

# 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: February 24, 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, February 26, 2025

**Time:** 2:30 P.M.

Attached are copies of the agenda, the warrant list, and the minutes from the December 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, February 26<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 December 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 violates an individual's right to privacy, as determined by the chair.

**\*Action Items**

- Quote for Director's and Officer's Liability and Cyber Liability
- Director's Evaluation
- NCLRC Staff Letter of Request to Open Certified Staff Negotiations
- Cynthia Horne Letter of Resignation

**Adjournment**

- The next regularly scheduled meeting date is March 26, 2025

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

Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.  
2024-2025

02/24/2025  
10:32:02 AM

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

Range of Check Numbers: 25461 to 26000

Select All (All Transactions).

Exclude Payroll.

Filename: FokieToExplList (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	25461	Pro Care Therapy Inc.	760.00	1117	21058050		382-280-2160-330	11/18/2024	Returned	
		Purpose: FLANAGAN KOKKO TELE-PT,8 HR. 10/25/2024								
Co-op Check	25461	Pro Care Therapy Inc.	760.00	1117	21037442	FLANAGAN KOKKO TELE-PT,8 HR. 9/27/2024	382-280-2160-330	11/18/2024	Returned	
Co-op Check	25461	Pro Care Therapy Inc.	1,852.50	1117	21062306		382-280-2160-330	11/18/2024	Returned	
		Purpose: FLANAGAN KOKKO TELE-PT,19.5 HR. 11/01/2024								
			3,372.50	Total						
Co-op Check	25462	Belnap Teri	17.42	1201		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25462	Belnap Teri	1.77	1201		REIMB. POSTAGE	382-280-2400-532	12/04/2024	Returned	
Co-op Check	25462	Belnap Teri	15.98	1201		REIMB. OFFICE SUPPLIES	382-280-2400-610	12/04/2024	Returned	
			35.17	Total						
Co-op Check	25463	Charter Communications	149.97	1202		INTERNET, PHONES, & FAX	382-280-2400-535	12/04/2024	Returned	
Co-op Check	25464	Debellis Nicholas	440.86	1203		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25465	Haugen Kari	101.00	1204			382-280-2210-582-KAR	12/04/2024	Returned	
		Purpose: PROF DEV.-2024 BACK TO SCHOOL CONF OT SUPPORT FOR DIV.LEARNERS								
Co-op Check	25465	Haugen Kari	335.67	124		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
			436.67	Total						
Co-op Check	25466	Horne Cynthia	131.32	1205		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25467	Kaleva Law Firm	163.88	1206	7914	LEGAL FEES-AUDIT LETTER,E-MAILS, CBA	315-456-2400-340	12/04/2024	Returned	
Co-op Check	25468	Key Robert	420.76	1207		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25469	Kolka Kaitlin	527.96	1209		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25470	Leonard Diana	393.96	1208		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25470	Leonard Diana	28.21	1208		REIMB. SUPPLIES	382-280-2100-610	12/04/2024	Returned	
			422.17	Total						
Co-op Check	25471	Montana Business Archives	50.00	1216	18234	VARIOUS SHREDDING	382-280-2400-350	12/04/2024	Returned	
Co-op Check	25472	Permann Stasha	456.94	1210		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25472	Permann Stasha	150.00	1210		PROF DEV-MT SCHOOL OT/PT CONF 2024	382-280-2210-582-STA	12/04/2024	Returned	
Co-op Check	25472	Permann Stasha	103.15	1210		REIMB. TREATMENT SUPPLIES	382-280-2100-610	12/04/2024	Returned	
			710.09	Total						
Co-op Check	25473	Peters Danielle	293.46	1211		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned	
Co-op Check	25474	Pro Care Therapy Inc.	760.00	1212	21052620		382-280-2160-330	12/04/2024	Returned	
		Purpose: FLANAGAN KOKKO TELE-PT,8 HR. 10/18/2024								



Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.  
2024-2025

02/24/2025  
10:32:02 AM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25474	Pro Care Therapy Inc.	1,615.00	1212	21078715		382-280-2160-330	12/04/2024	Returned
		Purpose: FLANAGAN KOKKO TELE-PT,17 HR. 11/22/2024							
			2,375.00	Total					
Co-op Check	25475	Rearden Meghan	297.48	1213		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned
Co-op Check	25476	Reeves Jenny	349.74	1214		NOVEMBER MILEAGE	382-280-2400-581	12/04/2024	Returned
Co-op Check	25477	Schroeder Rebecca	233.16	1215		NOVEMBER MILEAGE	382-280-2100-581	12/04/2024	Returned
Co-op Check	25478	Horizon Credit Union	131.41	2968		BROADVOICE-PHONE, INTERNET, FAX	382-280-2400-535	12/20/2024	Written
Co-op Check	25478	Horizon Credit Union	401.75	2968		TESTS, TREATMENT SUPPLIES	382-280-2100-610	12/20/2024	Written
Co-op Check	25478	Horizon Credit Union	425.39	2968		OFFICE SUPPLIES	382-280-2400-610	12/20/2024	Written
Co-op Check	25478	Horizon Credit Union	50.40	2968		CLERK TRAINING	382-280-2400-582	12/20/2024	Written
			1,008.95	Total					
Co-op Check	25479	Pro Care Therapy Inc.	950.00	1220	21069062		382-280-2160-330	12/20/2024	Returned
		Purpose: FLANAGAN KOKKO TELE-PT,10 HR. 12/13/2024							
Co-op Check	25479	Pro Care Therapy Inc.	855.00	1220	21069181		382-280-2160-330	12/20/2024	Returned
		Purpose: FLANAGAN KOKKO TELE-PT,9 HR. 11/08/2024							
Co-op Check	25479	Pro Care Therapy Inc.	570.00	1220	21084452		382-280-2160-330	12/20/2024	Returned
		Purpose: FLANAGAN KOKKO TELE-PT,6 HR. 11/29/2024							
Co-op Check	25479	Pro Care Therapy Inc.	1,852.50	1220	21090661		382-280-2160-330	12/20/2024	Returned
		Purpose: FLANAGAN KOKKO TELE-PT,19.5 HR. 12/06/2024							
			4,227.50	Total					
Co-op Check	25480	Schoolhouse I T Inc.	697.20	1221	3618	REIMB.LENOVO LAPTOP	382-280-2100-660	12/20/2024	Written
Co-op Check	25481	Strom & Assoc P.C.	9,120.00	1222		.8 AUDIT FY 2023 2024	382-280-2400-340	12/20/2024	Returned
Co-op Check	25482	Assoc. Business Systems	154.50	101	20771	CLAIMS WARRANTS	382-280-2400-610	12/26/2024	Written
Co-op Check	25483	Belnap Teri	5.18	102		REIMB. POSTAGE	382-280-2100-532	12/26/2024	Written
Co-op Check	25483	Belnap Teri	25.98	102		REIMB. OFFICE SUPPLY	382-280-2100-610	12/26/2024	Written
			31.16	Total					
Co-op Check	25484	Columbus Center Partners	4,005.00	103		RENT JANUARY, FEBRUARY, MARCH	382-280-2400-450	12/26/2024	Written
Co-op Check	25485	Debellis Nicholas	478.38	104		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25486	Haugen Kari	270.01	105		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25487	Kelley Create	219.25	106	IN1826222	CONTRACT BASE RATE CHANGE	382-280-2400-340	12/26/2024	Written
Co-op Check	25488	Key Robert	290.78	107		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25489	Kolka Kaitlin	585.58	108		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25490	Leonard Diana	318.92	109		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25491	Permann Stasha	449.57	110		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25492	Peters Danielle	357.78	111		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25493	Pro Care Therapy Inc.	1,520.00	112	21099227		382-280-2160-330	12/26/2024	Written
		Purpose: FLANAGAN KOKKO TELE-PT,16 HR. 12/20/2024							
Co-op Check	25494	Rearden Meghan	289.44	113		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written
Co-op Check	25495	Reeves Jenny	259.96	114		DECEMBER MILEAGE	382-280-2400-581	12/26/2024	Written
Co-op Check	25496	Schroeder Rebecca	160.80	115		DECEMBER MILEAGE	382-280-2100-581	12/26/2024	Written



Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.  
2024-2025

02/24/2025  
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Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25497	Assoc. Business Systems	29.00	120	20850	W-2 FORMS	382-280-2400-610	01/16/2025	Written
Co-op Check	25498	Charter Communications	299.94	121		INTERNET, PHONES, & FAX (2 MOS)	382-280-2400-535	01/16/2025	Written
Co-op Check	25499	Double G Engraving	15.50	122	DBLG22680	NAME BADGES	315-456-2100-610	01/16/2025	Written
Co-op Check	25500	Horizon Credit Union	333.54	2969			382-280-2100-610	01/16/2025	Written
Purpose: TESTING-BRIEF 2, SPM-2, THERAPY SUPPLIES									
Co-op Check	25500	Horizon Credit Union	60.00	2969		SPLASHTOP RENEWAL	382-280-2400-682	01/16/2025	Written
Co-op Check	25500	Horizon Credit Union	68.15	2969			382-280-2400-610	01/16/2025	Written
Purpose: OFFICE-PAPER TOWELS, TRASH BAGS, CALCULATOR RIBBONS									
			461.69	Total					
Co-op Check	25501	Horizon Credit Union	394.05	2969			315-171-2400-582	01/16/2025	Written
Purpose: BUSINESS CHRISTMAS GIFTS, CHRISTMAS PARTY									
Co-op Check	25502	MONTANA STATE FUND	925.16	123		WORKERS COMPENSATION	382-280-2100-250	01/16/2025	Written
Co-op Check	25503	Charter Communications	299.94	201		INTERNET, PHONES, & FAX (2 MOS)	382-280-2400-535	02/04/2025	Written
Co-op Check	25504	Debellis Nicholas	602.00	202		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25505	Fox Tiffani	49.00	203		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25505	Fox Tiffani	80.00	203		REIMB. LICENSE	382-280-2100-582	02/04/2025	Written
Co-op Check	25505	Fox Tiffani	278.00	203		PROFESSIONAL DEVELOPMENT	382-280-2210-582-TIF	02/04/2025	Written
			407.00	Total					
Co-op Check	25506	Haugen Kari	336.00	204		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25507	Kelley Create	61.47	205	IN1869886	CONTRACT BASE RATE CHANGE	382-280-2400-340	02/04/2025	Written
Co-op Check	25508	Key Robert	313.60	206		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25509	Kolka Kaitlin	712.60	207		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25510	Leonard Diana	514.50	208		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25511	Permann Stasha	385.00	210		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25512	Peters Danielle	411.60	209		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25513	Pro Care Therapy Inc.	1,900.00	211	21117005		382-280-2160-330	02/04/2025	Written
Purpose: FLANAGAN KOKKO TELE-PT, 20 HR. 01/19/2025									
Co-op Check	25513	Pro Care Therapy Inc.	1,140.00	211	21121568		382-280-2160-330	02/04/2025	Written
Purpose: FLANAGAN KOKKO TELE-PT, 12 HR. 01/24/2025									
			3,040.00	Total					
Co-op Check	25514	Rearden Meghan	392.70	212		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
Co-op Check	25514	Rearden Meghan	80.00	212		REIMB. LICENSE	382-280-2100-582	02/04/2025	Written
			472.70	Total					
Co-op Check	25515	Reeves Jenny	426.30	213		JANUARY MILEAGE	382-280-2400-581	02/04/2025	Written
Co-op Check	25515	Reeves Jenny	235.20	213			382-280-2400-582	02/04/2025	Written
Purpose: OUT-OF-DISTRICT MILEAGE/MISSOULA TO PICK UP SUPPLIES									
			661.50	Total					
Co-op Check	25516	Schroeder Rebecca	221.00	214		PROFESSIONAL DEVELOPMENT	382-280-2210-582	02/04/2025	Written
Co-op Check	25516	Schroeder Rebecca	256.20	214		JANUARY MILEAGE	382-280-2100-581	02/04/2025	Written
			477.20	Total					



