	25401	Key Robert	300.16	908		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25402	Kolka Kaitlin	402.00	909		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25402	Kolka Kaitlin	38.00	909		TREATMENT SUPPLIES	315-456-2100-610	09/05/2024	Written
			440.00	Total					
Co-op Check	25403	Leonard Diana	296.14	910		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25403	Leonard Diana	214.40	910		PROF DEV/I-PAD BOOT CAMP, MISSOULA	315-456-2213-582-DIL	09/05/2024	Written
			510.54	Total					
Co-op Check	25404	Natus	180.00	911	75386	3 AUDIOMETERS	315-456-2100-660	09/05/2024	Written
Co-op Check	25405	Permann Stasha	498.48	912		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25405	Permann Stasha	47.06	912		REIMBURSE SUPPLIES	315-456-2100-581	09/05/2024	Written
			545.54	Total					
Co-op Check	25406	Peters Danielle	366.49	913		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25407	Pro Care Therapy Inc.	95.00	914	21013826		382-280-2160-330	09/05/2024	Written
		Purpose: FLANAGAN KOKKO TELE-PT, 1 HR. 8/23/2024							
Co-op Check	25408	Rearden Meghan	240.53	915		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25408	Rearden Meghan	400.00	915		PROF.DEV./ASHA CONF	315-456-2213-582-MEG	09/05/2024	Written
			640.53	Total					
Co-op Check	25409	Reeves Jenny	61.04	916		OFFICE SUPPLIES	315-456-2400-610	09/05/2024	Written
Co-op Check	25409	Reeves Jenny	27.50	916		REIMB.GAIT BELT	315-456-2100-610	09/05/2024	Written
Co-op Check	25409	Reeves Jenny	463.64	916		AUGUST MILEAGE	315-456-2400-581	09/05/2024	Written
			552.18	Total					
Co-op Check	25410	Schroeder Rebecca	135.34	917		AUGUST MILEAGE	315-456-2100-581	09/05/2024	Written
Co-op Check	25411	Charter Communications	150.06	925		INTERNET, PHONES, & FAX	315-456-2400-535	09/25/2024	Written
Co-op Check	25412	CULLIGAN GREAT FALLS INC	58.00	921	193X03922309	WATER	315-456-2400-610	09/25/2024	Written
Co-op Check	25413	Everyday Speech Llc	509.99	2963		BUNDLED CURRICULA (ANNUAL)	315-457-2100-610	09/25/2024	Written



Northcentral Learning Resource

Expenditure List - September.
2024-2025

09/25/2024
4:12:19 PM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25413	Everyday Speech Llc	1,189.98	2963		BUNDLED CURRICULA (ANNUAL)	315-456-2100-610	09/25/2024	Written
			1,699.97	Total					
Co-op Check	25414	Horizon Credit Union	458.08	2964			315-456-2400-582	09/25/2024	Written
		Purpose: MT SPED LAW CONF; STAFF MEETING SUPPLY & LUNCH							
Co-op Check	25414	Horizon Credit Union	176.73	2964			315-456-2400-610	09/25/2024	Written
		Purpose: OFFICE SUPPLY:FILE FOLDER, PROTECT SHEETS, POWERSTRIP,VACUUM							
Co-op Check	25414	Horizon Credit Union	254.35	2964		BROADVOICE-PHONE,INTERNET,FAX (2 MOS)	315-456-2400-535	09/25/2024	Written
Co-op Check	25414	Horizon Credit Union	1,038.77	2964		POTTY CHAIR AND CHANGING TABLE	315-457-2100-610	09/25/2024	Written
Co-op Check	25414	Horizon Credit Union	3,536.13	2964			315-456-2100-610	09/25/2024	Written
		Purpose: TESTS, PAR,WPS,PEARSON,STAFF SUPPLIES, HEADPHONES							
			5,464.06	Total					
Co-op Check	25415	Kaleva Law Firm	300.00	922	6769	LEGAL FEES-POLICIES & EMP HANDBOOK	315-456-2400-340	09/25/2024	Written
Co-op Check	25415	Kaleva Law Firm	300.00	922	7689	2024 PRINCIPALS ACADEMY REG/REEVES	315-456-2400-582	09/25/2024	Written
			600.00	Total					
Co-op Check	25416	Kelley Create	794.73	923	IN1739933	CONTRACT BASE RATE + OVERAGE	315-456-2400-340	09/25/2024	Written
Co-op Check	25417	Pro Care Therapy Inc.	760.00	924	21017852	FLANAGAN KOKKO TELE-PT,8 HR. 9/1/2024	382-280-2160-330	09/25/2024	Written
Co-op Check	25417	Pro Care Therapy Inc.	1,852.50	924	21027584		382-280-2160-330	09/25/2024	Written
		Purpose: FLANAGAN KOKKO TELE-PT,19.5 HR. 9/15/2024							
			2,612.50	Total					
			17,009.79						

