

CMLRCC OFFICERS

HUGO ANDERSON - CHAIRMAN
 LINDSEY WILKERSON-VICE CHAIRMAN
 CHELSEY ROGERS - DIRECTOR
 KARMEN TESAREK - CLERK

CMLRCC MANAGEMENT BOARD

DENISE CHREST - FERGUS
 NICOLE HANSON - GOLDEN VALLEY
 CHRISTINA BARBACHANO - HARLOWTON
 HUGO ANDERSON - JUDITH BASIN
 THOM PECK - LEWISTOWN

MICHELLE KOMBOL - MUSSELSHELL
 LINDSEY WILKERSON - PETROLEUM
 CHAD SEALEY - ROUNDUP
 SHARI OBERG - WHEATLAND

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE

Lincoln School
 Lewistown, Montana
 December 14, 2021
 Agenda

EXECUTIVE SESSION: DIRECTOR'S EVALUATION (9:00 A.M.)**REVIEW OF CLAIMS** (available at 9:45 a.m.)

1. Review of Claims

CALL TO ORDER (10:00 a.m.)

2. Roll Call

APPROVAL OF MINUTES

3. Minutes of November 9, 2021 Meeting

APPROVAL OF CLAIMS

4. Claims through December 13, 2021

REVIEW AND APPROVAL OF AGENDA

5. Opportunity to Review the Agenda

MANAGEMENT BOARD

6. Calendar Items, Concerns, Correspondence, Future Agenda Items, and Comments for the Good of the Cooperative ...
 - a. Next Board Meeting – January 11, 2022, 10:00 am
 - b. Public Participation or Comments

DIRECTOR'S REPORT

7. Child Count
8. Compliance Check Review
9. Speech Coverage
10. Recruitment/Retainment
11. Cooperative Staff Evaluation
12. School Delays/Closures
13. CMLRCC Calendar
14. Other:
15. Revenue/Expenditure Report
16. Investment Report

ACTION ITEMS

17. Goalbook Toolkit
18. Rock Creek Teletherapy Amended Contract
19. Resolution
20. Resignation
21. Amended Resignation
22. Long-Term Substitute- Paid for by Lewistown
23. Second Reading: 2360 Utilization of Medicaid Reimbursement
24. Second Reading: Classified Policy
25. Second Reading: 1420 F Notice Regarding Public Comment
26. Second Reading: 1520 Board/Staff Communication
27. Second Reading: 1521 Board-Director Relationship
28. Second Reading 1532 Insurance
29. Second Reading: 1610 Annual Goals and Objectives
30. Second Reading: 1630 Utilization of Montana School Boards Association
31. Second Reading: 1700 Uniform Complaint Procedure
32. Flow Through Requests

ADJOURNMENT

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

3

☒ **Minutes/Claims**

☐ **Management Board**

☐ **Director's
Report**

☐ **Action
Information**

Item Title: Approval of Minutes

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

The minutes of the November 9, 2021 Board meeting are attached.

Suggested Action:

Approve the minutes of November 9, 2021 as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**
Minutes
November 9, 2021

The Central Montana Learning Resource Center Cooperative (CMLRCC) Board members held a regular board meeting November 9, 2021 via Zoom and in person.

REVIEW OF CLAIMS: The claims through November 8, 2021 were available for review at 9:45 a.m.

CALL TO ORDER: Chairman Hugo Anderson, called the meeting to order at 10:10 a.m. Present were: Fergus County Representative, Denise Chrest; Golden Valley Representative, Nicole Hanson; Harlowton Representative, Christina Barbachano; Judith Basin County Representative, Hugo Anderson; Lewistown Representative, Thom Peck; Musselshell Representative, Michelle Kombol (10:11 a.m.); Petroleum County Representative, Lindsey Wilkerson; and Wheatland County Representative, Shari Oberg.

Also Present: Denton Principal, Scott Sparks; Fergus County Superintendent of Schools, Rhonda Long; CMLRCC Speech Pathologists, Jennifer Rindal and Emily Stafslie; CMLRCC Administrative Assistant, Tammy Pyrah; CMLRCC School Psychologist, Jack Baldwin; CMLRCC STAR Lead Paraprofessional, Tasha Lahr; CMLRCC Director, Chelsey Rogers; and CMLRCC Board Clerk, Karmen Tesarek.

APPROVAL OF MINUTES: Ms. Barbachano moved, seconded by Mr. Peck, that the minutes of October 12, 2021 be approved as presented. The motion passed unanimously.

APPROVAL OF CLAIMS: Ms. Wilkerson moved, seconded by Mr. Peck to approve the claims of November 8, 2021 as published. The motion passed unanimously.

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

CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.:

Next Board Meeting: The next regular board meeting is scheduled for Tuesday, December 14, 2021 at 10:00 a.m. in the Lincoln School Board Room, 215 Seventh Avenue South, Lewistown, Montana. Executive Session will start at 9:00 a.m.

Public Participation or Comments: None.

Director's Report

Goalbook Toolkit: Discussion ensued.

STAR Multi-District Agreement: Discussion ensued.

Budget Review: As of right now our budget is looking sound. Ms. Rogers have created a three year prediction of where we will be sitting with a 50% ISBG match.

Revenue/Expenditure Report: Attached.

Investment Report: Attached.

ACTIONS:

Links Curriculum: Mr. Peck made a motion to not move forward for lack of interest, seconded by Ms. Barbachano. The motion passed unanimously.

Classified Policy: Mr. Peck made a motion to approve the first reading, seconded by Ms. Wilkerson. The motion passed unanimously.

Long-term Substitute-Paid by Lewistown: Discussion ensued. Ms. Hanson made a motion to table this issue, seconded by Ms. Barbachano. The motion to table passed unanimously.

School Point Advertisement: Ms. Wilkerson made a motion, seconded by Ms. Barbachano to approve the advertising as presented. The motion passed unanimously.

Letter of Resignation: Ms. Barbachano made a motion to approve, seconded by Ms. Wilkerson. The motion passed unanimously.

Policy Second Reading: 5120 P Fingerprint Background Handling Procedure: Mr. Peck made the motion, seconded by Ms. Wilkerson to approve the Second Reading as presented. The motion passed unanimously.

Policy Second Reading: 5122 Fingerprints and Criminal Background Investigations: Mr. Peck made the motion, seconded by Ms. Wilkerson to approve the Second Reading as presented. The motion passed unanimously.

Policy Second Reading: 5122 F Applicant Rights and Consent to Fingerprint: Ms. Wilkerson made the motion, seconded by Mr. Peck to approve the Second Reading as presented. The motion passed unanimously.

Policy First Reading: 2360 Utilization of Medicaid Reimbursement: Ms. Barbachano made the motion, seconded by Ms. Wilkerson to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1420 F Notice Regarding Public Comment: Mr. Peck made the motion, seconded by Ms. Oberg to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1520 Board/Staff Communication: Ms. Barbachano made the motion, seconded by Ms. Wilkerson to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1521 Board-Director Relationship: Ms. Barbachano made the motion, seconded by Ms. Oberg to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1532 Insurance: Mr. Peck made the motion, seconded by Ms. Oberg to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1610 Annual Goals and Objectives: Ms. Wilkerson made the motion, seconded by Mr. Peck to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1630 utilization of Montana School Boards Association: Ms. Wilkerson made the motion, seconded by Ms. Oberg to approve the First Reading as presented. The motion passed unanimously.

Policy First Reading: 1700 Uniform Complaint Procedure: Ms. Barbachano made the motion, seconded by Ms. Oberg to approve the First Reading as presented. The motion passed unanimously.

ADJOURNMENT: With no further business, Ms. Barbachano made a motion, seconded by Ms. Wilkerson, and Chairman Anderson adjourned the meeting at 11:40 a.m.

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

4

☒ **Minutes/Claims**

☐ **Management Board**

☐ **Director's
Report**

☐ **Action
Information**

Item Title: Approval of Claims through December 13, 2021

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

The claims through December 13, 2021 will be distributed at 9:45 a.m. for review.

Suggested Action:

Approve the claims through December 13, 2021 as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Vendor #		QTY	PO No.	Invoice Invoice Date	Account	Amount
AMANDA EDWARDS						
Check Group:						
REIMBURSEMENT FOR USE OF PERSONAL CELL						
PHONE DURING SCHOOL MONTHS						
	1		20220079	DEC 2021	315.11.456.2600.531.277	\$55.00
				12/10/2021		
					Check #: 0	
					PO/Invoice Total:	\$55.00
					Vendor Total:	\$55.00
CHELSEY ROGERS						
Check Group:						
REIMBURSEMENT FOR USE OF PERSONAL CELL						
PHONE DURING SCHOOL MONTHS						
	1		20220078	DEC 2021	315.11.456.2600.531.277	\$55.00
				12/10/2021		
					Check #: 0	
					PO/Invoice Total:	\$55.00
					Vendor Total:	\$55.00
EMILY KILLHAM						
Check Group:						
MEALS						
	7		20220031	NOV 2021	315.11.456.2200.581.277	\$24.50
				12/10/2021		
MEALS						
	7		20220031	OCT 2021	315.11.456.2200.581.277	\$24.50
				12/10/2021		
					Check #: 0	
					PO/Invoice Total:	\$49.00
REIMBURSEMENT FOR USE OF PERSONAL CELL						
PHONE DURING SCHOOL MONTHS						
	1		20220084	DEC 2021	315.11.456.2600.531.277	\$55.00
				12/10/2021		
					Check #: 0	
					PO/Invoice Total:	\$55.00
					Vendor Total:	\$104.00

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1014

12/13/2021

Vendor # QTY PO No. Invoice Invoice Date Account Amount

EMILY STAFSUIEN

Check Group:

REIMBURSEMENT FOR USE OF PERSONAL CELL
PHONE DURING SCHOOL MONTHS

1 20220076

DEC 2021

315.11.456.2600.531.277

\$55.00

Check #: 0

PO/InvoiceTotal:

\$55.00

Vendor Total:

\$55.00

ERANN OWEN

954

Check Group:

REIMBURSEMENT FOR USE OF PERSONAL CELL
PHONE DURING SCHOOL MONTHS

1 20220069

DEC 2021

315.11.456.2600.531.277

\$55.00

Check #: 0

PO/InvoiceTotal:

\$55.00

Vendor Total:

\$55.00

FERGUS FEDERAL CREDIT UNION

Check Group:

CASL- 2 AND OPUS COMBINATION KIT

1 20220070

SO48962

315.11.456.2150.610.277

\$777.00

12/10/2021

SHIPPING & HANDLING

1 20220070

SO48962

315.11.456.2150.610.277

\$77.70

12/10/2021

Check #: 0

PO/InvoiceTotal:

\$854.70

Check Group:

VIDEO LEARNING SQUAD ALL ACCESS MEMBERSHIP

1 20220085

745DBD8706

315.11.456.2150.610.156

\$99.00

12/10/2021

Check #: 0

PO/InvoiceTotal:

\$99.00

Check Group:

