

Northcentral Learning Resource Center

1601 2nd Ave North #234
Great Falls, MT 59401
Phone: 406-727-6303
Fax: 406-727-6304

Jenny Reeves, Director

May 20, 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 2nd Ave N, Suite 226, Great Falls, on Wednesday, May 22, at 2:30 pm. Copies of the agenda and warrant list for this meeting are attached, along with a copy of the April board meeting minutes.

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

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

REGULAR BOARD MEETING AGENDA

Wednesday, May 22, 2024 · 2:30 – 3:30 pm

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 April 24th, 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, 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 which is a violation of an individual's right to privacy, as determined by the chair.

***Action Items**

- Approve the Schoolhouse IT contract
- Approve Montana Medical contract
- Approve Strom and Associates audit contract
- Accept Candice San Miguel-Office Manager Resignation
- Accept Christy Ross-SLP Resignation
- Approve the offer of contract for Sherri Widhalm, Speech Language Pathologist
- Approve contracted physical therapy services through ProCare/VocoVision contract
- Approve the negotiated contract for Sandy Watkins-Clerk/Business Manager
- Approve the negotiated contract for Jenny Reeves-Director
- Approve the contract for Danielle Peters-Physical Therapy Assistant
- Approve the contract for Teri Belnap for the position of Office Manager
- Approve mentor stipend for Kaitlin Kolka
- Co-op-wide self-contained discussion

Adjournment

- The next regularly scheduled meeting date is August 28th, 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
April 24, 2024**

Present

Levi Collins, Chairman

Dave Marzolf

John McGee

Joe Gaylord

Loren Dunk

Jenny Reeves, Director (remote)

Sandy Watkins, Clerk

Absent

Russ McDaniel

The regular monthly Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, April 24, 2024, at the Northcentral Learning Resource Center office. Rob Key joined as staff representative. The meeting was called to order by Chairman Levi Collins at 2:34 p.m. A quorum was present. The consent agenda (the minutes from the March 27, 2024, regular meeting and Warrants #25320-25334) was unanimously approved (McGee/Dunk).

Informational Items (Director's Report):

Vision Screenings: About half of the vision screenings have been completed. They should all be done by May 8.

Physical Therapy Jenny Reeves reported that she has been advertising for a part-time Physical Therapist but has not received any responses or applications. She is looking into possible contracting agencies to contract for a part-time virtual Physical Therapist. She would continue to use Danielle Peters, Physical Therapy Assistant, in conjunction with the virtual PT to meet the needs and service minutes of our students. This model meets state licensure and service requirements.

Parent Surveys Jenny Reeves reported that we have sent out parent surveys every five years in compliance with state requirements and our compliance monitoring cycle. However, now we will be required to send out parent surveys annually. In the past, we used paper reporting, but new reporting will be via e-mail or text, through a link we send to parents.

Health Insurance Renewal/Rates Update The cost of health insurance if the Special Education Cooperatives create their own pool with MUST is significantly higher than the rates we are currently being quoted as our own MUST group. Sandy Watkins met with MUST representative, Dawn Smith-Sullivan, about renewal options and other carriers rates including Pacific Source and dealing directly with Blue Cross Blue Shield. Those rates were also higher. MUST did issue rates for a couple of other options, and we are able to select all the plans they offered for renewal and let employees make the choice of which plan they want to utilize. Dawn Smith-Sullivan will attend the staff meeting on May 2 to visit collectively and individually with employees.

Loren Dunk stepped out of the meeting and did not return until the end of the meeting.

**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
April 24, 2024**

Open Forum: None

Action Items:

Approval of contract for Speech Language Pathologist: Jenny Reeves recommended hiring Rebecca Oylear, Speech Language Pathologist at the Step and Lane that she qualifies for the 2024-25 school year. Additionally, she recommended a signing bonus of \$3,500 because of the difficulty filling this job, mentioning the shortage of Speech Language Pathologists in our area. John McGee moved to hire as recommended with signing bonus, second by Joe Gaylord, vote unanimous.

Hire Physical Therapy Assistant Jenny Reeves asked that we table discussion on hiring the Physical Therapy Assistant until she has more information on remote services and a better idea of what our needs will be next year. Motion to table by John McGee, second by Dave Marzolf, vote unanimous.

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

Motion to adjourn at 2:51 p.m./unanimously approved (McGee/Marzolf).
The next meeting will be Wednesday, May 22, 2024, at 2:30 p.m.

