

Northcentral Learning Resource Center

1601 2nd Avenue North #234

Great Falls, MT. 59401

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Jenny Reeves

Director

Date: August 28, 2024

To: Advisory Board Members

From: Teri Belnap, NCLRC Office Manager

The next meeting of the Advisory Board will be held at the NCLRC office, 1601 2nd Avenue N. #226, Great Falls on **Wednesday, September 25th at 2:30 p.m.** Copies of the agenda and warrant list for this meeting are attached along with a copy of the May and July Special board meeting minutes.

If you cannot attend in person, [click here](#) for virtual attendance.

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**

REGULAR BOARD MEETING AGENDA

Wednesday, August 28th - 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 May 22, 2024 and July 29, 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**

- Request to open SLPA position

Adjournment

- Next regularly scheduled meeting date is September 25, 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
May 22, 2024**

Present

**Levi Collins, Chairman
Russ McDaniel
Dave Marzolf
John McGee
Joe Gaylord
Loren Dunk
Jenny Reeves, Director
Sandy Watkins, Clerk**

Absent

The regular monthly Board meeting of the Directors of Northcentral Learning Resource Center was held Wednesday, May 22, 2024, at the Northcentral Learning Resource Center office. Stasha Permann joined as staff representative. The meeting was called to order by Chairman Levi Collins at 2:35 p.m. A quorum was present for the meeting. The consent agenda (the minutes from the April 24, 2024, regular meeting and Warrants #25334-25356) was unanimously approved (McGee/Dunk).

Informational Items (Director's Report):

Jenny Reeves presented Preliminary Block Grant and Match Funding information from the State.

NCLRC 24-25 Calendar Jenny Reeves presented the calendar she has prepared for the upcoming school year. If any changes are made, they will be minimal.

GOALBOOK RENEWAL Jenny Reeves stated we haven't received a quote from Goalbook for our annual contract yet, and asked if she can send out an e-mail when she gets the quote and take an e-vote on the renewal and the Board agreed.

Open Forum: None

Action Items:

Schoolhouse IT Annual Contract Loren Dunk made a motion to approve the annual contract with Schoolhouse IT for services for next school year (it includes a 4% increase). Joe Gaylord seconded the motion, vote unanimous.

Montana Medicaid Billing Annual Contract Loren Dunk made a motion to approve our annual contract with Montana Medicaid Billing (there is no increase, their fee will remain 7% of the proceeds collected). John McGee seconded the motion, vote unanimous.

Strom & Assoc. Audit Contract John McGee made a motion to approve the audit proposal from Strom & Assoc. for a two-year audit and associated services (FY 2023 & 2024) for \$11,100. Second by Joe Gaylord, vote unanimous.

Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
May 22, 2024

Candice San Miguel Resignation The Board read a letter of resignation from Candice San Miguel effective for the next fiscal year. Motion to accept resignation by Loren Dunk, second by John McGee, vote unanimous.

Contract for SLP Jenny Reeves presented a contract for Sherri Widhalm, Speech Language Pathologist, at her appropriate Step and Lane on the Salary Schedule, including a \$3500 signing bonus payable immediately but which must be paid back at a prorated amount if she resigns within two years. Motion to approve contract by Dave Marzolf, second by Loren Dunk, vote unanimous.

Contracted PT through ProCare/Voco Vision & Contract for PTA Jenny Reeves recommended that we contract with ProCare/Voco Vision for virtual Physical Therapy services at \$95/hr., for approximately 8-16 hours/week. The therapist will be physically located out of Montana but will have a Montana license. Joe Gaylord moved to accept contract, second by John McGee, vote unanimous.

Contract for Sandra Watkins Russ McDaniel made a motion to approve an hourly rate of \$35/hr. for Sandra Watkins on her contract with Northcentral Learning Resource Center for FY 2025, second by Loren Dunk, vote unanimous.

Contract for Jenny Reeves Russ McDaniel made a motion to approve a three-year contract for Director, Jenny Reeves, for FY 2025 at a 3% increase (\$99,408), 2026 at a 3% increase (\$102,391), and 2027 at a 2% increase (\$104,438). Loren Dunk seconded the motion, vote unanimous.

Contract for Danielle Peters, PTA Jenny Reeves recommended rehiring Danielle Peters at .75 FTE with a 3% increase in salary over last year, to serve as Physical Therapy Assistant to facilitate the direct physical therapy services. Motion to hire by Loren Dunk, second by John McGee, vote unanimous.

Contract for Teri Belnap John McGee made a motion to hire Teri Belnap as a part-time office manager and Speech Language Aide with a \$1.00 increase in salary to \$22/hr., second by Loren Dunk. After discussion, John then amended his motion to hire Teri Belnap as part-time office manager and part-time /Speech Language Assistant, with hours to be assigned by the director, with needs to be determined closer to the beginning of the school year. Amended motion seconded by Loren Dunk, vote unanimous.

Mentor Stipend for SLP Jenny Reeves asked the Board to consider a one-time-only mentor stipend of \$1500 for Kaitlin Kolka, since she will be the only SLP with experience with us to help the entire SLP staff. Joe Gaylord so moved, second by Russ McDaniel, vote unanimous.

**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
May 22, 2024**

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

Motion to adjourn at 3:10 p.m./unanimously approved (Dunk/Marzolf).

The next meeting will be Wednesday, August 28, 2024, at 2:30 p.m.

Respectfully Submitted:

Approved By:

Sandra A. Watkins, Clerk

Levi Collins, Board Chair

**Northcentral Learning Resource Center
Superintendent's/Principal's Advisory Board Meeting
July 29, 2024**

Present

Levi Collins, Chairman

**Dave Marzolf
John Dubose
Joe Gaylord
Loren Dunk
Jenny Reeves, Director
Sandy Watkins, Clerk**

Absent

Russ McDaniel

A special Board meeting of the Directors of Northcentral Learning Resource Center was held Monday, July 29, 2024, at the Northcentral Learning Resource Center office. The meeting was called to order by Chairman Levi Collins at 2:00 p.m. A quorum was present for the meeting.

Action Items:

Contract for SLP Jenny Reeves recommended hiring Meghan Rearden as Speech Language Pathologist (SLP). She has 18 years of experience, excellent references, and qualifies for the \$3500 signing bonus. John Dubose moved to hire at MA3, Step 19, Year 1, with \$3500 signing bonus, second by Joe Gaylord. There was discussion including whether we will need another SLP and Jenny said, "Yes we will." There were questions how we are coming on finding another SLP and what we will do if we can't find another SLP. Jenny also reported the contract to an SLP that we previously offered was not accepted. Levi Collins called for a vote and all voted to approve the motion.

Open Forum: Levi Collins stated he didn't feel comfortable with an e-ballot to hire someone and thinks an actual meeting is necessary for transparency. Loren Dunk stated that he agrees and the other members were in agreement.

Motion to adjourn at 2:15 p.m./unanimously approved (Dunk/Dubose).

The next meeting will be Wednesday, August 28, 2024, at 2:30 p.m.

Respectfully Submitted:

Approved By:

Sandra A. Watkins, Clerk

Levi Collins, Board Chair

Northcentral Learning Resource

Expenditure List - June.
2023-2024

08/22/2024
2:10:52 PM

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

Select All (All Transactions).

Exclude Payroll.

Filename: FxieToExpList (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	5468	CASCADE COUNTY TREASURE	60.24			BANK FEES	382-280-2400-810	06/30/2024	Returned
Co-op Check	25357*	Belnap Teri	226.46	601		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25358	Card Janet	457.61	602		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25359	Debellis Nicholas	318.92	603		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25360	Haugen Kari	438.85	604		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25361	Horne Cynthia	75.04	605		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25362	Key Robert	262.64	606		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25363	Kolka Kaitlin	674.02	607		MAY MILEAGE	315-456-2100-581	06/01/2024	Forwarded
Co-op Check	25364	Leonard Diana	431.48	608		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25365	Permann Stasha	90.33	609		REIMB.SUPPLIES FOR TREATMENT	315-456-2100-610	06/01/2024	Returned
Co-op Check	25365	Permann Stasha	628.46	609		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
			718.79	Total					
Co-op Check	25366	Peters Danielle	416.07	610		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25367	Postmaster	136.00	614		2 ROLLS STAMPS	315-456-2400-532	06/01/2024	Returned
Co-op Check	25368	Reeves Jenny	670.00	611		MAY MILEAGE	315-456-2400-581	06/01/2024	Returned
Co-op Check	25369	Ross Christine	631.14	612		MAY MILEAGE	315-456-2100-581	06/01/2024	Returned
Co-op Check	25370	San Miguel Candice	47.57	613		MILEAGE REIMB.	315-456-2400-581	06/01/2024	Returned
Co-op Check	25370	San Miguel Candice	6.23	613		REIMB. VISION SCREENING SUPPLIES	315-456-2100-610	06/01/2024	Returned
Co-op Check	25370	San Miguel Candice	8.97	613		REIMB. CERTIFIED MAIL	315-456-2400-532	06/01/2024	Returned
			62.77	Total					
Co-op Check	25371	Benefis Community Care	132.30	615	1283302	REHAB LABOR	315-456-2100-350	06/14/2024	Returned
Co-op Check	25372	CULLIGAN GREAT FALLS IN	37.00	616	193X03727005	WATER	315-456-2400-610	06/14/2024	Forwarded
Co-op Check	25373	Haugen Kari	252.90	617		PROF DEV.-KARI SENSATIONAL BRAIN	315-456-2220-582-KAR	06/14/2024	Forwarded
Co-op Check	25374	Horizon Credit Union	558.23	618			315-456-2400-582	06/14/2024	Forwarded
		Purpose: NASP MEMBERSHIP-REEVES; STAFF MEETING, DINNER							
Co-op Check	25374	Horizon Credit Union	383.89	618		VISION SCREENING SUPPLIES/SUPPLIES S	315-456-2100-610	06/14/2024	Forwarded
Co-op Check	25374	Horizon Credit Union	129.99	618		FILE CABINET SLP	315-456-2100-660	06/14/2024	Forwarded
Co-op Check	25374	Horizon Credit Union	125.76	618		BROADVOICE-PHONE, INTERNET, FAX	315-457-2400-535	06/14/2024	Forwarded
Co-op Check	25374	Horizon Credit Union	8.97	618		POSTAGE	315-456-2400-532	06/14/2024	Forwarded
Co-op Check	25374	Horizon Credit Union	173.89	618		RETIREMENT GIFT/CARD	315-171-2100-610	06/14/2024	Forwarded
Co-op Check	25374	Horizon Credit Union	79.36	618		OFFICE SUPPLIES	315-456-2400-610	06/14/2024	Forwarded
			1,460.09	Total					
Co-op Check	25375	Montana Business Archiv	95.00	620	16852	VARIOUS SHREDDING	315-456-2400-350	06/14/2024	Returned
Co-op Check	25376	MONTANA MEDICAL BILLING	1,844.68	621	2024-102	FEB-MAY CLAIM SUBMISSION CHARGES	315-280-2400-340	06/14/2024	Forwarded



Northcentral Learning Resource

Expenditure List - June.
2023-2024

08/22/2024
2:10:52 PM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Co-op Check	25377	San Miguel Candice	21.44	619		MILEAGE REIMB.	315-456-2100-581	06/14/2024	Returned
Co-op Check	25377	San Miguel Candice	7.47	619		REIMB.KEYS	315-456-2400-610	06/14/2024	Returned
			28.91	Total					
Expenditure Transf	6142024		-3,500.38				315-456-2150-280	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		3,500.38				315-280-2150-280	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		-89.47				315-456-2100-581	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		89.47				315-280-2100-581	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		-4,600.19				315-456-2100-610	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		4,600.19				315-280-2100-610	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		-505.89				315-456-2400-810	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
Expenditure Transf	6142024		505.89				315-280-2400-810	06/14/2024	Cleared
		Purpose: RECODE IDEA EXPENDITURES TO MEDICAID FUNDS							
			0.00	Total					
Expenditure Transf	6302024		-7,440.00				382-280-2170-260	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		7,860.00				315-280-2140-260	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		7,440.00				315-280-2170-260	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		-38,675.00				382-280-2140-113	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		38,675.00				315-280-2140-113	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		-57,239.00				382-280-2150-113	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		57,239.00				315-280-2150-113	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		-58,786.00				382-280-2170-113	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							
Expenditure Transf	6302024		58,786.00				315-280-2170-113	06/30/2024	Cleared
		Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID							



Northcentral Learning Resource

Expenditure List - June.
2023-2024

08/22/2024
2:10:52 PM

Print by Number - Detail

Transaction	Number	To Whom	Amount	PO Number	Invoice	Purpose	Line Item Account	Date	Status
Expenditure Transf	6302024		-7,860.00				382-280-2140-260	06/30/2024	Cleared
Purpose: RECODE EXPENSES FROM INTERLOCAL TO MEDICAID									
			0.00	Total					
Gen.Purpose JV	6302024		23,337.78				315-160	06/30/2024	Cleared
Purpose: LOAN FROM INTERLOCAL TO RETIREMENT FOR OVEREXPENDITURE									
Gen.Purpose JV	6302024		23,337.78				314-101	06/30/2024	Cleared
Purpose: LOAN FROM INTERLOCAL TO RETIREMENT FOR OVEREXPENDITURE									
			46,675.56	Total					
			=====						
			56,106.47						

Overall Fund Totals

23,337.78	314-RETIREMENT	
202,708.45	315-MISC. PROGRAMS	
-169,939.76	382-INTERLOCAL AGREEMENT	56,106.47 Co-op
=====		
56,106.47	Overall Total	



Northcentral Learning Resource

Expenditure List - August.
2024-2025

08/22/2024
2:11:29 PM

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

Select All (All Transactions).

Exclude Payroll.

Filename: FokieToExpList (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	25391	MONTANA MEDICAL BILLING	1,173.62	801	2024-132	JUNE CLAIM SUBMISSION CHARGES	315-280-2400-340	08/02/2024	Written
Co-op Check	25392	Reeves Jenny	37.52	802		JULY MILEAGE	315-456-2400-581	08/02/2024	Written
Co-op Check	25392	Reeves Jenny	148.74	802		JULY MILEAGE	315-456-2400-582	08/02/2024	Written
Co-op Check	25392	Reeves Jenny	97.00	802		REIMB.STAFF SUPPLY-FILE CABINET,SHIRT	315-456-2400-610	08/02/2024	Written
			283.26	Total					
			1,456.88						

Overall Fund Totals

1,456.88 315-MISC. PROGRAMS 1,456.88 Co-op
 =====
 1,456.88 Overall Total



Northcentral Learning Resource

Expenditure List - July.
2024-2025

08/22/2024
2:11:44 PM

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

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	25378	Belnap Teri	48.24	701		MAY MILEAGE	315-456-2100-581	07/02/2024	Written
Co-op Check	25379	Charter Communications	149.88	702		INTERNET, PHONES, & FAX	315-456-2400-531	07/02/2024	Written
Co-op Check	25380	Columbus Center Partners	4,005.00	703			315-456-2400-450	07/02/2024	Written
Purpose: RENT SUITE 226 & 2344; JULY, AUG, SEPT 2024									
Co-op Check	25381	Enome Inc.	12,718.12	704	2024-501726	1 YR.SUBSCRIPTION, 25 USERS	315-456-2100-682	07/02/2024	Written
Co-op Check	25381	Enome Inc.	1,413.13	704	2024-501726	1 YR.SUBSCRIPTION, 25 USERS	315-457-2100-682	07/02/2024	Written
			14,131.25	Total					
Co-op Check	25382	Kelley Create	40.89	705	IN1665640	CONTRACT BASE RATE CHANGE	315-456-2400-340	07/02/2024	Written
Co-op Check	25383	MASBO	200.00	706	13548	ANNUAL MEMBERSHIP/WATKINS 7/2024-6/2025	315-456-2400-810	07/02/2024	Written
Co-op Check	25384	O.E.T.C.	150.00	707	OETC-25-1192	ANNUAL MEMBERSHIP	315-456-2100-681	07/02/2024	Written
Co-op Check	25385	Reeves Jenny	56.28	708		JUNE MILEAGE	315-456-2400-581	07/02/2024	Written
Co-op Check	25386	Charter Communications	299.85	709		INTERNET, PHONES, & FAX	315-457-2400-535	07/22/2024	Written
Co-op Check	25387	CULLIGAN GREAT FALLS INC	13.00	710	193X03792405	WATER	315-456-2400-610	07/22/2024	Written
Co-op Check	25388	Horizon Credit Union	234.70	711			315-456-2100-610	07/22/2024	Written
Purpose: HANGING FILE FRAMES,HANGING FOLDERS, FOLDERS, MISC.									
Co-op Check	25388	Horizon Credit Union	125.76	711		BROADVOICE-PHONE, INTERNET, FAX	315-457-2400-535	07/22/2024	Written
			360.46	Total					
Co-op Check	25389	MONTANA STATE FUND	815.66	712	20216591	WORKERS COMPENSATION	315-456-9999-250	07/22/2024	Written
Co-op Check	25390	SAM/MCASE	410.00	713	12394	ANNUAL MEMBERSHIP/REEVES	315-456-2400-582	07/22/2024	Written
			20,680.51	Total					

Overall Fund Totals

20,680.51 315-MISC. PROGRAMS 20,680.51 Co-op

20,680.51 Overall Total

