

# **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: April 17, 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, April 23, 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, April 23<sup>rd</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 March 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, and procedures that are not confidential in nature. Comment time will be limited and may not be used to discuss employees, students, or any issue that is a violation of an individual's right to privacy, as determined by the chair.

**\*Action Items**

- Certified Staff Contract Renewals
- Update on Retirement Budget Amendment
- Audit Report
- Director's Evaluation

**Adjournment**

- Next regularly scheduled meeting date is May 28, 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

04/16/2025  
3:57:02 PM

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

Range of Check Numbers: 25548 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	25548	Belnap Teri	9.45	401		REIMB.POSTAGE	382-280-2400-535	04/02/2025	Written
Co-op Check	25549	Charter Communications	170.03	402	172748301031425	INTERNET, PHONES, & FAX	382-280-2400-535	04/02/2025	Written
Co-op Check	25550	Columbus Center Partners	4,005.00	403		RENT APRIL, MAY, JUNE 2025	382-280-2400-450	04/02/2025	Written
Co-op Check	25551	CULLIGAN GREAT FALLS INC	10.00	404	193X04376000	WATER	382-280-2400-610	04/02/2025	Written
Co-op Check	25552	Debellis Nicholas	417.20	405		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25553	Fox Tiffani	700.00	406		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25554	Haugen Kari	397.60	407		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25555	Key Robert	341.60	408		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25556	Kolka Kaitlin	451.50	409		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25557	Leonard Diana	547.40	410		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25558	Permann Stasha	450.80	411		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25559	Peters Danielle	518.00	412		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25560	Peters Danielle	60.00	412		LICENSE REIMBURSEMENT	382-280-2100-810	04/02/2025	Written
Co-op Check	25561	Pro Care Therapy Inc.	997.50	413	21168378		382-280-2160-330	04/02/2025	Written
Purpose: FLANAGAN KOKKO TELE-PT,10.5 HR. 3/23/2025									
Co-op Check	25562	Rearden Meghan	332.50	414		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
Co-op Check	25563	Reeves Jenny	368.20	415		MARCH MILEAGE	382-280-2400-581	04/02/2025	Written
Co-op Check	25564	SAM/MCASE	325.00	416	#E1106	2024 FALL CONF/REEVES	382-280-2400-582	04/02/2025	Written
Co-op Check	25565	Schroeder Rebecca	235.20	417		MARCH MILEAGE	315-456-2100-581	04/02/2025	Written
			10,336.98						



**Expenditure List - Range Of Check Numbers.**  
2024-202504/16/2025  
3:57:02 PM

## Overall Fund Totals

## ESSA Totals by Fund

4,391.80	315-MISC. PROGRAMS	
5,945.18	382-INTERLOCAL AGREEMENT	10,336.98 Co-op
=====		
10,336.98	Overall Total	

## ESSA Totals by School Code

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

10,336.98	- No ESSA Code	
=====		
10,336.98	Overall Total	



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

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**Present**

**Levi Collins, Chairman**

**Dave Marzolf**

**John Dubose**

**Joe Gaylord**

**Loren Dunk**

**Jenny Reeves, Director**

**Sandy Watkins, Clerk**

**Absent**

**Russ McDaniel**

The regular Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, March 26, 2025, at the Northcentral Learning Resource Center office. Diana Leonard 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 February 26, 2024, and Warrants 25524-25547 were approved unanimously (Dunk/Dubose).

**Director's Report:**

**Clerk's Job Description**— Jenny Reeves explained that we need to update the Clerk's Job Description to comply with the STARS Act and that has been done.

**Upcoming Legal Training**—In preparation for monitoring next year, Jenny is going to the individual schools, reviewing the hard copy at the schools to verify that all documentation is in place prior to the monitoring.

**Vision Screenings**—Teri Belnap is working with Dr. Hager from Eye Clinic of Great Falls to schedule vision screenings.