Respectfully Submitted:

Approved By:

Sandra A. Watkins, Clerk

Levi Collins, Board Chair

Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.
2023-2024

05/15/2024
3:43:23 PM

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

Range of Check Numbers: 25335 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\

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	25335	Charter Communications	150.00	420		INTERNET, PHONES, & FAX	315-456-2400-535	04/24/2024	Written
Co-op Check	25336	Horizon Credit Union	1,614.36	29502960			315-456-2100-610	04/24/2024	Written
		Purpose: ADAPTIVE MALL,QGLOBAL,ABAS-3,RIAS-2, MISC. TESTS & SUPPLIES							
Co-op Check	25336	Horizon Credit Union	472.64	29502960		OFFICE SUPPLIES	315-457-2100-610	04/24/2024	Written
Co-op Check	25336	Horizon Credit Union	226.61	29502960		PRESCHOOL THERAPY SUPPLIES	315-457-2100-610	04/24/2024	Written
Co-op Check	25336	Horizon Credit Union	126.16	29502960		BROADVOICE-PHONE, INTERNET, FAX	315-457-2400-535	04/24/2024	Written
Co-op Check	25336	Horizon Credit Union	1,854.74	29502960		CONF.TABLE & CHAIRS	315-457-2400-660	04/24/2024	Written
			4,294.51	Total					
Co-op Check	25337	Identity Screening Printing And Embroid	62.00	2958	65829	STAFF OUTWEAR	315-456-2100-610	04/24/2024	Written
Co-op Check	25338	MONTANA STATE FUND	815.66	422	20216590	WORKERS COMPENSATION	382-280-9999-250	04/24/2024	Written
Co-op Check	25339	Montech Attn: Molly Kimmel	255.00	421	7899B		315-456-2100-610	04/24/2024	Written
		Purpose: REPLACE DAMAGED TALKING BRIX 3-PACK (7899B)							
Co-op Check	25340	Belnap Teri	214.40	501		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25341	Card Janet	521.26	502		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25342	Debellis Nicholas	545.38	513		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25343	Haugen Kari	422.10	503		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25344	Horne Cynthia	93.80	504		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25345	Key Robert	324.28	505		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25346	Kolka Kaitlin	649.90	506		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25347	Leonard Diana	375.20	507		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25348	Permann Stasha	527.96	508		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25349	Peters Danielle	477.71	509		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25350	Reeves Jenny	365.15	510		APRIL MILEAGE	315-456-2400-581	05/02/2024	Written
Co-op Check	25350	Reeves Jenny	303.55	510		REIMB SPRING MCEC CONF/MISSOULA MT	315-456-2400-582	05/02/2024	Written
			668.70	Total					
Co-op Check	25351	Ross Christine	602.33	511		APRIL MILEAGE	315-456-2100-581	05/02/2024	Written
Co-op Check	25352	San Miguel Candice	22.98	512		REIMB OFFICE SUPPLIES	315-456-2400-610	05/02/2024	Written



Northcentral Learning Resource

Expenditure List - Range Of Check Numbers.
2023-2024

05/15/2024
3:43:23 PM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25352	San Miguel Candice	180.23	512		JAN-APR MILEAGE REIMB.	315-456-2100-581	05/02/2024	Written
			203.21	Total					
Co-op Check	25353	Assoc. Business Systems	209.50	516	INV 20529	WINDOW ENVELOPES	315-456-2400-610	05/15/2024	Written
Co-op Check	25354	CULLIGAN GREAT FALLS INC	33.00	515		WATER	315-456-2400-610	05/15/2024	Written
Co-op Check	25355	Horizon Credit Union	175.19	2961		DESK CLAMP POWER STRIP, OFFICE SUPPL	315-456-2400-610	05/15/2024	Written
Co-op Check	25355	Horizon Credit Union	8.73	2961		CERTIFIED/RETURN RECEIPT MAIL	315-456-2400-532	05/15/2024	Written
Co-op Check	25355	Horizon Credit Union	478.88	2961		ADMIN TRAVEL (REEVES-CEC)/STAFF MEET	315-456-2400-582	05/15/2024	Written
Co-op Check	25355	Horizon Credit Union	125.76	2961		BROADVOICE-PHONE, INTERNET, FAX	315-457-2400-535	05/15/2024	Written
Co-op Check	25355	Horizon Credit Union	473.69	2961			315-456-2100-610	05/15/2024	Written
Purpose: BOT-2, LRS-5 KIT, POSTERS, CREATE YOUR OWN FORMS, SLP SUPPLIES									
Co-op Check	25355	Horizon Credit Union	157.99	2961		FILE CABINET	315-456-2100-660	05/15/2024	Written
			1,420.24	Total					
Co-op Check	25356	Kelley Create	61.47	514	IN1627396	CONTRACT BASE RATE CHANGE	315-456-2400-340	05/15/2024	Written
			12,927.61						