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1014

12/13/2021

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADOBE ACROBAT PRO	1	20220089	DEC 2021 12/13/2021	315.11.456.2310.340.156	\$24.99
Check #: 0					
PO/Invoice Total: \$24.99					
Vendor Total: \$978.69					
JACQUE SHERMAN					
Check Group:					
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS	1	20220075	DEC 2021 12/10/2021	315.11.456.2600.531.277	\$55.00
Check #: 0					
PO/Invoice Total: \$55.00					
Vendor Total: \$55.00					
JENNIFER RINDAL					
Check Group:					
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS	1	20220071	DEC 2021 12/10/2021	315.11.456.2600.531.277	\$55.00
Check #: 0					
PO/Invoice Total: \$55.00					
Vendor Total: \$100.00					
KELLEY IMAGING SYSTEMS					
Check Group:					
MAINTENANCE AGREEMENT	1	20220014	IN933178 12/10/2021	315.11.456.2600.440.277	\$56.76
Check #: 0					
PO/Invoice Total: \$100.00					
Vendor Total: \$155.00					

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1014

12/13/2021

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
KRISTA ARNTZEN					
Check Group:					
MEALS					
4	20220030	NOV 2021	315.11.456.2200.581.277	PO/InvoiceTotal:	\$56.76
		12/9/2021		Vendor Total:	\$56.76
Check #: 0					
Check Group:					
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS					
1	20220083	DEC 2021	315.11.456.2600.531.277	PO/InvoiceTotal:	\$14.00
		12/9/2021		Vendor Total:	\$55.00
Check #: 0					
Check Group:					
LEWISTOWN SCHOOL DISTRICT #1					
889		NOV 2021	315.11.456.2211.610.277	PO/InvoiceTotal:	\$55.00
		12/10/2021		Vendor Total:	\$69.00
Check #: 0					
Check Group:					
MEALS					
23	20220037	NOV 2021	315.11.456.2211.610.277	PO/InvoiceTotal:	\$92.00
		12/10/2021		Vendor Total:	\$92.00
Check #: 0					
Check Group:					
LEWISTOWN SCHOOL DIST #1					
29079		2115	315.11.456.2310.610.277	PO/InvoiceTotal:	\$20.00
		12/10/2021		Vendor Total:	\$20.00
Check #: 0					
Check Group:					
SNACKS					
1	20220036	2115	315.11.456.2310.610.277	PO/InvoiceTotal:	\$20.00
		12/10/2021		Vendor Total:	\$20.00
Check #: 0					
Check Group:					
LEWISTOWN SCHOOL DIST.					
744				PO/InvoiceTotal:	\$20.00
				Vendor Total:	\$20.00

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1014

12/13/2021

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
VEHICLE MAINTENANCE & REPAIRS					
		1	20220018	592/TA	315.11.456.2650.440.277
			12/10/2021		\$223.15
Check #: 0					
PO/InvoiceTotal: \$223.15					
Vendor Total: \$223.15					
LEWISTOWN SCHOOL DISTRICT #1					
29074					
Check Group:					
IMC					
		1	20220001	1040	315.11.456.2100.610.277
			12/10/2021		\$16.17
Check #: 0					
PO/InvoiceTotal: \$16.17					
Vendor Total: \$16.17					
LINDSAY HILL-WILLIAMS					
Check Group:					
MEALS					
		11	20220029	NOV 2021	315.11.456.2200.581.277
			12/10/2021		\$38.50
Check #: 0					
PO/InvoiceTotal: \$38.50					
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS					
		1	20220080	DEC 2021	315.11.456.2600.531.277
			12/10/2021		\$55.00
Check #: 0					
PO/InvoiceTotal: \$55.00					
Vendor Total: \$93.50					
MIDRIVERS COMMUNICATIONS					
Check Group:					
TELEPHONE					
		1	20220005	6167100 NOV 21	315.11.456.2600.531.277
			12/10/2021		\$47.80

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1014

12/13/2021

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0					
NEWS ARGUS					
Check Group:					
34275					
CLASSIFIED HELP WANTED TELEFACILITATOR POSITION OPENING	1	20220088	79662 12/13/2021	315.11.456.2500.540.277	\$59.50
PO/InvoiceTotal:					\$47.80
Vendor Total:					\$47.80
Check #: 0					
NICOLE BRONEC					
Check Group:					
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS	1	20220077	DEC 2021 12/10/2021	315.11.456.2600.531.277	\$55.00
PO/InvoiceTotal:					\$59.50
Vendor Total:					\$59.50
Check #: 0					
OK TIRE STORE					
Check Group:					
36922					
TIRE REPAIRS AND ROTATIONS	1	20220032	21494 12/13/2021	315.11.456.2650.440.277	\$20.00
PO/InvoiceTotal:					\$55.00
Vendor Total:					\$55.00
Check #: 0					
PETTY CASH-TAMMY PYRAH					
Check Group:					
BATTERY A 4 PACK	1	20220082	DEC 2021 12/10/2021	315.11.456.2150.610.277	\$5.99
PO/InvoiceTotal:					\$20.00
Vendor Total:					\$20.00

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Voucher Batch Number: 1014 12/13/2021

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
GAS REIMBURSEMENT			1	20220082	DEC 2021	315.11.456.2650.624.277	\$30.00
					12/10/2021		
BRASS KEY TAGS FOR 2017 IMPALA			2	20220082	DEC 2021	315.11.456.2500.610.277	\$10.00
					12/10/2021		
LICENSE PLATES/REGISTRATION FOR 2017 IMPALA			1	20220082	DEC 2021	315.11.456.2650.440.277	\$42.75
					12/10/2021		
					Check #: 0		
					PO/Invoice Total:	\$88.74	\$88.74
					Vendor Total:	\$88.74	\$88.74
ROCK CREEK TELETHERAPY							
Check Group:							
CONTRACTED OT/SPEECH SERVICES			1	20220057	1473	315.11.456.2100.330.277	\$6,867.47
					12/10/2021		
					Check #: 0		
					PO/Invoice Total:	\$6,867.47	\$6,867.47
					Vendor Total:	\$6,867.47	\$6,867.47
TAMMY PYRAH							
Check Group:							
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS			1	20220081	DEC 2021	315.11.456.2600.531.277	\$55.00
					12/10/2021		
					Check #: 0		
					PO/Invoice Total:	\$55.00	\$55.00
					Vendor Total:	\$55.00	\$55.00
TESAREK, KARMEN							
Check Group:							
REIMBURSEMENT FOR USE OF PERSONAL CELL PHONE DURING SCHOOL MONTHS			1	20220073	DEC 2021 P	315.11.456.2600.531.277	\$55.00
					12/10/2021		
					Check #: 0		
					PO/Invoice Total:	\$55.00	\$55.00

Printed: 12/13/2021 1:59:54 PM

Report: rptAPVoucherDetail

2021.3.13

Page: 7

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1014

12/13/2021

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
TRAVEL STIPEND AS BUSINESS MANAGER	1	20220074	DEC 2021 12/10/2021	315.11.456.2200.581.277	\$625.00
Check #: 0					
PO/InvoiceTotal: \$625.00					
Vendor Total: \$680.00					
VERIZON WIRELESS					
Check Group:					
PHONE	1	20220003	9894400984 12/10/2021	315.11.456.2600.531.277	\$76.79
Check #: 0					
PO/InvoiceTotal: \$76.79					
Vendor Total: \$76.79					
WEX BANK					
Check Group:					
FUEL	1	20220012	76444743 12/10/2021	315.11.456.2650.624.277	\$1,344.79
Check #: 0					
PO/InvoiceTotal: \$1,344.79					
Vendor Total: \$1,344.79					
Grand Total: \$11,378.36					

End of Report

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

5

☐ 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: 12/13/2021

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						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

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: 12/13/2021

SUMMARY:

- a. Next Board Meeting – Scheduled for January 11, 2021, 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						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

DIRECTOR'S REPORT
December 14, 2021

7. Child Count:

CHILD COUNT DATA

2019-20 14.4% of students ages 3-21 qualify for Sped Services

Year	ANB	# in Special Ed	% in Special Ed
2010-11	3,241	418	12.9
2011-12	3,200	398	12.4
2012-13	3,193	367	11.5
2013-14	3,171	411	13.0
2014-15	3,132	430	13.7
2015-16	3,162	428	13.5
2016-17	3,107	443	14.3
2017-18	3,127	454	14.5
2018-19	3,051	439	14.3
2019-20	2,98	442	15.8
2020-21	2,824	450	15.9

DISABILITIES SERVED

Disability	# Students Oct 2017	# Students Oct 2018	% 2018	# Students Oct 2019	% 2019	# Students Oct 2020	% 2020	# Students Oct., 2021	% 2021
Autism	35	38	8%	43	10%	31	7%	44	10%
Cognitive Delay	22	23	5%	20	5%	16	4%	23	5%
Deaf-Blindness	0	0	0%	0	0%	0	0%	0	0%
Developmental Delay	16	16	4%	14	3%	26	6%	39	9%
Deafness	0	0	0%	0	0%	0	0%	0	0%
Emotional Disturbance	22	26	6%	17	4%	14	4%	20	4%
Hearing Impairment	4	3	1%	4	1%	1	.2%	2	.4%
Learning Disability	217	224	49%	211	48%	153	37%	192	43%
Other Health Impairment	80	86	19%	85	19%	52	12%	79	18%
Orthopedic Impairment	8	8	2%	9	2%	3	.6%	8	1.8%
Speech/Language Impairment	143	125	28%	122	28%	75	17%	113	25%
Traumatic Brain Injury	3	2	0.5%	2	0.4%	2	.4%	2	.4%
Visual Impairment	7	7	2%	7	2%	2	.4%	5	1%
Multiple Disabilities						67	15%	62	

STUDENTS SERVED IN SPECIAL EDUCATION

Community	# Served Oct 2016	# Served Oct 2017	# Served Oct 2018	#Served Oct 2019	#Served Oct 2020	# Served Oct. 2021
Ayers	1	1	1	1	1	0
Deerfield	0	0	0	0	0	0
Denton	8	8	8	4	8	5
Geyser	12	8	7	9	8	5
Grass Range	15	17	13	15	10	18
Harlowton	29	30	38	44	49	44
Hillcrest	24	24	25	28	40	37
High School	5	6	13	16	9	7
Hobson	9	10	11	11	9	8
Judith Gap	7	6	1	3	2	4
King	4	4	1	0	0	0
Lavina	20	21	16	11	11	12
Lewistown	175	181	187	166	168	174
Garfield	36	45	42	33	38	36
Highland Park	45	39	38	32	39	39
Lewis & Clark	21	27	28	28	22	23
Junior High	25	21	25	24	24	22
Fergus High	48	49	54	49	46	54
Melstone	15	15	13	18	13	13
Moore	16	17	12	11	13	10
Roundup	76	79	91	88	92	93
Central	46	47	49	48	45	64
High School	30	32	42	40	48	29
Roy	3	6	6	6	6	5
Ryegate	9	9	9	8	9	9
Spring Creek	1	1	0	0	0	0
Stanford	18	19	19	18	20	16
Winifred	12	12	12	16	15	23
Winnett	13	10	8	10	6	11