Northcentral Learning Resource

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Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25517	CULLIGAN GREAT FALLS INC	68.50	220	193x04245908	MONTHLY WATER	382-280-2400-610	02/21/2025	Written
Co-op Check	25518	Double G Engraving	33.00	221		NAME BADGES	382-280-2100-610	02/21/2025	Written
Co-op Check	25519	Horizon Credit Union	270.05	2970		BROADVOICE-PHONE, INTERNET, FAX (2 MOS)	382-280-2400-535	02/21/2025	Written
Co-op Check	25519	Horizon Credit Union	475.50	2970			382-280-2100-610	02/21/2025	Written
Purpose: PAR,WIAT-4,AMAZON SUPPLIES FOR THERAPISTS									
			745.55	Total					
Co-op Check	25520	Kaleva Law Firm	137.50	222		REVIEW CBA COMMUNICATIONS W/DIRECTOR	382-280-2400-340	02/21/2025	Written
Co-op Check	25521	MONTANA MEDICAL BILLING	401.36	224	2024-233	DEC-JAN CLAIM SUBMISSION CHARGES	315-280-2400-340	02/21/2025	Written
Co-op Check	25522	MONTANA STATE FUND	827.56	223		WORKERS COMPENSATION	382-280-2100-250	02/21/2025	Written
Co-op Check	25523	Pro Care Therapy Inc.	760.00	225	21132932	FLANAGAN KOKKO TELE-PT,8 HR. 2/7/2025	382-280-2160-330	02/21/2025	Written
Co-op Check	25523	Pro Care Therapy Inc.	1,615.00	225	21138886	FLANAGAN KOKKO TELE-PT,17 HR. 2/14/2025	382-280-2160-330	02/21/2025	Written
Co-op Check	25523	Pro Care Therapy Inc.	1,805.00	225	21127751	FLANAGAN KOKKO TELE-PT,17 HR. 2/17/2025	382-280-2160-330	02/21/2025	Written
			4,180.00	Total					
			52,068.89						

Overall Fund Totals

ESSA Totals by Fund

974.79	315-MISC. PROGRAMS	
51,094.10	382-INTERLOCAL AGREEMENT	52,068.89 Co-op
52,068.89	Overall Total	

ESSA Totals by School Code

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

52,068.89	- No ESSA Code
52,068.89	Overall Total



**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting  
December 4, 2024**

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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 Wednesday, December 4, 2024, at the Northcentral Learning Resource Center office. Rob Key was present at the meeting as the staff representative. The meeting was called to order by Chairman Levi Collins at 2:35 p.m. A quorum was present for the meeting.

**Consent Agenda:** The consent agenda, including minutes from the regular Board meeting on October 2, 2024, and Warrants 25418-25461 were approved unanimously (Dunk/Marzolf).

**Director's Report:**

**Child Count**— Jenny Reeves presented a breakdown by schools of the child count for students receiving special services from 2010 to 2024. There was brief discussion about trends.

**Private School-Home School Count**— In 2023-2024 we had a total of 6 students enrolled in private school or home-schooled. This year, on child count date (Oct. 7) we have 13 private/home-schooled students and know of at least 4 more unrecorded after child count.that need to be included. When Levi questioned why the increase, Jenny suggested the new funding model (Education Savings Acct.) approved by the State Legislature may be part of the reason, requiring no regulation how the money is being spent, and little accountability, may be part of the reason.

**Pre-monitoring training and next steps**—Pre-monitoring training is scheduled on the Tuesday before Thanksgiving break. OPI will be conducting monitoring of Special Education services next school year. Six weeks and twelve weeks ahead of monitoring, we need to submit to information to OPI, which Jenny will take care of. All errors found in this monitoring are corrective actions. To prepare, Jenny is providing a guided record review for all case managers to look at and correct errors in advance. She will be visiting all the schools and going through records at the schools prior to monitoring.

**Preliminary Maintenance of Effort Report**—The OPI report released today for Preliminary Maintenance of Effort shows that we maintained effort in all areas including Maintenance of Effort by Expenditure Comparison and Maintenance of Effort on a per-student basis.



**Northcentral Learning Resource Center  
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**Budget Discussion**—Jenny Reeves and Sandy Watkins presented budget information updated for FY 2025, and pointed out that if additional staff is hired the Coop does NOT have the money cover the cost. Jenny also pointed out the importance of hiring additional staff to reduce workloads on staff; heavy workloads that are causing staff to burnout and quit. The only question was from Joe Gaylord asking where ANB numbers are derived and Sandy Watkins said they are straight from the OPI special education allocation document.

**Action Items:**

**Approval of FY 25 Cooperative Budget** Sandy Watkins presented the proposed FY 2025 Budget, with an additional \$100,000 contribution from member schools (this is in addition to the \$147,000 already billed to the schools and paid.) Sandy explained that we maintained a reserve of Medicaid money (approximately \$200,000) that the Coop uses to pay bills each year until state and local money comes in. With the additional budget commitments this year, that reserve will be depleted. The IDEA application is submitted and approved each year after the beginning of the new year and takes a significant amount of time for all the steps to be completed-- this year it will be December 10 until we get our first cash request from OPI funded. Loren Dunk made a motion to approve the budget as presented, second by John Dubose, vote unanimous.

**Offer Speech Language Pathologist (SLP) Contract** Jenny Reeves recommended offering an SLP contract to Tiffani Fox based on her experience and excellent qualifications. Although we currently have three SLPs, we are still understaffed. She pointed out that if we don't increase staffing, particularly for SLPs, we risk losing staff as we did last year. Loren Dunk made a motion to hire Tiffani Fox at her appropriate step and lane and pay the \$3500 signing bonus. She will start toward the end of January so her salary will be prorated to the days she will work. Loren Dunk made a motion to Tiffani Fox as presented, second by John Dubose, vote unanimous.

**Contract for Substitute SLP** Jenny Reeves recommended offering a contract to Janet Card to serve as a substitute SLP, specifically covering maternity leave of roughly six weeks at the end of the school year and covering screenings. Loren Dunk made a motion to approve hiring Janet Card as presented, second by John Dubose. There was discussion following. Joe Gaylord asked if our SPED student count is too high. Jenny agreed that it is high but stressed that with more staff, we can focus on early intervention and do more whole class activities, and hopefully reduce the number of referrals later. The vote was unanimous.

**Additional \$100,000 Assessment from Member Schools** John Dubose grudgingly made a motion to approve an additional \$100,000 assessment from member schools to operate Northcentral Learning Resource Center. Russ McDaniel seconded the motion. They all agreed that FY 2026 will be addressed at a different time and Sandy Watkins said she will get the budget numbers distributed after staff negotiations are completed. Levi Collins asked why we



**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting  
December 4, 2024**

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don't utilize remote speech therapy and Jenny pointed out that the SLP is often the case manager and it very difficult to do that virtually, and everyone agreed it isn't the best solution, although we may have to resort to it in the future and hire aides instead of providing in-person treatment. Levi called for a vote and all voted in favor, motion passed. Jenny and Sandy thanked the Board for their support. Sandy will send letters and bills to the Clerks for the additional assessment.

**Open Forum:** None

Motion to adjourn at 3:36 unanimously approved (McDaniel/Gaylord).

The next meeting will be Wednesday, January 27, 2024, at 2:30 p.m.

Respectfully Submitted:

Approved By:

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Sandra A. Watkins, Clerk

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Levi Collins, Board Chair

Cochrane & Company on behalf of Marsh McLennan Agency - Small Business  
PO Box 19150 | Spokane, WA 99219  
License Number: 760513

To: Northcentral Learning Resource Center  
1601 2nd Avenue N  
Suite #234  
Great Falls, MT 59401

Re: Named Insured: Northcentral Learning Resource Center  
Coverage Dates: 4/1/2025 to 4/1/2026  
Reference #: 3201523

Thank you for allowing Marsh McLennan Agency - Small Business to service your commercial insurance needs. Listed below is information concerning your insurance quote. Coverage will not be in force until terms/conditions on subsequent pages have been met and payment has been received.