Overall Fund Totals

12,111.95 315-MISC. PROGRAMS
 815.66 382-INTERLOCAL AGREEMENT 12,927.61 Co-op
 =====
 12,927.61 Overall Total





DATE April 19th 2024
NCLRC Leadership -

First off I want to take a moment to thank you for your continued business and support. We are truly grateful for the trust and loyalty you have shown us over the years!

As a reminder your contract with us includes a continuation clause, which means that your services will be automatically renewed for another year with no interruptions and no action required on your part. For the next year we have chosen to increase the contract by 4% to \$3,844.00 We recognize the trust you have placed in us and we have taken great care to balance the need for fair pricing with our commitment to providing you with excellent service.

Some service highlights that we offer include:

- Cloud-based disaster recovery software management to protect your data and ensure organization continuity
- Everyday remote support by phone, email and ticketing system to address any concerns or issues
- Regular onsite visits working with staff directly
- Emergency visits in the event of network or server failure at no extra cost
- Remote management and online inventory of your devices for efficient asset management

Please let us know by May 31st, 2024 if you would like to make any changes to your service. Thank you again for your business and support! If you have any questions or concerns, please don't hesitate to reach out to me.

Sincerely,
James Krippes, CEO
Schoolhouse IT Inc.



About Schoolhouse IT

Schoolhouse IT was formed in 2011 over a water cooler conversation at Great Falls Public Schools about underserved rural schools. The idea came from a request from a small Montana school that needed IT support but had limited resources and no IT staff on payroll.

Over the past 12 years our team expanded from supporting the K12 industry to Montana based nonprofits, government, and small businesses. Our approach to supporting our partners is to act as your in-house IT staff and bring affordable IT best practices and technical excellence to your organization.

Our goals are to simplify and streamline the technology experience so you can focus on meeting your organization's mission!

How We Are Different

Schoolhouse IT is a service-first organization. We focus on support and service results - not on product sales. We proactively work to prevent common network issues and challenges with the goal of exceeding our service level agreements with our partners. Our proactive service-first approach has separated Schoolhouse IT from other IT providers that work in a reactive manner and billable hours.

We have a combined 50+ years of technology expertise in K12 Education, Government and Business sectors. Our staff hold multiple industry certifications including Certified Ethical Hacker, Security+, ITIL, Comptia+ Secure Infrastructure Specialist among others.



Contact Information

Primary Contact: James Krippes, CEO & Founder
jamesk@schoolhouseit.com

Office Location: 2300 12th Ave S Ste. 124, Great Falls MT 59405
Office Phone (406) 235-7020

Service Provider Identification Number (SPIN or 498 ID): 143050836

2300 12th Ave S. STE 124 | Great Falls, MT 59405 | (406) 235-7020 | www.schoolhouseit.com

Dear NCLRC Board,

Please accept my formal resignation from the position of Office Manager with NCLRC. My last day will be determined by Jenny Reeves, NCLRC Director, not to exceed the term set forth by the 23-24 employment contract.

Thank you so much for the opportunity to serve and support the NCLRC team for the 23-24 school year. I am so grateful for their undying dedication to the imperative services provided to our Cascade County communities.

Please let me know how I can assist during my exit transition. I wish NCLRC continued success and I look forward to future collaboration.

Sincerely,

A handwritten signature in cursive script that reads "Candice San Miguel".

Candice San Miguel



Jenny Reeves <jenny.reeves@nclearning.org>

Notice of Resignation

1 message

Christy Ross <christy.ross@nclearning.org>

Mon, May 13, 2024 at 9:10 AM

To: Jenny Reeves <jenny.reeves@nclearning.org>

Dear Jenny Reeves,

I hope this email finds you well. Please consider this my notice of resignation effective May 30th, 2024. I appreciate all that NCLRC has done for me and thank you for the opportunity to serve our rural county schools.

Kind regards,

Christy Ross M.S., CCC-SLP
Speech Language Pathologist
Northcentral Learning Resource Center
(406) 727-6303

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