8. **Compliance Check Review:** We had two schools pass the compliance check. The most common theme for the other schools is writing compliant PLAAFP statements with baseline data and aligning a MAG (Measurable Annual Goal) to the PLAAFP statement. In addition, Transition assessments were also a common struggle. Be watching in future newsletters for resources to support case managers. I may also put on a few little training sessions that will be available to all case managers. Overall, the mistakes that were found were minor but I am hoping we can do better next compliance check.
9. **Speech Coverage:** We are covering most of the Speech in-house. Rock Creek is taking on 20 more students, while the Co-op staff is absorbing the other 25. Emily Killham, our SLPA, is taking on the majority of the load with our SLP's taking on the supervision portion. The position is advertised and I hope we are able recruit an applicant for the next school year.
10. **Cooperative Staff Evaluation:** According to the CBA "in the policy manual, an evaluation policy and discipline policy will be included. Staff will meet with the Director to agree upon the tools for evaluations and progressive discipline. Evaluation tools will differ from position to position throughout CMLRCC. Policy 5222 Evaluation of Non-administrative Staff states "Each staff member's job performance shall be evaluated by the Director. The evaluation process includes scheduled annual evaluations on forms applicable to the job classification and description and day to day appraisals. The supervisor shall provide a copy of the completed evaluation to the staff member and shall provide an opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Director. If the staff member refuses to sign the evaluation, the Director should note the refusal." I have been following this process for the last two years and plan to continue this school year. I would like feedback if the Board feels it is a good idea to continue to evaluate annually or if there is a way to implement Peer Observations. Your feedback is appreciated.
11. **Recruitment/Retainment:** Moving forward we will need to think creatively to retain and recruit staff. We will still continue to advertise nationally and throughout the state. I have reached out to College Department heads to see what they are telling their cohorts to look for. I learned location is huge, salary, job tasks, professional development support, etc.
12. **School Delays/Closures:** With winter approaching, a reminder that it is very helpful to us when you notify us early of any school delays or closures. An email to me or notification to my cell (406-350-2811) is the fastest way for us to get this information out to staff.
13. **CMLRCC Calendar:** Staff will have Winter Break from Wednesday, December 22nd through Friday, December 31st
14. **Other:**
15. **Revenue/Expenditure Report:** Attached.
16. **Investment Report:** None.

Central Mt Learning Resource Center

Revenue Report

Fiscal Year: 2021-2022

Account Number / Description

☐ Summary Only From Date: 7/1/2021 To Date: 6/30/2022

	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
Fund: 314 RETIREMENT					
314.00.000.1510.000.000 INTEREST	\$0.00	\$17.28	\$17.28	(\$17.28)	0.00%
Fund 314 Total:					
314.00.000.1950.000.000 RECEIPTS FROM OTHER DIST	\$51,338.41	\$5,603.84	\$5,603.84	\$45,734.57	89.08%
314.00.000.2240.000.000 COUNTY RETIREMENT DISTRIBUTION	\$35,039.07	\$1,410.03	\$1,410.03	\$33,629.04	95.98%
Fund 315 MISCELLANEOUS FUNDS					
315.00.000.1900.000.000 MISC. REVENUE	\$0.00	\$129.21	\$129.21	(\$129.21)	0.00%
315.00.000.4560.000.156 IDEA PART B GRANT	\$5,491.00	\$5,491.00	\$5,491.00	\$0.00	0.00%
315.00.000.4560.000.277 IDEA PART B	\$830,626.00	\$0.00	\$0.00	\$830,626.00	100.00%
315.00.000.4570.000.379 IDEA PRESCHOOL GRANT REVENUE	\$28,670.00	\$0.00	\$0.00	\$28,670.00	100.00%
315.00.000.7560.000.756 ARP IDEA B	\$177,677.00	\$0.00	\$0.00	\$177,677.00	100.00%
315.00.000.7570.000.757 ARP IDEA PRESCHOOL	\$14,282.00	\$0.00	\$0.00	\$14,282.00	100.00%
Fund 315 Total:					
315.00.000.7560.000.756	\$1,056,746.00	\$5,620.21	\$5,620.21	\$1,051,125.79	99.47%
Fund: 382 INTERLOCAL AGREEMENT FUND					
382.00.000.1510.000.000 INTEREST	\$0.00	\$144.81	\$144.81	(\$144.81)	0.00%
382.00.000.1950.000.013 LOCAL CONTRIBUTIONS FROM OTHER DISTRICTS	\$202,776.93	\$202,776.93	\$202,776.93	\$0.00	0.00%
382.00.000.3233.000.000 STATE SPECIAL ED	\$318,466.58	\$127,386.64	\$127,386.64	\$191,079.94	60.00%
382.00.000.3234.000.000 QUALITY EDUCATOR	\$36,151.80	\$14,460.72	\$14,460.72	\$21,691.08	60.00%
Fund 382 Total:					
382.00.000.3234.000.000	\$557,395.31	\$344,769.10	\$344,769.10	\$212,626.21	38.15%
Fund: 388 MEDICAID					
388.00.000.1510.000.000 MEDICAID INTEREST	\$0.00	\$718.60	\$718.60	(\$718.60)	0.00%
388.00.000.3353.000.388	\$11,781.00	\$9,016.13	\$9,016.13	\$2,764.87	23.47%

Central Mt Learning Resource Center

Revenue Report

Fiscal Year: 2021-2022

Account Number / Description

☐ Summary Only From Date: 7/1/2021 To Date: 6/30/2022

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
O T THERAPY					
388.00.000.3354.000.388	\$90,376.00	\$19,334.86	\$19,334.86	\$71,041.14	78.61%
SPEECH THERAPY REVENUE					
388.00.000.3355.000.388	\$781.00	\$371.29	\$371.29	\$409.71	52.46%
MISCELLANEOUS (O&M/PSYCH) THERAPY REVENUE					
388.00.000.3357.000.388	\$7,062.00	\$6,587.27	\$6,587.27	\$474.73	6.72%
SPEECH MAC REVENUE					
Fund 388 Total:	\$110,000.00	\$36,028.15	\$36,028.15	\$73,971.85	67.25%
Fund: 389 COBRA / RETIREMENT FUND					
389.00.000.1900.000.000	\$0.00	\$6,628.18	\$6,628.18	(\$6,628.18)	0.00%
RETIREE HEALTH INSURANCE					
Fund 389 Total:	\$0.00	\$6,628.18	\$6,628.18	(\$6,628.18)	0.00%
Grand Total:	\$1,810,518.79	\$400,076.79	\$400,076.79	\$1,410,442.00	77.90%

End of Report

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date:

6/30/2022

Account Number / Description

Fund:	314	RETIREMENT	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
314.11.280.0000.210.000		FICA/MEDICARE	\$31,034.00	\$9,013.86	\$9,013.86	\$22,020.14	\$0.00	\$22,020.14
314.11.280.0000.220.000		TEACHERS RETIREMENT	\$34,346.00	\$10,735.20	\$10,735.20	\$23,610.80	\$0.00	\$23,610.80
314.11.280.0000.230.000		PERS	\$3,159.00	\$2,412.73	\$2,412.73	\$746.27	\$0.00	\$746.27
314.11.280.0000.240.000		UNEMPLOYMENT COMPENSATIO	\$1,015.00	\$330.94	\$330.94	\$684.06	\$0.00	\$684.06
Fund 314 Total:			\$69,554.00	\$22,492.73	\$22,492.73	\$47,061.27	\$0.00	\$47,061.27
67.66%								
Fund:	315	MISCELLANEOUS FUNDS						
315.11.277.2600.451.277		RENTAL OF LAND & BUILDIN-DO NOT USE	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00
315.11.372.2100.440.372		REPAIR & MAINTENANCE AGREEMENTS - QUALITY SCHOOLS	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
315.11.456.1000.112.277		TEACHERS SALARY	\$15,826.00	\$5,275.24	\$5,275.24	\$10,550.76	\$10,550.51	\$0.25
315.11.456.1000.122.277		SUBSTITUTE SALARY	\$4,018.00	\$101.76	\$101.76	\$3,916.24	\$0.00	\$3,916.24
315.11.456.1000.210.277		TEACHER FICA/MEDICARE	\$1,210.69	\$232.90	\$232.90	\$977.79	\$0.00	\$977.79
315.11.456.1000.220.277		TEACHER TEACHERS RETIREMENT	\$1,467.07	\$498.43	\$498.43	\$968.64	\$0.00	\$968.64
315.11.456.1000.240.277		TEACHER UNEMPLOYMENT COMPENSATION	\$39.57	\$13.45	\$13.45	\$26.12	\$0.00	\$26.12
315.11.456.1000.250.277		TEACHER WORKERS COMPENSATION	\$74.22	\$25.34	\$25.34	\$48.88	\$0.00	\$48.88
315.11.456.1000.260.277		TEACHER HEALTH INSURANCE	\$5,274.00	\$1,758.08	\$1,758.08	\$3,515.92	\$0.00	\$3,515.92
315.11.456.1000.610.277		RESOURCE TEACHER SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
315.11.456.1000.810.277		TEACHER PROFESSIONAL FEES	\$160.00	\$0.00	\$0.00	\$160.00	\$0.00	\$160.00
315.11.456.1670.210.277		STAR FICA/MED	\$175.15	\$0.00	\$0.00	\$175.15	\$0.00	\$175.15
STAR FICA/MED								

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date:

6/30/2022

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
315.11.456.1670.220.277	\$212.25	\$0.00	\$212.25	\$0.00	\$212.25
STAR TRS					100.00%
315.11.456.1670.240.277	\$5.72	\$0.00	\$5.72	\$0.00	\$5.72
STAR UNEMPLOYMENT					100.00%
315.11.456.1670.250.277	\$10.74	\$0.00	\$10.74	\$0.00	\$10.74
STAR WORKERS COMP					100.00%
315.11.456.1670.610.277	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
STAR SUPPLIES					100.00%
315.11.456.2100.117.277	\$11,748.57	\$11,748.57	\$15,568.43	\$0.00	\$15,568.43
AIDES SALARIES					56.99%
315.11.456.2100.210.277	\$2,089.75	\$893.21	\$1,196.54	\$0.00	\$1,196.54
AIDES FICA/MEDICARE					57.26%
315.11.456.2100.220.277	\$2,904.29	\$1,089.10	\$1,815.19	\$0.00	\$1,815.19
RETD SUBS/AIDES TEACHERS RETIREMENT					62.50%
315.11.456.2100.240.277	\$68.29	\$29.36	\$38.93	\$0.00	\$38.93
AIDES UNEMPLOYMENT COMPENSATION					57.01%
315.11.456.2100.250.277	\$128.11	\$55.34	\$72.77	\$0.00	\$72.77
AIDES WORKERS COMPENSATION					56.80%
315.11.456.2100.260.277	\$0.00	\$1,021.93	(\$1,021.93)	\$0.00	(\$1,021.93)
AIDES HEALTH INSURANCE					0.00%
315.11.456.2100.330.277	\$48,000.00	\$16,612.45	\$31,387.55	\$65,387.55	(\$34,000.00)
CONTRACTED STUDENT RELATED PROFESSIONAL SERVICES					-70.83%
315.11.456.2100.610.277	\$14,045.30	\$308.02	\$13,737.28	\$477.18	\$13,260.10
MISC SUPPLIES					94.41%
315.11.456.2100.660.277	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
MINOR EQUIPMENT - NEW					100.00%
315.11.456.2100.682.156	\$0.00	\$2,474.75	(\$2,474.75)	\$0.00	(\$2,474.75)
TECHNOLOGY SUPPLIES					0.00%
315.11.456.2100.810.277	\$4,190.00	\$1,579.86	\$2,610.14	\$5.00	\$2,605.14
DUES & FEES					62.18%
315.11.456.2140.113.277	\$75,633.36	\$16,926.99	\$58,706.37	\$22,739.11	\$35,967.26
PSYCHOLOGIST SALARY					47.55%
315.11.456.2140.210.277	\$5,785.95	\$1,224.12	\$4,561.83	\$0.00	\$4,561.83
PSYCHOLOGIST FICA/MEDICARE					78.84%
315.11.456.2140.220.277	\$7,011.21	\$1,569.14	\$5,442.07	\$0.00	\$5,442.07
PSYCHOLOGIST TEACHERS RETIREMENT					77.62%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date: 6/30/2022

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
315.11.456.2140.240.277	\$189.08	\$42.29	\$146.79	\$0.00	\$146.79
PSYCHOLOGIST UNEMPLOYMENT COMPENSATION					77.63%
315.11.456.2140.250.277	\$354.69	\$79.80	\$274.89	\$0.00	\$274.89
PSYCHOLOGIST WORKERS COMPENSATION					77.50%
315.11.456.2140.260.277	\$22,478.88	\$4,082.27	\$18,396.61	\$0.00	\$18,396.61
PSYCHOLOGIST HEALTH INSURANCE					81.84%
315.11.456.2140.610.277	\$750.00	\$0.00	\$750.00	\$0.00	\$750.00
PSYCHOLOGIST SUPPLIES					100.00%
315.11.456.2140.810.277	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
PSYCHOLOGISTS PROFESSIONAL FEES					100.00%
315.11.456.2150.113.277	\$145,417.36	\$46,632.53	\$98,784.83	\$87,383.12	\$11,401.71
SPEECH SALARY					7.84%
315.11.456.2150.210.277	\$11,124.43	\$3,514.27	\$7,610.16	\$0.00	\$7,610.16
SPEECH FICA/MEDICARE					68.41%
315.11.456.2150.220.277	\$13,480.19	\$4,966.50	\$8,513.69	\$0.00	\$8,513.69
SPEECH TEACHERS RETIREMENT					63.16%
315.11.456.2150.240.277	\$363.54	\$133.92	\$229.62	\$0.00	\$229.62
SPEECH UNEMPLOYMENT COMPENSATION					63.16%
315.11.456.2150.250.277	\$681.95	\$219.73	\$462.22	\$0.00	\$462.22
SPEECH WORKERS COMPENSATION					67.78%
315.11.456.2150.260.277	\$38,425.65	\$14,640.64	\$23,785.01	\$0.00	\$23,785.01
SPEECH HEALTH INSURANCE					61.90%
315.11.456.2150.610.156	\$0.00	\$0.00	\$0.00	\$99.00	(\$99.00)
SPEECH PATHOLOGY & AUDIOLOGY SERVICES					0.00%
315.11.456.2150.610.277	\$2,104.70	\$1,107.63	\$997.07	\$860.69	\$136.38
SPEECH SUPPLIES					6.48%
315.11.456.2150.810.277	\$1,050.00	\$192.00	\$858.00	\$100.00	\$758.00
SPEECH PROFESSIONAL FEES					72.19%
315.11.456.2153.330.277	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
AUDIOLOGY CONTRACT					100.00%
315.11.456.2160.113.277	\$34,971.00	\$11,657.00	\$23,314.00	\$23,314.02	(\$0.02)
O T SALARY					0.00%
315.11.456.2160.210.277	\$2,675.28	\$843.24	\$1,832.04	\$0.00	\$1,832.04
O T FICA/MEDICARE					68.48%
315.11.456.2160.220.277	\$3,241.81	\$1,080.60	\$2,161.21	\$0.00	\$2,161.21
O T TEACHERS RETIREMENT					66.67%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022



Summary Only

From Date: 7/1/2021

To Date:

6/30/2022

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
315.11.456.2160.240.277	\$87.43	\$29.16	\$29.16	\$58.27	\$0.00	\$58.27
O T UNEMPLOYMENT COMPENSATION						66.65%
315.11.456.2160.250.277	\$164.00	\$54.91	\$54.91	\$109.09	\$0.00	\$109.09
O T WORKERS COMPENSATION						66.52%
315.11.456.2160.260.277	\$6,442.17	\$2,147.36	\$2,147.36	\$4,294.81	\$0.00	\$4,294.81
O T HEALTH INSURANCE						66.67%
315.11.456.2160.610.277	\$500.00	\$94.67	\$94.67	\$405.33	\$0.00	\$405.33
OCCUPATIONAL THERAPY SUPPLIES						81.07%
315.11.456.2160.810.277	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
O T PROFESSIONAL FEES						100.00%
315.11.456.2200.441.277	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
REPAIR & MAINTENANCE						100.00%
315.11.456.2200.581.277	\$10,500.00	\$476.00	\$476.00	\$10,024.00	\$3,392.00	\$6,632.00
TRAVEL IN DISTRICT						63.16%
315.11.456.2200.582.277	\$5,000.00	\$417.28	\$417.28	\$4,582.72	\$0.00	\$4,582.72
TRAVEL OUT OF DISTRICT/INSERVICE						91.65%
315.11.456.2200.610.277	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
PROFESSIONAL DEV SUPPLIES						100.00%
315.11.456.2210.210.277	\$166.67	\$0.00	\$0.00	\$166.67	\$0.00	\$166.67
PROF DEVELOPMENT FICA/MEDICARE						100.00%
315.11.456.2210.220.277	\$166.66	\$0.00	\$0.00	\$166.66	\$0.00	\$166.66
TEACHERS RETIREMENT						100.00%
315.11.456.2210.240.277	\$166.66	\$0.00	\$0.00	\$166.66	\$0.00	\$166.66
UNEMPLOYMENT COMPENSATION						100.00%
315.11.456.2210.330.277	\$2,500.00	\$2,825.00	\$2,825.00	(\$325.00)	\$0.00	(\$325.00)
PROFESSIONAL DEVELOPMENT SERVICES						-13.00%
315.11.456.2210.340.156	\$0.00	\$727.31	\$727.31	(\$727.31)	\$0.00	(\$727.31)
TECHNICAL SERVICES						0.00%
315.11.456.2211.610.277	\$1,300.00	\$180.00	\$180.00	\$1,120.00	\$1,260.00	(\$140.00)
SUPERVISION LUNCHES						-10.77%
315.11.456.2212.610.277	\$0.00	\$2,475.00	\$2,475.00	(\$2,475.00)	\$0.00	(\$2,475.00)
CURRICULUM LOAN SUPPLIES						0.00%
315.11.456.2300.160.277	\$19,701.00	\$0.00	\$0.00	\$19,701.00	\$0.00	\$19,701.00
SICK LEAVE REIMBURSEMENT						100.00%
315.11.456.2300.161.277	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
CONTINUATION/TERMINATION PAY						100.00%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date:

6/30/2022

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
315.11.456.2300.180.277	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00
CONTINUATION/TERMINATION PAY					100.00%
315.11.456.2300.210.277	\$0.00	\$0.00	\$2,272.13	\$0.00	\$2,272.13
TERMINATION FICA/MEDICARE					100.00%
315.11.456.2300.220.277	\$0.00	\$0.00	\$29,104.55	\$0.00	\$29,104.55
TERMINATION TEACHERS RETIREMENT					100.00%
315.11.456.2300.240.277	\$0.00	\$0.00	\$49.25	\$0.00	\$49.25
TERMINATION UNEMPLOYMENT COMPENSATION					100.00%
315.11.456.2300.310.277	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00
CONTRACTED ADMINISTRATIVE SERVICES					100.00%
315.11.456.2300.520.277	\$12,634.00	\$12,634.00	\$2,366.00	\$0.00	\$2,366.00
E/O CASUALTY INSURANCE					15.77%
315.11.456.2300.610.277	\$125.28	\$125.28	(\$125.28)	\$0.00	(\$125.28)
BOARD SUPPLIES					0.00%
315.11.456.2310.340.156	\$752.30	\$752.30	(\$752.30)	\$24.99	(\$777.29)
TECHNICAL SERVICES					0.00%
315.11.456.2310.610.277	\$40.00	\$40.00	\$210.00	\$140.00	\$70.00
BOARD SUPPLIES					28.00%
315.11.456.2315.330.277	\$4,560.00	\$4,560.00	\$1,440.00	\$1,140.00	\$300.00
AUDIT SERVICES					5.00%
315.11.456.2400.111.277	\$22,052.34	\$22,052.34	\$23,869.08	\$22,052.32	\$1,816.76
DIRECTOR SALARY					3.96%
315.11.456.2400.210.277	\$1,525.22	\$1,525.22	(\$1,525.22)	\$0.00	(\$1,525.22)
DIRECTOR FICA/MEDICARE					0.00%
315.11.456.2400.220.277	\$2,044.26	\$2,044.26	(\$2,044.26)	\$0.00	(\$2,044.26)
DIRECTOR TEACHERS RETIREMENT					0.00%
315.11.456.2400.240.277	\$55.14	\$55.14	(\$55.14)	\$0.00	(\$55.14)
DIRECTOR UNEMPLOYMENT COMPENSATION					0.00%
315.11.456.2400.250.277	\$104.00	\$104.00	\$111.35	\$0.00	\$111.35
DIRECTOR WORKERS COMPENSATION					51.71%
315.11.456.2400.260.277	\$7,706.72	\$7,706.72	\$8,319.06	\$0.00	\$8,319.06
DIRECTOR HEALTH INSURANCE					51.91%
315.11.456.2400.270.277	\$577.47	\$577.47	\$1,922.53	\$0.00	\$1,922.53
STAFF LIFE & DISABILITY INSURANCE					76.90%
315.11.456.2500.111.277	\$9,070.85	\$9,070.85	\$16,655.22	\$14,989.71	\$1,665.51
BUSINESS MANAGER SALARY					6.47%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date: 6/30/2022

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
315.11.456.2500.115.277	\$5,345.68	\$5,345.68	\$9,095.99	\$0.00	\$9,095.99
ADMINISTRATIVE ASST SALARY					62.98%
315.11.456.2500.210.277	\$956.50	\$956.50	\$2,116.33	\$0.00	\$2,116.33
BUSINESS FICA/MED					68.87%
315.11.456.2500.230.277	\$0.00	\$0.00	\$3,562.88	\$0.00	\$3,562.88
BUSINESS PERS					100.00%
315.11.456.2500.240.277	\$36.06	\$36.06	\$64.36	\$0.00	\$64.36
BUSINESS UNEMPLOYMENT					64.09%
315.11.456.2500.250.277	\$67.95	\$67.95	\$120.42	\$0.00	\$120.42
BUSINESS WORKERS COMP					63.93%
315.11.456.2500.260.277	\$6,133.78	\$6,133.78	\$10,818.58	\$0.00	\$10,818.58
BUSINESS HEALTH INSURANCE					63.82%
315.11.456.2500.330.277	\$36.00	\$36.00	(\$36.00)	\$0.00	(\$36.00)
SUPPORT SERVICES - BUSINESS					0.00%
315.11.456.2500.452.277	\$960.00	\$960.00	\$40.00	\$0.00	\$40.00
EQUIPMENT & STORAGE RENTAL					4.00%
315.11.456.2500.540.277	\$945.00	\$945.00	\$2,055.00	\$59.50	\$1,995.50
ADVERTISING					66.52%
315.11.456.2500.610.156	\$1,059.05	\$1,059.05	(\$1,059.05)	\$0.00	(\$1,059.05)
SUPPLIES					0.00%
315.11.456.2500.610.277	\$1,081.81	\$1,081.81	\$3,918.19	\$90.74	\$3,827.45
BUSINESS SUPPLIES					76.55%
315.11.456.2500.660.277	\$419.96	\$419.96	\$1,580.04	\$0.00	\$1,580.04
BUSINESS NEW MINOR EQUIPMENT					79.00%
315.11.456.2580.340.277	\$2,900.98	\$2,900.98	(\$2,900.98)	\$0.00	(\$2,900.98)
TECHNOLOGY SUPPORT					0.00%
315.11.456.2580.455.277	\$11,264.66	\$11,264.66	\$1,735.34	\$0.00	\$1,735.34
TECHNOLOGY SUPPORT					13.35%
315.11.456.2600.440.277	\$219.64	\$219.64	(\$219.64)	\$454.08	(\$673.72)
MAINTENANCE AGREEMENTS					0.00%
315.11.456.2600.451.277	\$7,000.00	\$7,000.00	(\$7,000.00)	\$0.00	(\$7,000.00)
RENTAL OF LAND & BUILDING					0.00%
315.11.456.2600.531.277	\$1,139.88	\$1,139.88	\$4,860.12	\$2,778.12	\$2,082.00
PART B TELEPHONE					34.70%
315.11.456.2600.532.277	\$158.55	\$158.55	\$1,341.45	\$475.65	\$865.80
POSTAGE & METER RENTAL					57.72%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date:

6/30/2022

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
315.11.456.2650.440.156 VEHICLE	\$0.00	\$0.00	\$0.00	\$279.90	(\$279.90) 0.00%
315.11.456.2650.440.277 VEHICLE MAINTENANCE & REPAIR	\$1,180.64	\$1,180.64	\$7,819.36	\$3,709.50	\$4,109.86 45.67%
315.11.456.2650.624.277 VEHICLE FUEL	\$2,521.90	\$2,521.90	\$12,478.10	\$9,360.12	\$3,117.98 20.79%
315.11.456.2650.730.277 VEHICLE NEW MAJOR	\$22,500.00	\$22,500.00	\$27,500.00	\$0.00	\$27,500.00 55.00%
315.11.456.6200.930.277 PART B TRANSFERS TO OTHER DISTRICTS	\$7,165.74	\$7,165.74	\$77,834.26	\$32,834.26	\$45,000.00 52.94%
315.11.457.2140.610.379 PSYCHOLOGIST SUPPLIES	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00 100.00%
315.11.457.2150.113.379 SPEECH SALARY	\$4,967.48	\$4,967.48	\$7,979.52	\$9,934.96	(\$1,955.44) -15.10%
315.11.457.2150.210.277 SPEECH FICA/MEDICARE	\$0.00	\$0.00	\$990.45	\$0.00	\$990.45 100.00%
315.11.457.2150.220.277 SPEECH TEACHERS RETIREMENT	\$0.00	\$0.00	\$1,200.19	\$0.00	\$1,200.19 100.00%
315.11.457.2150.240.277 SPEECH UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$32.37	\$0.00	\$32.37 100.00%
315.11.457.2150.250.379 SPEECH WORKERS COMPENSATION	\$23.39	\$23.39	\$37.33	\$0.00	\$37.33 61.48%
315.11.457.2150.260.379 SPEECH HEALTH INSURANCE	\$1,371.52	\$1,371.52	\$9,514.89	\$0.00	\$9,514.89 87.40%
315.11.457.2150.610.379 SPEECH SUPPLIES	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00 100.00%
315.11.756.2150.113.756 SPEECH PATHOLOGY & AUDIOLOGY SERVICES	\$1,976.00	\$1,976.00	(\$1,976.00)	\$15,808.00	(\$17,784.00) 0.00%
315.11.756.2150.250.756 WORKERS COMPENSATION	\$9.26	\$9.26	(\$9.26)	\$0.00	(\$9.26) 0.00%
315.11.756.2150.260.756 HEALTH INSURANCE	\$635.87	\$635.87	(\$635.87)	\$0.00	(\$635.87) 0.00%
Fund 315 Total:	\$305,382.03	\$305,382.03	\$678,318.01	\$329,700.03	\$348,617.98 35.44%

Fund: 382 INTERLOCAL AGREEMENT FUND

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date: 6/30/2022

Account Number / Description

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance % Remaining Bud
382.11.280.1000.112.000 TEACHERS SALARIES	\$11,944.00	\$3,981.32	\$3,981.32	\$7,962.68	\$7,962.66	\$0.02 0.00%
382.11.280.1000.122.000 SUBSTITUTE TEACHER	\$0.00	\$76.80	\$76.80	(\$76.80)	\$0.00	(\$76.80) 0.00%
382.11.280.1000.250.000 TEACHER WORKERS COMPENSATION	\$56.01	\$19.13	\$19.13	\$36.88	\$0.00	\$36.88 65.85%
382.11.280.1000.260.000 TEACHER HEALTH INSURANCE	\$0.00	\$1,326.88	\$1,326.88	(\$1,326.88)	\$0.00	(\$1,326.88) 0.00%
382.11.280.1670.250.000 STAR WORKERS COMP	\$148.79	\$0.00	\$0.00	\$148.79	\$0.00	\$148.79 100.00%
382.11.280.2100.117.000 AIDES SALARY	\$28,443.00	\$8,750.74	\$8,750.74	\$19,692.26	\$0.00	\$19,692.26 69.23%
382.11.280.2100.250.000 AIDES WORKERS COMPENSATION	\$133.39	\$41.05	\$41.05	\$92.34	\$0.00	\$92.34 69.23%
382.11.280.2100.260.000 AIDES HEALTH INSURANCE	\$9,537.70	\$2,775.86	\$2,775.86	\$6,761.84	\$0.00	\$6,761.84 70.90%
382.11.280.2100.330.000 OTHER PROFESSIONAL SERVI	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00 100.00%
382.11.280.2140.113.000 PSYCH SALARIES	\$99,480.64	\$17,356.04	\$17,356.04	\$82,124.60	\$38,330.29	\$43,794.31 44.02%
382.11.280.2140.250.000 PSYCH WORKERS COMPENSATION	\$466.52	\$81.73	\$81.73	\$384.79	\$0.00	\$384.79 82.48%
382.11.280.2140.260.000 PSYCH HEALTH INSURANCE	\$22,416.73	\$4,210.33	\$4,210.33	\$18,206.40	\$0.00	\$18,206.40 81.22%
382.11.280.2150.113.000 SPEECH SALARIES	\$82,847.64	\$28,036.97	\$28,036.97	\$54,810.67	\$54,963.90	(\$153.23) -0.18%
382.11.280.2150.250.000 SPEECH WORKERS COMPENSATION	\$388.52	\$132.07	\$132.07	\$256.45	\$0.00	\$256.45 66.01%
382.11.280.2150.260.000 SPEECH HEALTH INSURANCE	\$35,006.26	\$9,029.20	\$9,029.20	\$25,977.06	\$0.00	\$25,977.06 74.21%
382.11.280.2160.113.000 OCCUPATIONAL THERAPY SALARIES	\$26,393.00	\$0.00	\$0.00	\$26,393.00	\$0.00	\$26,393.00 100.00%
382.11.280.2160.250.000 OT WORKERS COMPENSATION	\$123.77	\$0.00	\$0.00	\$123.77	\$0.00	\$123.77 100.00%
382.11.280.2160.260.000 OT HEALTH INSURANCE	\$4,861.96	\$0.00	\$0.00	\$4,861.96	\$0.00	\$4,861.96 100.00%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date: 6/30/2022

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
382.11.280.2400.111.000	\$39,112.00	\$19,070.38	\$19,070.38	\$20,041.62	\$19,555.79	\$485.83
DIRECTOR SALARY						1.24%
382.11.280.2400.250.000	\$183.42	\$89.93	\$89.93	\$93.49	\$0.00	\$93.49
DIRECTOR WORKERS COMPENSATION						50.97%
382.11.280.2400.260.000	\$13,928.60	\$6,671.01	\$6,671.01	\$7,257.59	\$0.00	\$7,257.59
DIRECTOR HEALTH INSURANCE						52.11%
382.11.280.2500.111.000	\$22,813.69	\$6,398.89	\$6,398.89	\$16,414.80	\$13,292.74	\$3,122.06
BUSINESS MANAGER SALARY						13.69%
382.11.280.2500.115.000	\$12,807.00	\$5,950.94	\$5,950.94	\$6,856.06	\$0.00	\$6,856.06
ADMIN ASST SALARY						53.53%
382.11.280.2500.250.000	\$167.05	\$58.20	\$58.20	\$108.85	\$0.00	\$108.85
BUSINESS WORKERS COMP						65.16%
382.11.280.2500.260.000	\$15,033.22	\$5,252.61	\$5,252.61	\$9,780.61	\$0.00	\$9,780.61
BUSINESS HEALTH INSURANCE						65.06%
382.13.280.1000.260.000	\$3,981.00	\$0.00	\$0.00	\$3,981.00	\$0.00	\$3,981.00
TEACHER HEALTH INSURANCE						100.00%
382.13.280.2140.113.000	\$0.00	\$12,362.25	\$12,362.25	(\$12,362.25)	\$27,990.00	(\$40,352.25)
PSYCH SALARIES						0.00%
382.13.280.2140.250.000	\$0.00	\$58.22	\$58.22	(\$58.22)	\$0.00	(\$58.22)
PSYCH WORKERS COMP						0.00%
382.13.280.2140.260.000	\$0.00	\$2,527.50	\$2,527.50	(\$2,527.50)	\$0.00	(\$2,527.50)
PSYCH HEALTH INSURANCE						0.00%
382.13.280.2150.113.000	\$29,805.00	\$9,934.92	\$9,934.92	\$19,870.08	\$19,869.86	\$0.22
PROFESSIONAL SALARIES- SPEECH						0.00%
382.13.280.2150.250.000	\$139.77	\$46.80	\$46.80	\$92.97	\$0.00	\$92.97
SPEECH WORKERS COMPENSATION						66.52%
382.13.280.2150.260.000	\$0.00	\$2,742.96	\$2,742.96	(\$2,742.96)	\$0.00	(\$2,742.96)
SPEECH HEALTH INSURANCE						0.00%
382.13.280.2160.113.000	\$0.00	\$8,797.72	\$8,797.72	(\$8,797.72)	\$17,595.46	(\$26,393.18)
O.T. SALARIES						0.00%
382.13.280.2160.250.000	\$0.00	\$41.46	\$41.46	(\$41.46)	\$0.00	(\$41.46)
O.T. WORKERS COMPENSATIO						0.00%
382.13.280.2160.260.000	\$0.00	\$1,620.64	\$1,620.64	(\$1,620.64)	\$0.00	(\$1,620.64)
O.T. HEALTH INSURANCE						0.00%
Fund 382 Total:	\$495,218.68	\$157,442.55	\$157,442.55	\$337,776.13	\$199,560.70	\$138,215.43
						27.91%

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date: 6/30/2022

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
					% Remaining Bud
WORKERS COMPENSATION					
388.11.280.2140.113.388	\$26,311.00	\$848.43	\$25,462.57	\$0.00	\$25,462.57
PROFESSIONAL SALARIES-PSYCHS & SPEECH					
388.11.280.2140.250.388	\$123.39	\$4.00	\$119.39	\$0.00	\$119.39
WORKERS COMPENSATION					
388.11.280.2140.260.388	\$9,653.94	\$198.38	\$9,455.56	\$0.00	\$9,455.56
HEALTH INSURANCE					
388.11.280.2150.113.388	\$19,062.00	\$6,981.67	\$12,080.33	\$12,660.16	(\$579.83)
SPEECH PROFESSIONAL SALARIES					
388.11.280.2150.210.388	\$3,471.03	\$0.00	\$3,471.03	\$0.00	\$3,471.03
SPEECH FICA/MEDICARE					
388.11.280.2150.220.388	\$4,206.08	\$0.00	\$4,206.08	\$0.00	\$4,206.08
SPEECH TEACHERS RETIREMENT					
388.11.280.2150.240.388	\$113.44	\$0.00	\$113.44	\$0.00	\$113.44
SPEECH UNEMPLOYMENT COMPENSATION					
388.11.280.2150.250.388	\$89.39	\$30.53	\$58.86	\$0.00	\$58.86
SPEECH WORKERS COMPENSATION					
388.11.280.2150.260.388	\$6,199.55	\$2,007.65	\$4,191.90	\$0.00	\$4,191.90
SPEECH HEALTH INSURANCE					
388.11.280.2160.113.388	\$4,619.00	\$1,539.60	\$3,079.40	\$3,079.20	\$0.20
O T SALARY					
388.11.280.2160.210.388	\$353.35	\$0.00	\$353.35	\$0.00	\$353.35
O T FICA/MED					
388.11.280.2160.220.388	\$428.18	\$0.00	\$428.18	\$0.00	\$428.18
O T TEACHERS RETIREMENT					
388.11.280.2160.240.388	\$11.55	\$0.00	\$11.55	\$0.00	\$11.55
O T UNEMPLOYMENT					
388.11.280.2160.250.388	\$21.66	\$7.24	\$14.42	\$0.00	\$14.42
O T WORKERS COMP					
388.11.280.2160.260.388	\$850.84	\$283.64	\$567.20	\$0.00	\$567.20
OT HEALTH INSURANCE					
388.11.280.2400.111.388	\$0.00	\$485.42	(\$485.42)	\$0.00	(\$485.42)
MEDICAID DIRECTOR SALARIES					
388.11.280.2400.250.388	\$0.00	\$2.30	(\$2.30)	\$0.00	(\$2.30)
MEDICAID DIRECTOR WORKERS COMP					
388.11.280.2400.260.388	\$0.00	\$163.17	(\$163.17)	\$0.00	(\$163.17)

Central Mt Learning Resource Center

Expenditure Budget Balance Report

Fiscal Year: 2021-2022

☐ Summary Only

From Date: 7/1/2021

To Date:

6/30/2022

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
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MEDICAID DIRECTOR HEALTH & DENTAL

388.11.280.2500.115.388	\$0.00	\$434.62	\$434.62	(\$434.62)	\$0.00	0.00%
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MEDICAID ADMIN ASSIST SALARIES

388.11.280.2500.210.388	\$765.00	\$0.00	\$0.00	\$765.00	\$0.00	0.00%
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MEDICAID ADMIN ASSIST FICA/MED

388.11.280.2500.230.388	\$1,145.00	\$0.00	\$0.00	\$1,145.00	\$0.00	100.00%
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MEDICAID ADMIN ASSIST PERS

388.11.280.2500.240.388	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	100.00%
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MEDICAID ADMIN ASSIST UNEMPLOYMENT

388.11.280.2500.250.388	\$0.00	\$2.05	\$2.05	(\$2.05)	\$0.00	0.00%
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MEDICAID ADMIN ASSIST WORKERS COMP

388.11.280.2500.260.388	\$0.00	\$186.78	\$186.78	(\$186.78)	\$0.00	0.00%
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MEDICAID ADMIN ASSIST HEALTH & DENTAL

Fund 388 Total:	\$84,658.71	\$15,296.82	\$15,296.82	\$69,361.89	\$17,132.87	61.69%
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Fund: 389 COBRA / RETIREMENT FUND

389.11.000.2575.261.000	\$0.00	\$9,883.18	\$9,883.18	(\$9,883.18)	\$0.00	0.00%
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RETIREE HEALTH INSURANCE

Fund 389 Total:	\$0.00	\$9,883.18	\$9,883.18	(\$9,883.18)	\$0.00	0.00%
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Grand Total:

	\$1,633,131.43	\$510,497.31	\$510,497.31	\$1,122,634.12	\$546,393.60	35.28%
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End of Report

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

17

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Goalbook Toolkit

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached please find the cost breakdown for Goalbook Toolkit

Suggested Action:

Consider Goalbook Toolkit as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

School	Students in Sped	Cost/school
Denton	5	\$297.50
Geyser	5	\$297.50
Grass Range	18	\$1,071.00
Harlowton	44	\$2,618.00
Hobson	8	\$476.00
Judith Gap	4	\$238.00
Lavina	12	\$714.00
Lewistown	174	\$10,353.00
Melstone	13	\$773.50
Moore	10	\$595.00
Roundup	93	\$5,533.50
Roy	5	\$297.50
Ryegate	9	\$535.50
Stanford	16	\$952.00
Winifred	23	\$1,368.50
Winnett	11	\$654.50
Total	\$26,775.00	

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

18

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Rock Creek Teletherapy Amended Contract

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Amended contract for Rock Creek Teletherapy services.

Suggested Action:

Consider the contract as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:



Amendment III

This amendment (Amendment III) is made by Rock Creek Teletherapy, LLC and Central Montana Learning Resource Center Cooperative, parties to the original agreement executed on May 27, 2021.

The Agreement is amended as follows: Rock Creek Teletherapy, LLC will increase the availability to Central Montana Learning Resource Center Cooperative, Lewistown, MT, Occupational Therapist(s) and Speech Language Pathologist(s) to provide both direct and indirect therapy services, which are to be delivered remotely or via the web, and/or in person to their students with identified or suspected special needs.

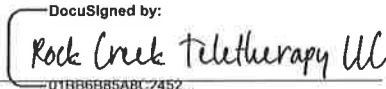
1. 4. Target Delivery Hours: During the effective term of this agreement, initiating the week of January 2, 2022, and terminating the last day of the spring semester, or June 2, 2022, therapy hours will be increased for both Occupational Therapy and Speech Therapy, based on the time to service an additional 38 students for Occupational Therapy and an additional 20 students for Speech Therapy. These additional students will be added onto the current caseload numbers as of December 10, 2021.

By: _____

Printed Name: _____

Title: _____

Dated: _____

By: 01B6B85A8C2452...

Printed Name: Kathleen Cohn, Rock Creek Teletherapy, LLC

Title: Director

Dated: 12/11/2021

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

19

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Resolution

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 12/13/2021

SUMMARY:

Attached please find the surplus car resolution for the 2008 Silver Impala.

Suggested Action:

Consider the resolution as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

NOTICE OF RESOLUTION OF INTENT TO SELL/DISPOSE OF SURPLUS PROPERTY

WHEREAS, certain personal property owned by the Central Montana Learning Resource Center Cooperative, Fergus County, Montana, has been determined by the Board of Trustees of said cooperative to be supplies having a remaining useful life, but are no longer required by the Central Montana Learning Resource Center Cooperative, being described as follows:

2008 Silver Chevrolet Impala VIN 2G1WB55K081270835

WHEREAS, an arrangement will be made to sell or otherwise dispose of said property in the most expeditious manner possible;

THEREFORE BE IT RESOLVED that the Trustees of said Central Montana Learning Resource Center Cooperative authorize the sale and disposal of the aforementioned property.

BE IT FURTHER RESOLVED that this resolution will become effective 14 days after publication of the notice as required by 20-6-64, MCA.

DONE this 14th day of December 2021.

**HUGO ANDERSON, CHAIR
BOARD OF TRUSTEES
CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

ATTEST:

**KARMEN TESAREK
BUSINESS MANAGER/CLERK
CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

To be published in the News Argus on December 18, 2021

P.O.#

BIDDING INFORMATION

Any person's interested in purchasing any of the surplus items listed may submit a sealed bid for said purchase. Bids should be submitted to: Central Montana Learning Resource Center Cooperative, Attn: Karmen Tesarek, 215 7th Ave South, Lewistown, MT 59457. Bidding will close on January 4, 2022, at 12:00 p.m. Bidders will be notified of the results. For general questions, please contact Karmen Tesarek at 535-9012 ext. 2.

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

20

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Letter of Resignation

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 12/13/2021

SUMMARY:

Approve the resignation of Erann Owen as presented, effective December 15, 2021.

Suggested Action:

Consider the resignation as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

December 3, 2021

Dear Mrs. Rogers and CMLRCC Board of Directors,

It is with a measure of sadness that I submit to you my resignation effective 12/15/2021. My family is relocating to Minnesota, and I have accepted a position there. While I will be moving on to new adventures, CMLRCC districts, students, and staff will forever hold a place in my memories and heart.

I cannot adequately express how much I have learned and experienced while working in your schools, and I will miss your students and staff a great deal. I would like to thank you for your support over the last 16 years. It was a pleasure to serve the many students and staff in this cooperative area, and I wish you all the best now and in the future.

Sincerely,

Erann Owen
Occupational Therapist
CMLRCC

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

21

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Amended Letter of Resignation

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 12/13/2021

SUMMARY:

Approve the amended resignation of Emily Stafslie as presented, effective January 15, 2021.

Suggested Action:

Consider the amended resignation as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

11/30/2021

Dear Management Board and Cooperative Director,

I am writing to request a change of date for termination of employment from December 17th to January 14th in order to complete and close out my job duties. Over the next few weeks, I am working to finalize and prepare my caseload for the next service provider, complete IEPs, and conduct re-evaluations. I will not be able to schedule those re-evaluation meetings and complete progress notes prior to the end date I previously submitted. I would like to relieve the burden that would be placed on the other speech language pathologists in the cooperative and complete those duties remotely.

Thank you for your consideration.

Sincerely,

Emily Stafslie, MS/CCC-SLP

/ V

11/30/21

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

22

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Long-term Substitute-Paid for by Lewistown.

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Long-term Substitute for the STAR Classroom.

Suggested Action:

Consider the Long-term Substitute for the STAR Classroom as presented.