<b>Premium if Terrorism Coverage Rejected:</b>	<b>Premium if Terrorism Coverage Accepted:</b>
Premium: \$1,469.00	Terrorism Coverage: NOT APPLICABLE
Fees: \$0.00	Terrorism Premium: \$0.00
Taxes: \$0.00	Additional taxes: \$0.00
Total Due: \$1,469.00	Total Premium with Terrorism: \$1,469.00

The minimum earned premium (MEP) charged for this policy upon cancellation is 25% of the premium plus fully earned fees.

**Payment**

- >> PAYMENT IN FULL - Please include full payment and signed terrorism forms to the payment address shown below.
- >> FINANCING - Sign and return including down payment (listed in Box B of the finance agreement) along with terrorism forms.

**Accepted Payment**

- >> Check
- >> Cashier's Check
- >> Money Order

**Payment Address:**

**MAKE CHECKS PAYABLE TO:** Cochrane & Company  
PO Box 19150  
Spokane, WA 99219

Thank you for your business; we are excited to service your insurance needs! Should you have any questions or concerns regarding this billing, please contact:

Marsh McLennan Agency - Small Business  
P.(406) 721-1000

CC: Marsh McLennan Agency - Small Business (406) 721-9230

## INSURANCE QUOTATION - DETAIL

Monday, February 10, 2025

**Name Insured:** Northcentral Learning Resource      **Producer:** Marsh McLennan Agency - Small  
**Mailing Address:** 1601 2nd Avenue N Suite #234      **Fax:** (406) 721-9230  
Great Falls, MT 59401      **Reference Number:** 3201523

**Insurer:** United States Liability Insurance Company

**AM Best Rating:** A++ XII

**Term:** 4/1/2025 to 4/1/2026

**Coverage:** Director's & Officer's Liability

**Minimum Earned Premium:** 25% plus fully earned

**Policy Form:** Claims Made

**Retroactive Date:** Full Prior Acts

**SIR:** \$0 Each Claim \$0 Each Claim \*See company quote attached for additional sublimits / limits / terms / conditions.\*

\$1,000,000 Non Profit Directors & Officers

\$1,000,000 Employment Practices Liability

\$100,000 FLSA sublimit for defense and indemnity is included in the Employment Practices Liability premiums shown.

Prior or Pending Litigation Date: See form DO-298

\*See company quote attached for additional sublimits / limits / terms / conditions.\*

**Premium:** \$1,469.00

**Terrorism Coverage:** NOT APPLICABLE

**Fee Schedule:** \$0.00

**Total w/o Terrorism:** \$1,469.00

**Terrorism Premium:** \$0.00

**Taxes:** \$0.00

**Additional Taxes:** \$0.00

**Total w/o Terrorism:** \$1,469.00

**Total with Terrorism:** \$1,469.00

Please see the following pages for applicable Terms/Conditions and Endorsements

**Insured:** Northcentral Learning Resource Center

**Reference**        3201523

**Terms/Conditions:**

Payment due upon receipt.

Written Request to Bind.

This quote is valid for 30 days or until the effective date and is subject to receiving and approving any requested information outlined in the proposal's subjectivities. This quote relies on the information submitted by the applicant. We reserve the right to modify or void this proposal if the information changes or proves inaccurate.

**\*\*PLEASE REFERENCE THE BELOW FOR A COMPLETE LIST OF FORMS AND ENDORSEMENTS APPLICABLE TO THIS QUOTE\*\***

February 26, 2025

# NCLRC Director's Report

## INFORMATION ITEMS

- Vision Screenings
- State APR Report
- Para Pathways Project
- NCLRC Staff Evaluations



Good Afternoon Directors,

The OPI Special Education Team is excited to announce the opening of the Para Pathways Project and access to the online learning modules! The agency has contracted with LRP Publications for Montana's use of their LRPDirectStep online professional learning modules. **Access to these modules is available to all Montana public school district employees for FREE!**

- Zero cost to the district or individual employee.
- The modules are online and available 24 hours a day.
- Completion time for the learning modules averages between 45 minutes and one hour.