**NCLRC Staff Evaluations**—Staff evaluation forms are due today; two principals have not returned their evaluations but they have been in contact with Jenny and they are in the process of completing them and turning them in to Jenny.

**Open Forum:** None

**Action Items:**

**Retirement Budget Amendment** Sandy Watkins reported she has been checking with OPI, the auditor, and the County Treasurer to see if we can amend our retirement budget to cover benefits for hire of new Speech Language Therapist (SLP) and substitute SLP. So far, the auditor has agreed, OPI said they don't control NCLRC Retirement budget so they approve it, but the accountant at Cascade County is objecting. Sandy asked the Board to approve a Retirement Budget Amendment increase of \$10,040, contingent upon County approval. Motion

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

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to approve the budget amendment contingent on County approval by John Dubose, second by Loren Dunk, vote unanimous.

**Language Update to Negotiated Agreement** To comply with the STARS act and be eligible for additional Quality Educator payments, Jenny said that she is adding the following language to page 10, of the current negotiated agreement: "The following pay matrix/salary schedule governs compensation for this collective bargaining agreement. If an employee's position on the matrix does not meet the minimum salary standards set by the Quality Educator Act, that cell will be disregarded, and the employee will instead receive the minimum salary to comply with the Act." Jenny plans to ask the certified staff at our next staff meeting on April 4, 2025, to individually sign off on this addition. Loren Dunk moved to approve the language addition, second by Dave Marzolf, vote unanimous.

**Request to open Negotiations** The staff presented a letter requesting to open negotiations on the master contract. The Board agreed to reach out to the Staff to schedule a time to start negotiations.

Motion to adjourn at 2:47pm unanimously approved (Dubose/Gaylord).

The next meeting will be Wednesday, April 23, 2025, 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

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



STROM & ASSOCIATES, PC  
Billings, Montana  
April 15, 2025

NORTH CENTRAL LEARNING RESOURCE CENTER COOPERATIVE

SCHEDULE OF FINDINGS AND RESPONSES  
For the year ended June 30, 2023 and 2024

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**Prior year findings/status**

The following is the status of prior year findings and updated for the fiscal year ended June 30, 2021 and 2022.

2022-001 – Unrecorded Cash Balance

Implemented

**Current year findings**

There were no findings or recommendations for the fiscal year ended June 30, 2023 and 2024.



NORTH CENTRAL LEARNING RESOURCE CENTER COOPERATIVE

These schedules are intended to show information for 10 years. Additional years will be displayed as they become available.

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY  
(Determined as of the measurement date)  
For the year ended June 30, 2023 and 2024

**PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

Year Ended June 30:	Employer's Proportion of the Net Pension Liability	Employer's Proportionate Share of the Net Pension Liability Associated with the Employer (a)	State of Montana's Proportionate Share of the Net Pension Liability Associated with the Employer (b)	Total (a)+(b)=(c)	Employer's Covered Payroll (d)	Employer's Proportionate Share of the Net Pension Liability as a Percentage of Its Covered Payroll (a)/(d)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.002398% 78.40%	\$ 29,884 \$ 365 \$ 30,249	\$ 27,149	111.22%	79.87%	2015 0.002437% 34,060 418 34,478	28,435 119.78%
2016	0.002380% 74.71%		40,533	495	41,029	28,504	142.20%
2017	0.002279% 73.75% 28,749	2018 0.001748% 126.91% 73.47%	44,396	531	44,927	28,277	157.00%
2019	0.001819% 73.85%		38,016	12,324	50,340	30,008	126.69%
2020	0.001585% 68.90%		41,826	13,122	54,948	26,600	157.24%
2021	0.002381% 79.91%		43,180	12,670	55,850	32,118	134.44%
2022	0.002553% 73.66%		60,709	18,061	78,770	32,700	185.65%
2023	0.002796% 73.93%		68,240	18,779	87,019	37,576	181.60%

**TEACHERS' RETIREMENT SYSTEM**