

# North Central Learning Resource Center

1601 2<sup>nd</sup> Avenue North #234

Great Falls, MT. 59401

Phone (406) 727-6303

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Jenny Reeves

Director

April 22<sup>nd</sup>, 2024

To: Advisory Board Members

From: Candice San Miguel, NCLRC Office Manager

The next meeting of the Advisory Board will be held at the NCLRC office, 1601 2<sup>nd</sup> Avenue N. #226, Great Falls on **Wednesday, April 24<sup>th</sup> at 2:30 p.m.** Copies of the agenda and warrant list for this meeting are attached along with a copy of the March board meeting minutes.

If you cannot attend in person, please see the meeting agenda for virtual attendance information. If you would like to add any items to the agenda, please let me know.

**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting**

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**REGULAR BOARD MEETING AGENDA**

**Wednesday, April 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 March 27<sup>th</sup>, 2024 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**

- Offer contract for Rebecca Oylear, Speech Language Pathologist
- Approve contract for re-hiring of PTA
- Co-op wide self-contained discussion

**Adjournment**

- Next regularly scheduled meeting date is May 22<sup>nd</sup>, 2024

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

**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting  
March 27, 2024**

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**Present**

**Levi Collins, Chairman  
Russ McDaniel, remote  
Dave Marzolf**

**Joe Gaylord, remote  
Loren Dunk  
Jenny Reeves, Director  
Sandy Watkins, Clerk**

**Absent**

**John McGee**

The regular monthly Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, March 27, 2024, at the Northcentral Learning Resource Center office. Kari Haugen joined as staff representative. The meeting was called to order by Chairman Levi Collins at 2:35 p.m. A quorum was present. The consent agenda (the minutes from the February 28, 2024, regular meeting and Warrants #25302-25319) were unanimously approved (Marzolf/Dunk).

**Informational Items:**

Vision Screenings are planned for April. Candice will email the member districts as dates are finalized.

Benefis has informed us they will complete its PT contracts through this year, but they will not be able to contract next year. Jenny Reeves recommended hiring our own Physical Therapist next year, or if we are unable to do so, she recommended using telehealth for the therapist in conjunction with our existing Physical Therapy Assistant.

Jenny Reeves advised the Board of Schoolhouse IT bids for a Unifi system and installation for the new conference room. Our current system will become obsolete later this year and can't be upgraded. She chose the cheapest option of \$757 for a new system, with the capability for additional security options if necessary.

She asked the schools to notify the Co-op as soon as possible of their school calendars so we can create our NCLRC calendar, and Board members agreed.

Jenny Reeves shared an upcoming MEC/DRM/OCR training on discipline and 504/IDEA. Dave Marzolf asked if we can have some training with Bea Kaleva via Zoom, and Jenny will try to make this happen for in the fall.

**Open Forum:** None

**Northcentral Learning Resource Center  
Superintendent's/Principal's Advisory Board Meeting  
March 27, 2024**

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**Action Items:**

**Approval of contracts for rehire staff:**

Jenny Reeves recommended rehiring the certified staff (Speech Language Pathologists, Occupational Therapists, and School Psychologists): Nick DeBellis, Kari Haugen, Cynthia Horne, Robert Key, Kaitlin Kolka, Diana Leonard, Stasha Permann, Christine Ross; at their appropriate Steps and Lanes. Motion to approve by Dave Marzolf, second by Loren Dunk, vote unanimous.

**Request to Open Physical Therapist Position** Per Jenny Reeves request, Dave Marzolf made a motion to open a position for a Physical Therapist for the 24-25 school year, second by Loren Dunk, vote unanimous.

**Approve Director Evaluation:** Motion to approve the Director Evaluation by Loren Dunk, second by Dave Marzolf, vote unanimous. Kari Haugen and Sandy Watkins both expressed thanks for all the work that Jenny does on behalf of the Co-op.

**Insurance Quotes:** The Board reviewed a Cyber Liability Insurance Policy from Cochrane & Co., Policy MPL-5130346- \$2523 annual premium; motion to approve by Loren Dunk, second by Dave Marzolf. Then, they reviewed the Officers and Directors Errors and Omissions Policy from Cochrane & Co., Policy NDO-1065619-G, with an annual premium of \$1469. Loren Dunk then made a motion to amend his first motion to include both insurance policies. Dave Marzolf seconded the amendment, vote unanimous to approve both insurance policies.

**Transfer Ownership of Table and Chairs** Loren Dunk made a motion to transfer ownership of the conference table and chairs previously in the office because they are unsuitable for our purposes. Dave Marzolf seconded the motion. Vote unanimous. Equipment will be disposed of.

