CMLRCC OFFICERS	CMLRCC MANAGEMENT BOARD	
HUGO ANDERSON - CHAIRMAN	SCOTT SPARKS - FERGUS	RODNEY SIMPSON - MUSSELSHELL
SCOTT SPARKS - VICE CHAIRMAN	SETH SHIFLEY - GOLDEN VALLEY	TERI HARRIS - PETROLEUM
CHELSEY ROGERS - DIRECTOR	RANDY DURR - HARLOWTON	JOSIAH MAYFIELD - ROUNDUP
KARMEN TESAREK - CLERK	HUGO ANDERSON - JUDITH BASIN	JON WRZESINSKI - WHEATLAND
	BRAD MOORE - LEWISTOWN	

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE
Lincoln School
Lewistown, Montana
January 14, 2025
Agenda

CALL TO ORDER (10:00 a.m.)
1. Roll Call

REVIEW AND APPROVAL OF AGENDA
2. Opportunity to Review the Agenda

CONSENT AGENDA
3. Minutes of December 10, 2024
4. Claims
5. Flow Through Requests

MANAGEMENT BOARD
6. Calendar Items, Concerns, Correspondence, Future Agenda Items, and Comments for the Good of the Cooperative . . .
   a. Next Board Meeting – February 11, 2025, 10:00 am
   b. Public Participation or Comments

DIRECTOR'S REPORT
7. Interlocal Agreement Deadline Itinerant Resource Teacher
8. Case Management Agreement
9. GoalBook Toolkit Update
10. Virtual Case Manager Meeting
11. FAN Number Update
12. 3-5 Year Budget Projection
13. Other
14. Revenue/Expenditure Report
15. Investment Report

ACTION ITEMS
16. Director's Contract
17. Board Letter to Open Negotiations
18. SLPA Contract

ADJOURNMENT

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
01/14/2025	2

☒ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☐ **Action Information**

Item Title: Review and Approval of Agenda

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 01/13/2025

SUMMARY:

The agenda is presented to the Board for review and approval.

Suggested Action:

Approve the agenda as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: ______

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
DURR						
HARRIS						
MAYFIELD						
MOORE						
SHIFLEY						
SIMPSON						
SPARKS						
WRZESINSKI						

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date		**Agenda Item No.**
	01/14/2025	

☒ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☐ **Action Information**

Item Title: Consent Agenda

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 01/13/2025

SUMMARY:

The Consent Agenda items are attached.

Suggested Action:

Consider the items as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: ______

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
DURR						
HARRIS						
MAYFIELD						
MOORE						
SHIFLEY						
SIMPSON						
SPARKS						
WRZESINSKI						

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	Agenda Item No.
01/14/2025	3

☒ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☐ **Action Information**

Item Title: Minutes of December 10, 2024 Board Meeting

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 01/13/2025

SUMMARY:

The minutes of the December 10, 2024 Board Meeting are attached.

☒ **Additional Information Attached**

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE
Minutes
December 10, 2024

The Central Montana Learning Resource Center Cooperative (CMLRCC) Board members held a regular board meeting December 10, 2024 in person and via ZOOM.

EXECUTIVE SESSION: DIRECTOR'S EVALUATION: Add a year to contract 2026-2027 with the Salary to be determined.

CALL TO ORDER: Chairman Hugo Anderson, called the meeting to order at 10 a.m. Present were: Fergus County Representative, Scott Sparks; Golden Valley Representative, Seth Shifley (via ZOOM); Judith Basin County Representative, Hugo Anderson; Lewistown Representative, Brad Moore; Petroleum County Representative, Teri Harris (via ZOOM); Roundup Representative, Josiah Mayfield; and Wheatland County Representative, Jon Wrzesinski.

Also Present: Fergus County Superintendent of Schools, Rhonda Long; Geyser Superintendent, Lindsey Seitz; Lavina Superintendent, Nicole Hanson via Zoom; Moore Superintendent, Justin Barnes; Roy Superintendent, Lindsay Siroky; CMLRCC School Psychologist, Jack Baldwin; and CMLRCC Director, Chelsey Rogers

REVIEW AND APPROVAL OF AGENDA: Mr. Moore moved, seconded by Mr. Wrzesinski to approve the agenda as presented. The motion passed unanimously.

CONSENT AGENDA: Mr. Wrzesinski moved, seconded by Mr. Moore, that the Consent agenda items: minutes of November 12, 2024 meeting, Claims through December 6, 2024, Flow Through request (none) and Void Warrant #21480 to reissue be approved as presented. The motion passed unanimously. (Appendix I)

CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.: No motion

Next Board Meeting: The next regular board meeting is scheduled for Tuesday, January 14, 2025 at 10:00 a.m. in the Lincoln School Board Room, 215 Seventh Avenue South, Lewistown, Montana.

Public Participation or Comments:

DIRECTOR'S REPORT: December 10, 2024

2024-25 Monthly Budget Summary: See attached (Appendix II)

Education Savings Account: Discussion ensued. Ms. Rogers will update following the January ESA meeting.

State Child Count: See attached. Our Cooperative numbers are very similar. (Appendix III)

Preliminary Maintenance of Effort Information: Ms. Rogers received an email from OPI Special Education Division with preliminary Maintenance of Effort (MOE) information. The following districts did not meet MOE requirements: Lewistown Elementary, Moore Elementary, Moore High School, Denton Elementary, Denton High School, Lavina, Roundup Elementary, Melstone High School, Harlowton and Judith Gap High School. (Appendix IV)

Shawna Heiser Training: Based on interest, Ms. Rogers is attempting to schedule a training with Shawna Heiser for the fall in Lewistown. Discussion ensued (Appendix V)

Office Space: Brad Moore, Lewistown Superintendent shared an update regarding the status of the Lewistown Administration using the Central Montana Education Center facility in the future. Discussion ensued.

Other: Ms. Rogers passed along OPI's directive to not start the Program Narrative.

Revenue/Expenditure Report: Attached (Appendix VI)

Investment Report: Attached (Appendix VII)

ACTION ITEMS:

Audit Report: Mr. Sparks moved, seconded by Mr. Wrzesinski to approve the Audit Report as presented. The motion passed unanimously. (Appendix VIII)

Audit Contract: Mr. Sparks moved, seconded by Mr. Wrzesinski to approve the Audit Contract as presented. The motion passed unanimously. (Appendix IX)

ADJOURNMENT: With no further business, Chairman Anderson adjourned the meeting at 10:35 a.m.

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
01/14/2025	4

☒ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☐ **Action Information**

Item Title: Approval of Claims through January 10, 2025

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 01/13/2025

SUMMARY:

The claims through January 10, 2025 will be distributed at 9:45 a.m. for review.

☒ **Additional Information Attached**

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
01/14/2025	5

☐ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☒ **Action Information**

Item Title: Flow-Through Requests

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 01/13/2025

SUMMARY:

Flow through applications are included for the Board's review.
Approval of flow-through requests is based on the following questions:

- *Could the district have budgeted for this need?*
- *Can this need be met with current staff/resources?*
- *What is the level of need; should this flow-through be tabled pending cases of greater need?*

Speech Costs:

Paraprofessional Costs:

Unanticipated Costs:

Suggested Action:

Approve the flow through requests as presented.

☐ **Additional Information Attached**

Estimated cost/fund source: _____

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
01/14/2025	6

☐ **Minutes/Claims** ☒ **Management Board** ☐ **Director's Report** ☐ **Action Information**

Item Title: Calendar Items, Concerns, Correspondence, Future Agenda Items, and Comments for the Good of the Cooperative . . .

Requested by: Management Board **Prepared by:** Chelsey Rogers **Date:** 01/13/2025

SUMMARY:

a. Next Board Meeting – Scheduled for February 11, 2025, 10:00 a.m.
b. Public Participation or Comments

Suggested Action:

☐ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
DURR						
HARRIS						
MAYFIELD						
MOORE						
SHIFLEY						
SIMPSON						
SPARKS						
WRZESINSKI						

NOTES:

DIRECTOR'S REPORT
January 14, 2025

7. **<u>Interlocal Agreement Deadline Itinerant Resource Teacher:</u>** For those districts currently receiving itinerant resource teacher services, thinking ahead to next school year, please note the March 1st deadline for notification of intent to continue services. If notification is not received by March 1st, services will automatically be renewed.
   Districts potentially interested in adding itinerant resource teacher services need to indicate their interest by February 1st and confirm or rescind the request by March 1st.

   Notification should be given to me in writing.

   We presently maintain a 2.0 FTE itinerant resource teachers serving Judith Gap, Roy, Stanford, Grass Range, and Melstone. Should district requests significantly change, we will need to rethink our service model. We are currently advertising for up to a 1.0 Itinerant Resource teacher to replace our retiree.

   Please note the following language in our interlocal agreement:

   IX. TERMINATION OF INSTRUCTIONAL SERVICES

   It is further agreed that those member districts receiving instructional services (i.e.. direct teacher support from CMLRCC) will notify CMLRCC by March 1 of the current fiscal year of their intent to continue services and to provide the necessary financial assistance to maintain the instructional staff. If notification is not received by March 1, the member district's commitment to the instructional services will be automatically renewed for the following fiscal year.

   If any member district, who is not currently receiving instructional services, wishes in subsequent years to receive instructional services, that member district must notify CMLRCC of the potential need by February 1 and confirm or rescind the request by March 1 of the previous year and have Management Board approval prior to those services being provided. The member district is then obligated for costs for provision of the instructional services consistent with the calculation determined in IV.6 of the Financial Administration of CMLRCC.

8. **<u>Case Management Agreement:</u>** Notification of the need for Case Management needs to be in writing to me by May 1, 2025. See the attached agreement.

9. **<u>GoalBook Toolkit Update:</u>** I engaged in a mid-year check-in with our GoalBook representative. Attached is the data she shared. The 2025-26 school year our three years contract expires. We can expect at least a 3% increase on the next 3-year contract if the Board continues to see a benefit. From my perspective, this has been a great tool, and those who are using it find it a very beneficial tool.

10. **Virtual Case Manager Meeting:** I had 15 case managers attend the December meeting. Rhea Herman from STEP presented and shared great information about their program. Our next meeting is Thursday, January 16. I hope to bring in a representative from AWARE in Anaconda.

11. **FAN Number Update:** The Cooperative did qualify for a FAN number. I am working with Brandon Cowen at Courtesy to see what type of vehicle we can purchase with the FAN number that was assigned to us.

12. **3-5 Year Budget Projection:** Please see the 3-5 Year Budget Projection.

13. **Other:** Background checks

14. **Revenue/Expenditure Report:** Attached.

15. **Investment Report:** Attached.

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
01/14/2025	**16**

☐ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☒ **Action Information**

Item Title: Director's Contract

Requested by: Management Board **Prepared by:** Chelsey Rogers **Date:** 01/13/2025

SUMMARY:

Director's contract for the 2025-26 School Year.

Suggested Action:

Consider the Director's contract as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
DURR						
HARRIS						
MAYFIELD						
MOORE						
SHIFLEY						
SIMPSON						
SPARKS						
WRZESINSKI						

NOTES:

CENTRAL MONTANA
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date **Agenda Item No.**

01/14/2025
17

☐ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☒ **Action Information**

Item Title: Board Letter to Open Negotiations

Requested by: Management Board **Prepared by:** Chelsey Rogers **Date:** 01/13/2025

SUMMARY:

Negotiation Letter to update teacher's salary matrix.

Suggested Action:

Consider the Letter as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
DURR						
HARRIS						
MAYFIELD						
MOORE						
SHIFLEY						
SIMPSON						
SPARKS						
WRZESINSKI						

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date **Agenda Item No.**

01/14/2025
18

☐ **Minutes/Claims** ☐ **Management Board** ☐ **Director's Report** ☒ **Action Information**

Item Title: SLPA Contract

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 01/13/2025

SUMMARY:

Attached please find the SLPA Contract for Randi Wichman.

Suggested Action:

Consider the Contract as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
DURR						
HARRIS						
MAYFIELD						
MOORE						
SHIFLEY						
SIMPSON						
SPARKS						
WRZESINSKI						

NOTES: