CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE
Central Montana Education Center
Lewistown, Montana
October 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 September 9, 2025
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 – November 11, 2025, 10:00 am
   b. Public Participation or Comments

DIRECTOR'S REPORT

7. Child Find Schedule
8. Report from MCASE
9. Monthly Virtual Case Manager Meetings
10. Child Count
11. Private/Home School Count
12. Director/Board Goals
13. CPI Training
14. Mandatory Case Manager Meeting
15. Audit Update
16. Lincoln Building Update
17. Other – Board Meeting Discussion
18. Revenue/Expenditure Report
19. Investment Report

ACTION ITEMS

20. Paraprofessional Contract
21. Shawna Heiser Contract
22. Gaining Letter

ADJOURNMENT

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date **Agenda Item No.**

10/14/2025 2

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

Item Title: Review and Approval of Agenda

Requested by: Management Board **Prepared by:** Chelsey Rogers **Date:** 10/13/2025

SUMMARY:

The Agenda is presented to the Board for Review and Approval.

Suggested Action:

Consider the Agenda as presented

☐ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
HANSON						
HARRIS						
HESS						
MAYFIELD						
MOORE						
SPARKS						
ST JOHN						
WRZESINSKI						

NOTES:

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date **Agenda Item No.**

10/14/2025

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

Item Title: Consent Agenda

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

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						
HANSON						
HARRIS						
HESS						
MAYFIELD						
MOORE						
SPARKS						
ST JOHN						
WRZESINSKI						

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	Agenda Item No.
10/14/2025	3

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

Item Title: Minutes of the September 10, 2024 Board Meeting

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

SUMMARY:

The minutes of the September 10, 2024 Board meeting are attached.

☒ **Additional Information Attached**

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE
Minutes
September 9, 2025

The Central Montana Learning Resource Center Cooperative (CMLRCC) Board members held a regular board meeting September 9, 2025 in person and via ZOOM.

CALL TO ORDER: Chairman Hugo Anderson, called the meeting to order at 10:03 a.m. Present were: Fergus County Representative, Scott Sparks; Golden Valley Representative, Nicole Hanson; Harlowton Representative, Chris Hess; Judith Basin Representative Hugo Anderson; Lewistown Representative, Brad Moore; Musselshell County Representative, Kevin St. John (Via ZOOM); Petroleum County Representative, Terri Harris (Via ZOOM); Roundup Representative, Josiah Mayfield; and Wheatland County Representative, Jon Wrzesinski.

Also Present: Fergus County Superintendent of Schools, Rhonda Long; Grass Range Superintendent, Mauri Elness; Roy Superintendent, Lindsay Siroky; CMLRCC Director, Chelsey Rogers, and CMLRCC Board Clerk, Karmen Tesarek.

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

CONSENT AGENDA: Mr. Sparks moved, seconded by Mr. Moore that the Consent agenda items: minutes of May 13, 2025 meeting, Summer Claims and Claims through September 5, 2025, Resolution to Sell Surplus Property and Flow Through request (none) and Resolution to Sell Surplus Property; be approved as presented. The motion passed unanimously. (Appendix I)

REORGANIZATION OF THE BOARD: Nicole Hanson, Golden Valley Representative; Chris Hess, Harlowton Public Schools Representative; and Kevin St. John, Musselshell County Representative are new members of the board. (Appendix II)

Mr. Sparks moved to nominate Hugo Anderson for Chairman

Mr. Wrzesinski moved to nominate Scott Sparks for Vice-Chairman

Mr. Sparks moved to nominate Karmen Tesarek for Board Clerk

Mr. Moore moved that nominations cease.

Mr. Sparks made a motion, seconded by Mr. Wrzesinski to approve the Chairman, Vice-Chairman and Board Clerk as presented. The motion passed unanimously.

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

Next Board Meeting: The next regular board meeting is scheduled for Tuesday, October 14, 2025 at 10:15 a.m. in the Central Montana Education Center, Lewistown, Montana.

Public Participation or Comments: None

DIRECTOR'S REPORT
SEPTEMBER 9, 2025

Child Find Schedule: Child Find schedule with directions on how to sign up. (Appendix III)

Program Narrative: OPI was recently audited by the Federal government. Several findings will require an update to our Program Narrative. Ms. Rogers hopes to get this updated during the 2025-26 school year.

Reminder to Update Policies: Please see the attached document from MTSBA for policy updates (Appendix IV)

State Reports:
Post-School Outcomes Data Collection: A reminder of this state report, which is completed at the district level and due September 30th. The report reflects upon students in special education who graduated or dropped out during the 2023-24 school year. If your district had such students, you should receive an email from Anne Rainey, OPI. Here is an update as of September 2, 2025.

District Name	Not Submitted	Completed	Grand Total
Fergus H S	11		11
Grass Range H S	2		2
Geyser K-12 Schools		2	2
Harlowton K-12	1		1
Melstone High School	1		1
Roundup High School	7		7
Roy K-12 Schools		1	1
Stanford k-12 Schools	1		1
Winifred K-12 Schools	1		1

NO POST-SCHOOL SURVEYS REQUIRED for 2024 Reporting:

- Ayers

- Deerfield
- Denton
- Hobson
- Judith Gap
- King Colony
- Lavina
- Lewistown Elementary
- Moore
- Ryegate
- Spring Creek Colony
- Winnett

Private/Home School: When you completed your IDEA Consolidated e-grant application, the private school field was pre-populated with the count submitted last fall, and there was a proportionate share amount dedicated to the provision of special education services to private school students. We have budgeted that amount for related services and will coordinate Private School Plans. As part of this requirement to provide FAPE to IDEA-eligible students in private schools, including home schools, there needs to be an annual notification and invitation to parents to access available services. Ms. Rogers will again complete that process for each of our component districts, doing outreach early in the school year via a letter to each of the families included in the Private School Count from last fall, with notification to the district superintendent and special education case manager. Discussion Ensued.

Test Windows: Please see the attached Published Test Window Document. (Appendix IV)

School to 22 Update: See the attached documents regarding School to 22. In addition, please be diligent in providing the opportunity to families to sign up for Disability Services starting at age 8. Discussion ensued. (Appendix V)

Collective Bargaining Agreement Team Members: The 2025-26 school year is a negotiating year, the following Cooperative staff will act as representatives: Jack Baldwin, Stephanie Forke, Jessika Auger and Alt. Nicole Bronec. We will need three Board representatives. Currently, Scott Sparks, Hugo Anderson, Jon Wrzesinski are the members, and Brad Moore is the Alternate.

Lincoln Building Update: Mr. Moore provided an update. The Facility Plan meeting concerning CMEC, Lincoln Building and FHS will provide more guidance. Currently they are looking to move CMLRCC to CMEC. Next month we will meet at 9:45 am. At CMEC.

National Conferences: There are two staff members interested in attending national conferences. Please see the attached Policy 7336. Discussion ensued. (Appendix VI)

Other: Board Meeting discussion will start at 10:15 a.m. Next board meeting we will approve the contract for Randi Wichman who will be a paraprofessional, e-helper and instructional services.

Revenue/Expenditure Report: Attached. (Appendix VII)

Investment Report: none

ACTION ITEMS:

Trustees Finanacial Summary 2024-25 Fiscal Year: Mr. Wrzesinski moved, seconded by Mr. Sparks to approve the TFS as presented. The motion passed unanimously. (Appendix VIII)

Budget for the 2025-2026: Mr. Sparks moved, seconded by Mr. Moore to approve the Budget as presented. The motion passed unanimously. (Appendix IX)

Interlocal Agreement Park County Special Education Cooperative: Mr. Moore moved, seconded my Mr. Sparks to approve the Interlocal Agreement as presented. The motion passed unanimously. (Appendix X)

Orientation and Mobility Contract: Mr. Sparks moved, seconded by Mr. Wrzesinski to approve the Orientation and Mobility Contract as presented. The motion passed unanimously. (Appendix XII)

Star Media Center License: Mr. Wrzesinski moved, seconded by Mr. Mayfield to approve the Star Medica Center as presented. The motion passed unanimously. (Appendix XIII)

Rock Creek Teletherapy Contract: Mr. Sparks made the motion, seconded by Mr. Moore to approve the contract with Rock Creek Teletherapy as presented. The motion passed unanimously. (Appendix XIV)

ADJOURNMENT: With no further business, Chairman Anderson adjourned the meeting at 10:54 a.m.