**Coop-wide Self-Contained Program** Brief discussion, but no action at this time.

Motion to adjourn at 2:57 p.m./unanimously approved (Marzolf/Dunk).  
The next meeting will be on Wednesday, April 24, 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

Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.  
2023-2024

04/19/2024  
12:22:49 PM

\* To the right of a check number, denotes missing check number.  
Range of Check Numbers: 25320 to 26000  
Select All (All Transactions).  
Filename: FoenixToExpList (Northcentral Learning Resource Center).tsv  
Location: C:\Program Files (x86)\FOXIE LADY COMPUTERS\Fund Accounting\Output\

Check 12113, Reissued for Check 12103, Date 11/01/2023, Amount 475.00  
D.A.DAVIDSON & CO/CUST FOR Teri Belnap  
Check 25292, Reissued for Check 25163, Date 06/01/2023, Amount 544.17  
MAY MILEAGE

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25320	Belnap Teri	167.50	401		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25320	Belnap Teri	9.06	401			315-457-2100-581	04/02/2024	Written
Purpose: ADDITIONAL MILEAGE FOR JANUARY & FEBRUARY			176.56	Total					
Co-op Check	25321	Card Janet	499.82	402		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25321	Card Janet	21.41	402			315-457-2100-581	04/02/2024	Written
Purpose: ADDITIONAL MILEAGE FOR JANUARY & FEBRUARY			521.23	Total					
Co-op Check	25322	Charter Communications	149.97	413		INTERNET, PHONES, & FAX	315-457-2400-535	04/02/2024	Written
Co-op Check	25323	CULLIGAN GREAT FALLS INC	88.58	415	193X03531803	WATER JAN-MAR	315-457-2400-610	04/02/2024	Written
Co-op Check	25324	Debellis Nicholas	525.28	403		MARCH MILEAGE	315-457-2400-581	04/02/2024	Written
Co-op Check	25325	Haugen Kari	427.46	404		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25325	Haugen Kari	18.12	404			315-457-2100-581	04/02/2024	Written
Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024			445.58	Total					
Co-op Check	25326	Horne Cynthia	5.09	405			315-457-2100-581	04/02/2024	Written
Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024			112.56	405		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
			117.65	Total					
Co-op Check	25327	Kelley Create	31.70	414	IN1584039	CONTRACT BASE RATE CHANGE	315-456-2400-340	04/02/2024	Written
Co-op Check	25328	Key Robert	347.06	406		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25328	Key Robert	12.51	406			315-457-2100-581	04/02/2024	Written
Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024			359.57	Total					
Co-op Check	25329	Kolka Kaitlin	199.99	407			315-456-2200-582-KAI	04/02/2024	Written
Purpose: PESI, INC. CERT.AUTISM CLINICAL SPEC INTENSIVE TRAINING			732.98	407		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25329	Kolka Kaitlin	30.02	407			315-457-2100-581	04/02/2024	Written
Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024									



Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.  
2023-2024

04/19/2024  
12:22:49 PM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25329	Kolka Kaitlin	85.00	407		2024 MSHA CONVENTION-BILLINGS	315-456-2200-582-KAI	04/02/2024	Written
			1,047.99	Total					
Co-op Check	25330	Leonard Diana	486.42	408		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25330	Leonard Diana	24.71	408			315-457-2100-581	04/02/2024	Written
		Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024							
			511.13	Total					
Co-op Check	25331	Permann Stasha	552.75	409		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25331	Permann Stasha	27.14	409			315-457-2100-581	04/02/2024	Written
		Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024							
			579.89	Total					
Co-op Check	25332	Peters Danielle	426.79	410		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25332	Peters Danielle	22.29	410			315-457-2100-581	04/02/2024	Written
		Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024							
Co-op Check	25332	Peters Danielle	60.00	410		REIMB. PTA LICENSE	315-457-2100-582	04/02/2024	Written
Co-op Check	25332	Peters Danielle	225.00	410			315-456-2200-582-DAN	04/02/2024	Written
		Purpose: PROFESSIONAL DEV.-MEDBRIDGE ONLINE CEC COURSEWORK							
			734.08	Total					
Co-op Check	25333	Reeves Jenny	310.88	411		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25333	Reeves Jenny	23.04	411			315-457-2100-581	04/02/2024	Written
		Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024							
			333.92	Total					
Co-op Check	25334	Ross Christine	696.13	412		MARCH MILEAGE	315-457-2100-581	04/02/2024	Written
Co-op Check	25334	Ross Christine	30.72	412			315-457-2100-581	04/02/2024	Written
		Purpose: ADDITIONAL MILEAGE FOR JANUARY-FEBRUARY 2024							
			726.85	Total					
		=====							
			6,349.98						

Overall Fund Totals

6,349.98 315-MISC. PROGRAMS 6,349.98 Co-op  
 =====  
 6,349.98 Overall Total