Overall Fund Totals

ESSA Totals by Fund

822.38	314-RETIREMENT	
13,479.91	315-MISC. PROGRAMS	
2,707.50	382-INTERLOCAL AGREEMENT	17,009.79 Co-op
17,009.79	Overall Total	

ESSA Totals by School Code

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

17,009.79	- No ESSA Code
17,009.79	Overall Total



**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
August 28, 2024**

Present

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

Absent

The regular Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, August 28, 2024, at the Northcentral Learning Resource Center office. Kaitlin Kolka was present as the staff representative. The meeting was called to order by Chairman Levi Collins at 2:34 p.m. A quorum was present for the meeting.

Consent Agenda: The minutes from the regular Board meeting on May 22, 2024, and the special meeting on July 29, 2024, and Warrants 25357-25390 were approved unanimously (Dunk/DuBose).

Director's Report:

Fall Child Find Screenings— We are waiting to hear back on the availability of the audiologist and eye doctors to finalize our Child Find screenings. Depending on whether our SLPs have completed hearing screenings and if there is time within the Child Find screening schedule, we will try to have the audiologist re-test the students who failed their hearing screenings.

Parent Information letter— We are sending letters to parents describing the model of Physical Therapy services provided to students this school year. Our PT is licensed in Montana and will evaluate and treat students with PT services as indicated in their IEP through a telehealth model with Danielle Peters, our licensed Physical Therapy Assistant, facilitating the services in the school setting.

SLP Caseloads and Staffing Needs— We are continuing to look for a full-time speech-language pathologist (SLP) as the need for speech and language services is greater than our three full-time SLPs can provide. The Speech-Language Pathology Assistant (SLPA) we were trying to hire did not work out. So, we are still advertising and actively recruiting for this position. In the meantime, Jenny asked administrators to stress to their staff the importance of flexibility with service provider scheduling and when students are seen for assessments and their weekly related service minutes.

Diana Leonard--Will be out for six weeks on sick leave, beginning September 12, 2024. Stasha Permann will pick up Diana's caseload in the meantime.

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IDEA Grant Application— This should hopefully be open in the next few weeks. Findings from the state's recent audit have necessitated updates to the state application, and the vendor is still working to add these changes. Authorized representatives will be notified when the application is open so it can be completed promptly.

Changes coming from DMS (Differentiated Monitoring and Support) Findings— Due to findings from the recent federal audit, there will be higher levels of accountability at both the state and local education agency levels. Jenny shared that she will learn significantly more about the upcoming changes at the MASS/MCASE/MACSS Fall Conference scheduled for September 24-25 in Bozeman. Dave Marzolf asked Jenny if the board could collectively complete the IDEA grant application for their respective districts at the next board meeting, and Jenny agreed.

Action Items:

Request to open SLPA (Speech Language Pathologist Assistant) Position

Jenny Reeves asked permission to open a position for a Speech Language Pathologist Assistant Position since the needs are too great for the three SLPs we currently have and we've been unable to hire another SLP. Motion to approve passed unanimously (Dunk/DeBose).

Open Forum: There was a request to possibly move the next meeting up one week, if necessary, to complete the IDEA application.

Motion to adjourn unanimously approved (Dubose/Gaylord).

The next meeting will be Wednesday, September 25, 2024, at 2:30 p.m.

Respectfully Submitted:

Approved By:

Sandra A. Watkins, Clerk

Levi Collins, Board Chair