**Professional development modules exist for administrators, general education teachers, special education teachers, paraprofessionals, and any staff working with students with disabilities.**

Many topic areas are available for professional learning. IDEA, IEPs, 504s, and Autism are just a sampling of the LRP courses. There are more than 100 courses available.

- Complete modules on an individual basis for professional learning.
- Learn in teams/departments.
- Plan district professional development.
- Earn professional development units.

Special Education Paraprofessionals - If you are currently working in a special education role for all or part of your day and interested in professional growth, you qualify for the incentive pay (\$20/module) for the Special Education Technician set of modules. Completion of the identified 40 modules is also one of the pre-requisites to entering Dawson Community College's (DCC) Special Education Technician courses.

Find more information on our website regarding:

- Tips on how to create an account and access courses
- General information on the Special Education Technician program
- Special Education Technician modules for incentive pay and pre-requisite for DCC.

<https://opi.mt.gov/Educators/School-Climate-Student-Wellness/Special-Education>

Please see the attached flyer for the link to get started today. Included is a technical assistance phone number and email if you need help setting up your account. For any questions regarding the Special Education Technician program, please contact Patrick Cates (Sr. Mgr. for Student Support Services) at [patrick.cates@mt.gov](mailto:patrick.cates@mt.gov) or (406) 594-9993.

We will also have the trainer from LRP at the March Director Meeting to review the program and how to access the online modules.

Stay warm!

Patrick Cates



Patrick Cates  
Senior Manager – Student Support Services  
Montana Office of Public Instruction

- Phone: 406-594-9993
- Email: [patrick.cates@mt.gov](mailto:patrick.cates@mt.gov)
- Website: <http://opi.mt.gov>



Direct Specialized Training for Education Professionals



Montana Office of  
Public Instruction



<https://mt-opi-ds.lrp.com>

**Engaging content**

**One-hour format**

**Accessible on most  
media devices**

Montana Office of Public Instruction  
has partnered with LRP Publications to bring you  
**DirectSTEP<sup>®</sup> eCourses** at no charge to you!

With each **eCourse** you will:

- Receive the highest quality training developed by respected special education experts
- Learn at your own pace for the greatest possible comprehension and retention
- Take eCourses based on individual training needs and interests
- Engage in learning through quizzes and activities
- Learn how to make decisions that are educationally and legally sound
- Receive a certificate of completion

**GET STARTED TODAY**

Go to <https://mt-opi-ds.lrp.com>  
and self-register for your **eCourses**.

**NEED ASSISTANCE WITH YOUR  
DirectSTEP<sup>®</sup> eCourses?**

Please contact LRP training staff toll-free at  
**1-800-515-4577, ext. 6515** or via email at:  
[directstep@lrp.com](mailto:directstep@lrp.com) or contact your School  
District's Special Ed Director.



Dear Advisory Board Members,

We are writing to respectfully request that the board consider opening certified staff negotiations with us. As you are aware, our team has been working diligently to provide the best possible education to our students, and we believe that it is essential to have a collaborative and transparent process in place to discuss our working conditions, compensation, and benefits.

We would appreciate the opportunity to discuss this request further with the board and answer any questions that you may have. Please let us know if this is something that we can move forward with, and if so, we can begin making arrangements for the negotiation process.

Thank you for considering our request.

Sincerely,

Certified NCLRC Staff

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## Post surgery update

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**Cynthia Horne** <cynthia.horne@nclearning.org>  
To: Jenny Reeves <jenny.reeves@nclearning.org>

Wed, Feb 5, 2025 at 3:45 PM

Hi Jenny,

I called Northcentral the other day, but Teri told me you were out for the day. My doctor's appointment on January 31st revealed more complications regarding my retina, including possible surgery in early March. Therefore, I've decided not to return to work as a School Psychologist for Northcentral. I will be in the Northcentral office tomorrow at about 11:45 AM and stay through the afternoon. I am sorry there was no better outcome regarding my employment, as I have enjoyed my time at NCLRC. I will see you and the coop team tomorrow.

Cynthia Horne, MA. Ed  
School Psychologist  
Northcentral Learning Resource Center  
Great Falls, MT 59401  
Office: (406) 727-6303  
Cell: (406) 221-6650

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