☐ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

23

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 2360 Utilization of Medicaid Reimbursement

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the updated MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

1 *Central Montana Learning Resource Center Cooperative*

2
3 **INSTRUCTION**

2360

4
5 *Utilization of Medicaid Reimbursement*

6
7 *The Medicaid reimbursement program allows special education cooperatives to receive*
8 *reimbursement for services provided to students with special needs under the Individual with*
9 *Disabilities Education Act (IDEA).*

10
11 *The School Based Services Program is divided into two segments:*

- 12 1. *The Fee for Service Program receives partial reimbursement for direct medical services*
13 *provided to special education students through the age of 21.*
14 2. *The Administrative Outreach Program receives partial reimbursement for the*
15 *administrative costs to identify and help students who are considered "at risk" for*
16 *various health problems.*

17
18 *The Central Montana Learning Resource Center Cooperative receives reimbursement through*
19 *the Fee for Service and Administrative Outreach Programs. This portion of the program obtains*
20 *reimbursement for Cooperatives to provide health-related services and for case management*
21 *services for special education students who are eligible for Medicaid.*

22
23 *The personnel in the Cooperative who service these students are as follows:*

- 24 • *Certified Occupational Therapy Assistants*
25 • *Occupational Therapists*
26 • *Orientation and Mobility Specialists*
27 • *Psychologists*
28 • *Special Education Classroom*
29 • *Teachers*
30 • *Speech Pathologists*
31 • *Personal Care Paraprofessionals*

32
33 *The Central Montana Learning Resource Center Cooperative will utilize the Medicaid*
34 *Reimbursement to pay for the services rendered by the above personnel throughout the school*
35 *year and extended school year for students who qualify for Medicaid reimbursement.*

36
37 *Procedure History:*

38 *Adopted on:*

39 *Reviewed on:*

40 *Revised on:*

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

24

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Classified Policy

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached please find the Classified Policy in regards to COVID Leave.

Suggested Action:

Consider the Classified Policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

Policy _____

Covid Leave Classified Staff

Given the extraordinary circumstances and challenges presented by the COVID-19 pandemic the Management Board of the Central Montana Learning Resource Center Cooperative (CMLRCC) and their successors in office, Fergus County, Montana, hereinafter and the Classified Staff are entering into this Policy. The Policy achieves this mutual intent pursuant to which parties agree as follows:

1. **Term of Agreement:** This (Policy) shall take effect immediately upon the signature of both parties below, and shall remain in affect until June 30, 2022 unless revoked earlier by joint written agreement of the parties. Upon expiration of the term of the agreement, or upon joint written revocation by the parties, the Policy shall no longer be in effect and shall be removed from the Policy Manual in the event that it has been attached thereto.
2. **Effect of the Policy and Conditions of Employment:** During the term of this Policy, this Policy modifies only those working conditions addressed herein. All provisions of the bargaining agreement not modified herein shall remain in full force and effect.
3. **Health and Safety Plan:** In accordance with the CMLRCC's policy and procedures, CMLRCC will provide training on its health and safety plan. Any/all training outside the adopted school year calendar will be compensated at the Professional Staff's daily pay rate.
4. **The Worksite:** CMLRCC and the Classified Staff shall comply with all state and county health directives for maintaining workplace safety and the safety of students as set forth in by CMLRCC COVID-19 protocol. CMLRCC shall provide Personal Protective Equipment (PPE) necessary to follow these guidelines, adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap and hand sanitizer.
5. **The Workday:** A Classified Staff workday shall be of a similar length to that which is considered a normal duty day for that staff member and prorated for those working part time.
6. **COVID-19 Leave:**
 - A. A Classified Staff who:
 - a) Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b) Has been advised by a health care provider or Central Montana Health Department (CMHD) to self-quarantine /isolate related to COVID-19
 - c) Is experiencing COVID-19 symptoms and is seeking medical diagnosis;
 - d) Is caring for an individual subject to an order described in (a) self-quarantine as described in (b).

Shall be entitled to work remotely. Classified Staff satisfying any of the above conditions who are unable to perform their regular duties remotely may, at the discretion of CMLRCC, be temporarily assigned to other duties (e.g., writing reports, billing, paperwork, parent contact) which may be performed remotely.

CMLRCC shall be entitled to request medical documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the CBA.

- B. A Classified Staff whose child's school or childcare is closed or unavailable for reasons related to COVID-19 and is unable to attain alternative childcare shall be entitled to work remotely. Professional Staff satisfying the above conditions who are unable to

perform their regular duties remotely, may perform other duties that may be performed remotely.

Classified Staff who are unable to perform their regular duties remotely and to whom CMLRCC does not assign alternative duties (e.g., writing reports, billing, paperwork, parent contact) will have access to any and all accrued sick or other leave provided under the applicable Policy.

- C. Should new legislation be enacted during the term of this Agreement, the parties agree the leave provisions of the MOA will be superseded by the successor legislation and negotiations of the Agreement will be reopened.
 - D. Any Classified Staff who is diagnosed with COVID-19 and under an isolation order or who is directed by a health official to quarantine, will have access to 40 hours of COVID-19 leave (prorated for part time Classified Staff) if they cannot perform their duties. This leave will be drawn upon before discretionary or other accrued sick leave.
7. **Compensation and Benefits:** CMLRCC shall compensate and maintain all health and other benefits for all Classified Staff performing remote job duties approved by CMLRCC, as if those Professional Staff are on site attending to their normal and regular duties.
8. **Performance and Duties:**
- A. Any Classified Staff working remotely due to quarantine, providing childcare for his/her children, caring for a family member of the Classified Staff's family, shall stay in contact with CMLRCC's director and schools that they provide services for during this period of time through email and phone.
 - B. Whether working remotely or on site and adhering to the workday language in section 2 above, bargaining unit members are expected to work cooperatively with their schools and /or department members to create materials for students. Classified Staff may be asked to plan for and implement ongoing on-line or other digital learning and services for their students. Additionally, Professional Staff shall work with CMLRCC to maintain connectivity to students and parents from a remote work location or from their work place.
9. **Making up lost instructional time:** CMLRCC shall follow state and federal guidelines for waivers related to COVID-19. Should the state of Montana direct school closures and/or that school districts to make up student instructional time, the parties shall bargain over such changes to the CMLRCC calendar, work day or contracts to follow procedures and reasonable effort to work with the schools.
10. **State and Federal laws:** All State and Federal laws, rules and regulations shall apply during this time unless specifically waived by the governing authority.
11. **Precedent:** This Policy does not constitute a change in the Policy Manual or set precedent for future matters.

This Agreement is signed and dated this _____ day of _____ 2021.

For the CMLRCC BOARD:

For the STAFF:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

25

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1420 F Notice Regarding Public Comment

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the updated MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

2
3 **THE MANAGEMENT BOARD**

1420F

4
5 Notice Regarding Public Comment

6
7 *Montana law requires cooperatives and other public agencies to include on the agenda for*
8 *public meetings an item allowing public comment on any public matter not otherwise specifically*
9 *listed on the agenda that is within the jurisdiction of the agency. As has also been the practice of*
10 *the Cooperative, and in accordance with Montana law, if any member desires to speak to an item*
11 *that is specifically listed/identified on the agenda, the member will be allowed to do so when the*
12 *item comes up for discussion and action. The public comment portion of the agenda is not the*
13 *time designated to hear items that are specifically listed/identified on the agenda.*

14
15 *Those individuals who desire to address the Board during the "public comment" portion of the*
16 *meeting can sign their name to the sheet located with the Clerk and indicate the general topic on*
17 *which they will be commenting. The Board Chairperson will call individuals to speak in the*
18 *order listed on the sheet provided. The Board would like to remind everyone in attendance that*
19 *to avoid violations of individual rights of privacy, a member of the public wishing to address the*
20 *Board during this time will not be allowed to make comments about any student, staff member,*
21 *or member of the general public during his/her designated time to speak. In addition the Board*
22 *will not hear comments on contested cases or other adjudicative proceedings.*

23
24 *Depending on the number of persons who wish to address the*
25 *Board, the Board Chairperson may place reasonable time limits on comments, in order to*
26 *maintain and ensure effective and efficient operations of the Board.*

27
28 *By law the Cooperative cannot take any action on any matter discussed during the "public*
29 *comment" portion of the meeting, until such time as the matter is specifically noticed on the*
30 *agenda, and the public has been allowed the opportunity to comment.,*

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

26

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1520 Board/Staff Communication

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the optional updated MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

1 **Central Montana Learning Resource Center Cooperative**

2
3 **THE MANAGEMENT BOARD**

1520

4
5 Board/Staff Communications

6
7 Every reasonable means of communication is encouraged throughout the education community.
8 Nevertheless, an organization must maintain some order and structure to promote efficient and
9 effective communications.

10
11 Staff Communications to the Board

12
13 All official communications or reports to the Board, from administrators, supervisors, teachers,
14 or other staff members shall be submitted through the Director. This procedure shall not deny
15 any staff member the right to appeal to the Board from administrative decisions, provided that
16 the Director shall have been notified of the forthcoming appeal and that it is processed according
17 to the applicable procedures for complaints and grievances.

18
19 Board Communications to Staff

20
21 All official communications, policies, and directives of staff interest and concern will be
22 communicated to staff members through the Director. The Director will employ all such media
23 as are appropriate to keep staff fully informed of Board concerns and actions.

24
25
26
27 Legal Reference: § 20-3-324(21), MCA Powers and duties

28
29 Policy History:

30 Adopted on: 04/11/06

31 Revised on:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

27

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1521 Board-Director Relationship

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the required MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

2
3 **THE MANAGEMENT BOARD**

1521

4
5 Board-Director Relationship

6
7 *The Board-Director relationship is based on mutual respect for their complementary roles. The*
8 *relationship requires clear communication of expectations regarding the duties and*
9 *responsibilities of both the Board and the Director.*

10
11 *The Board hires, evaluates, and seeks the recommendations of the Director as the Cooperative's*
12 *chief executive officer. The Board adopts policies necessary to provide the general direction for*
13 *the Cooperative. The Director develops plans, programs, and procedures needed to implement*
14 *the policies.*

15
16
17
18
19
20 Policy History:

21 *Adopted on:*

22 *Revised on:*

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

28

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1532 Insurance

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the updated MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

1 **Central Montana Learning Resource Center Cooperative**

2
3 **THE MANAGEMENT BOARD**

1532

4
5 Insurance

6
7 CMLRCC ~~will~~ *shall* maintain sufficient insurance to protect the Board and its individual
8 members against liability arising from actions of the Board or its individual members while each
9 is acting on behalf of CMLRCC and within the representative's authority.
10

11
12
13 Legal References: § 20-3-331, MCA Purchase of insurance – self-insurance plan
14 § 20-3-332, MCA Personal immunity and liability of trustees
15

16 Policy History:

17 Adopted on: 04/11/06

18 Revised on:
19
20
21
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**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

29

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1610 Annual Goals and Objectives

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the required MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

2
3 **THE MANAGEMENT BOARD**

1610

4
5 Annual Goals and Objectives

6
7 *Each year the Management Board will formulate or review the annual objectives for the*
8 *Cooperative and will have available a written comprehensive philosophy of education with goals*
9 *that reflect the Cooperative's philosophy of education. The philosophy of education and goals*
10 *shall be in writing and shall be available to all.*

11
12 *At the conclusion of the year, the Director shall submit a report to the Management Board which*
13 *reflects the degree to which annual objectives have been accomplished.*

14
15
16
17
18 *Legal References: 10.55.701, ARM Board of Trustees*

19
20
21 Policy History:

22 *Adopted on:*

23 *Revised on:*

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

30

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1630 Utilization of Montana School Boards Association

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the optional MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

1 **Central Montana Learning Resource Center Cooperative**

2
3 **THE MANAGEMENT BOARD**

1630

4
5 Utilization of Montana School Boards Association

6
7 *The Board is a dues-paying member of the Montana School Boards Association (MTSBA). Since*
8 *the Association provides a variety of dues-based benefits and services in response to members'*
9 *needs and develops and implements a legislative program at the direction of its members, Board*
10 *members are encouraged to participate in the governance and dues-based services of the*
11 *Association.*

12
13 *Given the complex nature of both state and federal laws applicable to cooperatives and the vast*
14 *resources available through MTSBA to assist our cooperative as a member, it is essential to the*
15 *governance and operations of our District that the Representatives and Director take advantage*
16 *of the dues-based services available through MTSBA on legal, policy, human resource, collective*
17 *bargaining, training, advocacy and other issues that impact and affect our Cooperative.*
18 *Therefore, the Board directs the Director to maximize the value of our membership dues through*
19 *use of the dues-based services available through MTSBA on routine legal matters, policy issues*
20 *collective bargaining matters, human resource, training and advocacy matters. Prior approval*
21 *from the Board is required prior to expending Cooperative funds on services that are otherwise*
22 *available through MTSBA without a charge beyond dues.*

23
24 *Legal Reference: § 20-1-211, MCA Expenses of officers or employees attending*
25 *conventions – education associations*

26
27 Policy History:

28 *Adopted on:*

29 *Revised on:*

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

31

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Policy Second Reading: 1700 Uniform Complaint Procedure

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

SUMMARY:

Attached is the updated MTSBA policy.

Suggested Action:

Consider the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

1 **Central Montana Learning Resource Center Cooperative**

2
3 **THE MANAGEMENT BOARD**

1700
Page 1 of 3

4
5 Uniform Complaint Procedure

6
7 The Board establishes this Uniform Complaint Procedure as a means to address complaints
8 arising within CMLRCC. This Uniform Complaint Procedure is intended to be used for all
9 complaints except those ~~involving challenges to educational material and those~~ governed by a
10 collective bargaining agreement.

11
12 CMLRCC requests all individuals to use this complaint procedure, when the individual believes
13 the Board or its employees or agents have violated the individual's rights under: (1) Montana
14 constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or
15 regulatory law; or (3) Board policy.

16
17 CMLRCC will endeavor to respond to and resolve complaints without resorting to this formal
18 complaint procedure and, when a complaint is filed, to address the complaint promptly and
19 equitably. The right of a person to prompt and equitable resolution of a complaint filed
20 hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint
21 procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure
22 does not extend any filing deadline related to pursuit of other remedies.

23
24 *The Director has the authority to contract with an independent investigator at any time during*
25 *the complaint procedure process. Within fifteen (15) calendar days of the Director's receipt of*
26 *the independent investigator's report and recommendation, the Director will respond to the*
27 *complaint and take such administrative steps as the Director deems appropriate and necessary.*

28
29 *Deadlines requiring Cooperative action in this procedure may be extended for reasons related*
30 *but not limited to the Cooperative's retention of legal counsel and Cooperative investigatory*
31 *procedures.*

32
33 ~~The primary purpose of this complaint procedure is to secure, at the lowest level possible,~~
34 ~~resolution of differences between Staff and management.~~

35
36 **A. DEFINITIONS**

37
38 ~~A complaint is a claim by a Staff member that there has been a violation,~~
39 ~~misrepresentation or inequitable application of the terms of the CMLRCC~~
40 ~~agreement.~~

41
42 **B. PROCEDURE**

43
44 Step 1

1 An effort should be made to resolve the complaint informally between the
2 complainant and the Director. At this step, no written response to the complaint
3 by the Director is necessary.

4
5 Step 2

6 If the complaint is not resolved at Step 1 and the complainant wishes to pursue the
7 complaint, the complainant and a peer representative chosen by the complainant
8 will meet with the director.

- 9
10 1. The complainant, along with his/her peer representative, shall meet
11 with the Director within ten (10) working days. The objective of the

12 1700

13 Page 2 of 3

14
15 meeting will be to resolve the complaint. Submissions shall include
16 copies of the Uniform Complaint Form and all information (verbal
17 and/or written) relative to the complaint.

- 18
19 2. The Director has fifteen (15) working days to investigate, hold hearings
20 and submit a written response to the complainant.

21
22 Step 3

23 If the complainant is not satisfied with the decision of the Director under Step 2,
24 the complainant may, within ten (10) working days, submit the complaint in
25 writing to the Board. Within fifteen (15) working days, the Board shall meet and
26 render the final decision, and within five (5) working days of holding their
27 meeting, the Board will submit the final decision in writing to the complainant.

28
29 Step 4

- 30 1. If the disposition of the complaint is not satisfactory, the complaint may be
31 submitted before an impartial arbitrator. The complainant shall give the
32 Director written notice of his/her intention to submit the complaint to
33 arbitration within twenty (20) working days of the receipt of the Board's
34 decision at Step 3 or expiration of the timelines specified in Step 3.
- 35
36 2. Within ten (10) working days, after such notice of submission to arbitration,
37 the Board Chairperson and peer representative may request from the Board of
38 Personnel Appeals a list of the arbitrators from the American Arbitration
39 Association.
- 40
41 3. Within five (5) working days of receipt of the list, each party shall alternately
42 strike names from the list of arbitrators, the name remaining shall be the
43 arbitrator.
- 44

1 4. ~~The arbitrator shall consider the complaint and have all necessary authority to~~
2 ~~render a full and effective decision that shall be final and binding upon all~~
3 ~~parties. The arbitrator cannot modify the terms of the agreement.~~

4
5 5. ~~Each party shall bear its own costs of arbitration except that the parties will~~
6 ~~equally share the fees and charges of the arbitrator.~~

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Page 3 of 3

17 C. ~~RIGHTS OF STAFF~~

18
19 ~~No reprisals of any kind shall be taken by the Board or by any member of the~~
20 ~~administration against any party in interest or any other participant in the~~
21 ~~complaint procedure by reasons of such participation.~~

22 D. ~~MISCELLANEOUS~~

23 1. ~~Forms for the submission and recording of formal complaints are in the CMLRCC~~
24 ~~Policy Manual and are available to each staff member.~~

25 2. ~~All documents, communication, and records dealing with the processing of a~~
26 ~~complaint shall be filed in a separate complaint file and shall not be kept in the~~
27 ~~personnel file of any of the participants.~~

28 3. ~~Under the Uniform Complaint Procedure, no meeting or hearing at Steps 1 and 2,~~
29 ~~shall be conducted in public. Such meetings and hearing at Steps 1 and 2 shall~~
30 ~~include only the parties of interest and the chosen peer representative, heretofore~~
31 ~~referred to in this policy.~~

32 4. ~~Failure by the appropriate party to issue a decision within the time periods~~
33 ~~provided herein shall constitute a denial of the complaint and the appropriate~~
34 ~~party may appeal it to the next step. This shall not negate the obligations of either~~
35 ~~party to respond in writing at each step of this procedure. Time limits provided~~
36 ~~herein may be extended by written mutual agreement by the parties at that step.~~

37 5. ~~Should a complainant allege the same violation of contract to any outside~~
38 ~~authority, the complaint shall be deemed moot.~~

1 Level 1: Informal

2
3 *An individual with a complaint is first encouraged to discuss it with the appropriate supervisor,*
4 *with the objective of resolving the matter promptly and informally. An exception is that a*
5 *complaint of sexual harassment should be discussed directly with the Director so long as the*
6 *Director is not involved in the alleged harassment. Allegations against the Director should be*
7 *submitted directly to the Board.*

8
9 Level 2: Director

10
11 *When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed*
12 *and dated written complaint stating: (1) the nature of the complaint; (2) a description of the*
13 *event or incident giving rise to the complaint, including any school personnel involved; and (3)*
14 *the remedy or resolution requested. This written complaint must be filed within thirty (30)*
15 *calendar days of the event or incident or from the date an individual could reasonably become*
16 *aware of such event or incident.*

17
18 *When a complaint alleges violation of Board policy or procedure, the Director will investigate*
19 *and attempt to resolve the complaint. The Director will respond in writing to the complaint,*
20 *within thirty (30) calendar days of the Director's receipt of the complaint.*

21
22 *If the complainant is dissatisfied with the Director's decision, either may request, in writing, that*
23 *the Board review the Director's decision. (See Level 3.) This request must be submitted to the*
24 *Board within fifteen (15) calendar days of the Director's decision.*

25
26 *When a complaint alleges sexual harassment or a violation of Title IX of the Education*
27 *Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of*
28 *1990, or Section 504 of the Rehabilitation Act of 1973, the Director may turn the complaint over*
29 *to the Cooperative's nondiscrimination coordinator. The coordinator will complete an*
30 *investigation and file a report and recommendation with the Director. A coordinator may hire,*
31 *with the approval of the Director, an independent investigator to conduct the investigation.*
32 *Within fifteen (15) calendar days of the Director's receipt of the coordinator's or independent*
33 *investigator's report and recommendation, the Director will respond to the complaint and take*
34 *such administrative steps as the Director deems appropriate and necessary. If either the*
35 *complainant or the person against whom the complaint is filed is dissatisfied with the Director's*
36 *decision, either may request, in writing, that the Board consider an appeal of the Director's*
37 *decision. (See Level 3.) This request must be submitted in writing to the Director, within fifteen*
38 *(15) calendar days of the Director's written response to the complaint, for transmission to the*
39 *Board.*

40
41 Level 3: The Board

42
43 *Upon written appeal of a complaint alleging a violation the individual's rights under state or*
44 *federal law or Board policy upon which the Board has authority to remedy, the Board may*
45 *consider the Director's decision in Level 2. Upon receipt of written request for appeal, the Chair*
46 *will either: (1) place the appeal on the agenda of a regular or special Board meeting, (2) appoint*

1 *an appeals panel of not less than three members to hear the appeal and make a recommendation*
2 *to the Board, or (3) respond to the complaint with an explanation of why the appeal will not be*
3 *heard by the Board in accordance with this policy. If the Chair appoints a panel to consider the*
4 *appeal, the panel will meet to consider the appeal and then make written recommendation to the*
5 *full Board. The Board will report its decision on the appeal, in writing, to all parties, within*
6 *thirty (30) calendar days of the Board meeting at which the Board considered the appeal or the*
7 *recommendation of the panel. A decision of the Board is final, unless it is appealed pursuant to*
8 *Montana law within the period provided by law.*

9
10
11 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
12 Title II of the Americans with Disabilities Act of 1990
13 § 504 of the Rehabilitation Act of 1973
14

15 Policy History:

16 Adoption on: 04/11/06

17 Revised on: 11/11/14
18
19
20

CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE

BOARD AGENDA ITEM

Meeting Date

12/14/2021

Agenda Item No.

32

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Flow-Through Requests

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 12/13/2021

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: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSEN						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

