

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: March 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, March 26, 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, March 26th · 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 February 26, 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, 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**

- Retirement Budget Amendment
- Request to Update the Current Negotiated Agreement Language
-

Adjournment

- Next regularly scheduled meeting date is April 23, 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

03/24/2025
11:57:36 AM

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

Range of Check Numbers: 25524 to 26000

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	25524	Belnap Teri	39.20	301		FEB MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25524	Belnap Teri	35.66	301		REIMB.OFFICE SUPPLIES	382-280-2100-610	03/04/2025	Written
Co-op Check	25524	Belnap Teri	30.79	301		REIMB.POSTAGE	382-280-2100-532	03/04/2025	Written
			105.65	Total					
Co-op Check	25525	Charter Communications	299.94	302		INTERNET, PHONES, & FAX (2 MOS)	382-280-2400-535	03/04/2025	Written
Co-op Check	25526	Cochrane & Co	1,469.00	303	#3201523	D & O LIABILITY INSURANCE	382-280-2400-520	03/04/2025	Written
Co-op Check	25527	CULLIGAN GREAT FALLS INC	34.00	304		MONTHLY WATER	382-280-2400-610	03/04/2025	Written
Co-op Check	25528	Debellis Nicholas	613.20	305		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25529	Fox Tiffani	588.00	306		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25530	Haugen Kari	432.60	307		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25531	Horne Cynthia	56.28	308		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25531	Horne Cynthia	180.00	308		PROF.DEVELOPMENT	382-280-2210-582-CIN	03/04/2025	Written
			236.28	Total					
Co-op Check	25532	Key Robert	350.00	309		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25533	Kolka Kaitlin	80.00	310		REIMB PROF LICENSE	382-280-2100-582	03/04/2025	Written
Co-op Check	25533	Kolka Kaitlin	784.00	310		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
			864.00	Total					
Co-op Check	25534	Leonard Diana	352.80	311		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25535	MASBO	100.00	312		SPRING WORKSHOP, REGION 2	382-280-2400-582	03/04/2025	Written
Co-op Check	25536	MONTANA MEDICAL BILLING	266.01	313	2025-017	JAN CLAIM SUBMISSION CHARGES	315-280-2400-340	03/04/2025	Written
Co-op Check	25537	Permann Stasha	482.30	314		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25537	Permann Stasha	223.75	314		REIMB. ASD & CLASSROOM MGT	382-280-2210-582-STA	03/04/2025	Written
			706.05	Total					
Co-op Check	25538	Peters Danielle	539.00	315		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25539	Pro Care Therapy Inc.	1,710.00	316	31145365	FLANAGAN KOKKO TELE-PT,18 HR. 2/21/2025	382-280-2160-330	03/04/2025	Written
Co-op Check	25540	Rearden Meghan	333.90	317		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25541	Reeves Jenny	476.00	318		FEBRUARY MILEAGE	382-280-2400-581	03/04/2025	Written
Co-op Check	25542	Schroeder Rebecca	313.60	319		FEBRUARY MILEAGE	382-280-2100-581	03/04/2025	Written
Co-op Check	25543	Cochrane & Co	2,523.00	321	REF #3199295	CYBER LIABILITY INSURANCE	382-280-2400-520	03/24/2025	Written
Co-op Check	25544	Horizon Credit Union	131.51	2971		BROADVOICE	382-280-2400-610	03/24/2025	Written
Co-op Check	25544	Horizon Credit Union	4,822.77	2971		CONNERS-4;BOT 3;GFTA-3,SLDT,RESCA,MISC	382-280-2100-610	03/24/2025	Written
Co-op Check	25544	Horizon Credit Union	220.00	2971		BUTTE COPPER KING/MCEC/REEVES	382-280-2400-582	03/24/2025	Written



Northcentral Learning Resource

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2024-2025

03/24/2025
11:57:36 AM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25544	Horizon Credit Union	119.97	2971		COPIER PAPER	382-280-2400-610	03/24/2025	Written
			5,294.25	Total					
Co-op Check	25545	Kelley Create	215.66	322	IN1908798	CONTRACT BASE RATE + OVERAGE	382-280-2400-340	03/24/2025	Written
Co-op Check	25546	MONTANA MEDICAL BILLING	799.76	323		FEB CLAIM SUBMISSION CHARGES	315-280-2400-340	03/24/2025	Written
Co-op Check	25547	Pro Care Therapy Inc.	1,900.00	320	21151488	FLANAGAN KOKKO TELE-PT,20 HR. 3/2/2025	382-280-2160-330	03/24/2025	Written
Co-op Check	25547	Pro Care Therapy Inc.	1,900.00	320	21156732	FLANAGAN KOKKO TELE-PT,20 HR. 3/9/2025	382-280-2160-330	03/24/2025	Written
Co-op Check	25547	Pro Care Therapy Inc.	2,280.00	320	21162902	FLANAGAN KOKKO TELE-PT,20 HR. 3/16/2025	382-280-2160-330	03/24/2025	Written
			6,080.00	Total					
			24,702.70						

Overall Fund Totals

ESSA Totals by Fund

1,065.77	315-MISC. PROGRAMS	
23,636.93	382-INTERLOCAL AGREEMENT	24,702.70 Co-op
24,702.70	Overall Total	

ESSA Totals by School Code

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

24,702.70	- No ESSA Code
24,702.70	Overall Total



March 26, 2025

Cascade County Treasurer's Office

Attn: Denise Johnson

121 4th Street North #1A

Great Falls, MT 59401

Re: Retirement Budget Amendment for Northcentral Learning Resource Center

As you and I visited, we have had to (been able to!) hire additional employees beyond the Retirement Budget we submitted in August, 2024. This includes another Speech Language Pathologist, who started in January, 2025, and a substitute Speech Language Pathologist, who will be covering approximately four weeks of Maternity Leave for another Speech Language Pathologist. Since the lady on maternity leave will be utilizing paid leave, we will also be paying salary and benefits to her. I am attaching a spreadsheet of the Retirement Benefits for these two additional employees and request that you increase our Retirement Budget and funding by \$10,040. Note, these salaries are being paid from local funds, no federal salaries are included in this calculation. Per advice from our auditor, we passed this request for an Amended Retirement Budget as a Board Resolution at the board meeting on March 26, 2025.

If you are unable to meet this additional cash request, we will be willing to treat it as a receivable, DUE FROM OTHER GOVERNMENTS on June 30, 2025, but it would be "cleaner" if we could just handle it within this year.

We appreciate your cooperation on this unforeseen matter and thank you for all that you and your staff do for us!

Regards,

Sandra A. Watkins CPA

Cooperative Business Manager/Clerk

Attachments Retirement Spreadsheet

Board Resolution

**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
February 26, 2025**

Present

Levi Collins, Chairman

**Dave Marzolf
John Dubose
Joe Gaylord**

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

Absent

Russ McDaniel

Loren Dunk

The regular Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, February 26, 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 2:45 p.m. A quorum was present for the meeting.

Consent Agenda: The consent agenda, including minutes from the regular Board meeting on December 4, 2024, and Warrants 25462-25523 were approved unanimously (Gaylord/Dubose).

Director's Report:

Vision Screenings— Jenny Reeves reported that we plan to conduct vision screenings in April and asked if the schools still want to utilize NCLRC for the screenings and they answered affirmatively, with exception of Belt, as he believes they already did their vision screenings earlier this year. Joe will follow up with Jenny after he checks.

State Annual Performance Report (APR)— Jenny Reeves reviewed the APR report comparing performance from last year with performance in previous years. In several areas, we failed to improve and did not meet proficiency in several areas. These reports are available from Jenny for anyone wanting to review them.

Para Pathways Project—OPI has partnered with LRP Publications to bring DirectSTEP eCourses for the Special Education (Sped) Technician program set up through Dawson Community College. Sped para-professionals are offered incentive pay by OPI to complete modules and to become formally trained. When they have completed modules, they can be certified by OPI. Jenny asked Board members to recommend the program to likely candidates.

NCLRC Staff Evaluations—Staff evaluation forms will be sent to the principals by this Friday.

Open Forum: None

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February 26, 2025**

Action Items:

Board Negotiations The Board received a request from the staff to open certified staff negotiations on the master agreement for the next year(s). Negotiators for the staff will be Kaitlin Kolka, Danielle Peters, Kari Haugen, and Nick DeBellis. Joe Gaylord made a motion to open negotiations, second by Dave Marzolf, vote unanimous. After discussion, Dave Marzolf made a motion to appoint Russ McDaniel and Loren Dunk as negotiators to represent the Board during negotiations with the staff. Second by Joe Gaylord, vote unanimous.

Insurance Quotes Sandy Watkins presented a quote for Directors and Officers Liability Insurance. The premium is the same as last year at \$1469. The application for Cyber Liability has been submitted but the premium has not been quoted. Dave Marzolf made a motion to approve both insurance policies, second by John Dubose, vote unanimous.

Director Evaluation John Dubose made a motion to initiate the director's evaluation, second by Dave Marzolf, vote unanimous.

Letter of resignation, Cynthia Horne Cynthia Horne submitted a letter of resignation due to health issues with her eye, effective February 5, 2025. Dave Marzolf moved to accept the resignation with a thank you for her service, second by John Dubose, vote unanimous.

Motion to adjourn at 3:30 unanimously approved (Marzolf/Gaylord).

The next meeting will be Wednesday, March 26, 2025, at 2:30 p.m.

Respectfully Submitted:

Approved By:

Sandra A. Watkins, Clerk

Levi Collins, Board Chair