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
10/14/2025	4

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

Item Title: Claims

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

SUMMARY:

The claims through October 10, 2025

☒ **Additional Information Attached**

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
10/14/2025	5

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

Item Title: Flow-Through Requests

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

SUMMARY: Lavina is asking for $5105.82 to assist with a 1:1 aide for a new SpEd student.

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: $5105.82

☒ **Additional Information Attached**

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date **Agenda Item No.**

10/14/2025
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:** 10/13/2025

SUMMARY:

a. Next Board Meeting – Scheduled for November 11, 2025, 10:15 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						
HANSON						
HARRIS						
HESS						
MAYFIELD						
MOORE						
SPARKS						
ST JOHN						
WRZESINSKI						

NOTES:

Director's Report
October 14, 2025

7. Child Find Schedule: See the attached Child Find schedule with directions on how to sign up.

8. Report from MCASE: I attended the MCASE conference. There was a lot of great information shared. I really enjoyed each session that was offered. OPI gave an update on the new happenings in the Sped world. More than anything, it is great to network with people in your professional circle.

9. Monthly Virtual Case Manager Meetings: I facilitated the first monthly case manager meeting on Thursday, September 18. 14 case managers were present for the Playground IEP presentation.

10. Child Count: Karmen and I have been working with each of your special education teachers to gather data on each child served in special education. Karmen will compile the information to submit the Child Count report on behalf of each of our component districts as of October 6th. At an upcoming Board meeting, I will share current data and contrast counts with previous years.

11. Private School Count: A heads up that the Private School Count, submitted by the cooperative on behalf of component districts, will be coming due, as well. Information is still forthcoming from OPI. We will need to gather data on students in your districts served in home school or private school settings and eligible for special education services. We will also work with the county superintendents in this process.

12. Director Goals: The Cooperative Goals are updated. Your insight and participation are much appreciated.

13. CPI Training: Jack Baldwin will be conducting a CPI training in Harlowton at Hillcrest Elementary from 9-3:00 on Friday, October 24. Participants will receive 8 CEU renewal units. Please register the appropriate staff up by Friday, October 17, so participants have time to complete the online training portion before October 24.

14. Mandatory Case Manager Meeting: OPI will be here to conduct a Mandatory Case Manager Meeting in preparation for our audit during the 2026-27 school year. The meeting will take place in Lewistown, at the Yogo Inn, on Wednesday, November 5, from 1:00-4:00. Renewal units will be offered.

15. Audit Update: Our audit was conducted last week. Congratulations to Karmen on another successful year with no findings.

16. Lincoln Building Update: Mr. Moore will provide an update on the Lincoln Building.

17. Other:

18. Revenue/Expenditure Report: Attached

19. Investment Report: Attached

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
10/14/2025	20

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

Item Title: Paraprofessional Contract

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

SUMMARY:

Attached please Paraprofessional 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						
HANSON						
HARRIS						
HESS						
MAYFIELD						
MOORE						
SPARKS						
ST JOHN						
WRZESINSKI						

NOTES:

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date	**Agenda Item No.**
10/14/2025	21

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

Item Title: Shawna Heiser Contract

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

SUMMARY:

Attached please find the Behavior Specialist Contract with Shawna Heiser.

Suggested Action:

Consider the Contract as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: ______

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
HANSON						
HARRIS						
HESS						
MAYFIELD						
MOORE						
SPARKS						
ST JOHN						
WRZESINSKI						

NOTES:

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date **Agenda Item No.**

10/14/2025
22

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

Item Title: Gaining Letter

Requested by: Management Board **Prepared by:** Karmen Tesarek **Date:** 10/13/2025

SUMMARY:

Attached please find the Certified Employees Gaining Letter.

Suggested Action:

Consider Gaining Letter as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
HANSON						
HARRIS						
HESS						
MAYFIELD						
MOORE						
SPARKS						
ST JOHN						
WRZESINSKI						

NOTES: