

CMLRCC OFFICERS

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

CMLRCC MANAGEMENT BOARD

DENISE CREST - FERGUS
 NICOLE HANSEN - 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
 May 10, 2022
 Agenda

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 April 12, 2022 Meeting.

APPROVAL OF CLAIMS

4. Claims through May 9, 2022

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 – June 7, 2022, 10:00 am
 - b. Board Meeting Schedule for the 2022-23 School Year
 - c. Public Participation or Comments

DIRECTOR'S REPORT

7. Virtual Case Manager Meeting Update
8. Mandatory Case Manager Training Update
9. Preschool/Kindergarten Schedules
10. State Reports
11. E-Grant
12. Calendars
13. Insurance Update
14. Interlocal Agreement Approval
15. Staffing Update
16. Staff Schedules
17. Flow Through Reimbursement
18. Other
19. Revenue/Expenditure Report
20. Investment Report

ACTION ITEMS

21. Second Reading: Policy 5321 Leave of Absence
22. Second Reading: Policy 5321P Conditions for Use of Leave
23. Second Reading: Policy 2161P Special Education Procedures
24. Orientation & Mobility Contract – Woods
25. Collective Bargaining Agreement Approval
26. Surplus
27. Personnel Reports – Summer Contracts
28. Summer Bills
29. Flow Through Requests

ADJOURNMENT

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

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: 5/09/2022

SUMMARY:

The minutes of the April 12, 2022 Board meeting are attached.

Suggested Action:

Approve the minutes of April 12, 2022 as presented.

☒ **Additional Information Attached**

Estimated cost/fund source: _____

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

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

Minutes
April 12, 2022

The Central Montana Learning Resource Center Cooperative (CMLRCC) Board members held a regular board meeting April 12, 2022 via Zoom and in person.

REVIEW OF CLAIMS: The claims through April 11, 2022 were available for review at 9:45 a.m.

CALL TO ORDER: Chairman Hugo Anderson, called the meeting to order at 10:04 a.m. Present were: Fergus County Representative, Denise Chrest; Golden Valley Representative, Nicole Hanson; Harlowton Representative, Christina Barbachano; Judith Basin Representative, Hugo Anderson; Lewistown Representative, Thom Peck; 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 School Psychologist, Jacque Sherman; CMLRCC Speech Pathologists Jennifer Rindal; CMLRCC Administrative Assistant, Tammy Pyrah; CMLRCC Director, Chelsey Rogers; and CMLRCC Board Clerk, Karmen Tesarek.

APPROVAL OF MINUTES: Ms. Barbachano moved, seconded by Ms. Oberg, that the minutes of March 15, 2022 be approved as presented. The motion passed unanimously.

APPROVAL OF CLAIMS: Ms. Barbachano moved, seconded by Mr. Peck to approve the claims of April 11, 2022 as published. The motion passed unanimously.

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

CALENDAR ITEMS, CONCERNS, CORRESPONDENCE, ETC.:

Next Board Meeting: The next regular board meeting is scheduled for Tuesday, May 10, 2022 at 10:00 a.m. in the Lincoln School Board Room, 215 Seventh Avenue South, Lewistown, Montana.

Public Participation or Comments: None.

Director's Report

E-Helpers for Teletherapy Services: Discussion ensued. Ms. Wilkerson, Mr. Peck and Mr. Anderson agreed that the e-helpers should be the schools responsibility to provide.

Revenue/Expenditure Report: Attached.

Investment Report: Attached.

ACTIONS:

Classified Salary Schedule: Mr. Peck made a motion to approve the classified salary schedule as presented, seconded by Ms. Barbachano. The motion passed unanimously.

Personnel Report: Ms. Barbachano made a motion to approve the personnel report as presented, seconded by Ms. Chrest. The motion passed unanimously.

Interlocal Agreement: Ms. Wilkerson made the motion to approve updated Interlocal Agreement as presented, seconded by Ms. Barbachano. The motion passed unanimously.

2022-23 Multi-District Technology Agreement: Ms. Barbachano made the motion to approve the Technology Agreement as presented, seconded by Mr. Peck. The motion passed unanimously.

Approval of Co-op Calendar for 2022-23: Ms. Wilkerson made the motion to approve the Calendar as presented, seconded by Ms. Chrest. The motion passed unanimously.

Second Reading: Policy 6110 Director: Mr. Peck made the motion to approve the second reading as presented, seconded by Mr. Chrest. The motion passed unanimously.

Second Reading: Policy 7336 Travel Allowances and Expenses: Ms. Wilkerson made the motion to approve the second reading as presented, seconded by Mr. Peck. The motion passed unanimously.

Second Reading: Policy 7510 Capitalization Policy for Fixed Assets: Mr. Peck made the motion to approve the second reading as presented, seconded by Ms. Wilkerson. The motion passed unanimously.

Second Reading: Policy 8425 Service Animals: Mr. Peck made the motion to approve the second reading as presented, seconded by Ms. Oberg. The motion passed unanimously.

Second Reading: Policy 8425P Service Animals Allowance Procedure: Ms. Wilkerson made the motion to approve the second reading as presented, seconded by Mr. Peck. The motion passed unanimously.

Second Reading: Policy 8430 Records Management: Mr. Peck made the motion to approve the second reading as presented, seconded by Ms. Wilkerson. The motion passed unanimously.

First Reading: Policy 5321 Leave of Absence: Ms. Wilkerson made the motion to approve the first reading as presented, seconded by Mr. Peck. The motion passed unanimously.

First Reading: Policy 5321P Conditions for Use of Leave: Ms. Barbachano made the motion to approve the first reading as presented, seconded by Ms. Wilkerson. The motion passed unanimously.

First Reading: Policy 2161P Special Education Procedures: Ms. Wilkerson made the motion to approve the first reading as presented, seconded by Mr. Peck. The motion passed unanimously.

Flow-Through Requests: None

ADJOURNMENT: With no further business, Mr. Peck made a motion, seconded by Ms. Wilkerson to adjourn the meeting. The motion passed unanimously. Chairman Anderson adjourned the meeting at 10:40 a.m.

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

4

☒ Minutes/Claims

☐ Management Board

☐ Director's
Report

☐ Action
Information

Item Title: Approval of Claims through May 9, 2022

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 5/09/2022

SUMMARY:

The claims through May 9, 2022 will be distributed at 9:45 a.m. for review.

Suggested Action:

Approve the claims through May 9, 2022 as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025

05/09/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DEPT OF JUSTICE-MT HIGHWAY PATROL					
Check Group:					
COPY OF CRASH INFORMATION 2012 IMPALA EMILY KILLHAM WITH PHOTOS	1	20220136	50144303 5/9/2022	315.11.456.2650.340.277	\$12.00
				Check #: 0	
				PO/Invoice Total:	\$12.00
				Vendor Total:	\$12.00
FERGUS FEDERAL CREDIT UNION					
Check Group:					
LENOVO THINKPAD E15 15.6" GENUINE LAPTOP CPU COOLING FAN W/ HEATSINK	1	20220127	MAY 2022 5/9/2022	315.11.765.2100.682.765	\$33.89
				Check #: 0	
				PO/Invoice Total:	\$33.89
Check Group:					
REVISED CHILDREN'S MANIFEST ANXIETY SCALE AUTOSCORE FORM	1	20220129	20220129 5/9/2022	315.11.456.2140.610.277	\$73.00
DP-4 PARENT/CAREGIVER PRINT CHECKLIST	1	20220129	20220129 5/9/2022	315.11.457.2140.610.379	\$138.00
DP-4 TEACHER PRINT CHECKLIST	1	20220129	20220129 5/9/2022	315.11.457.2140.610.379	\$138.00
SHIPPING	1	20220129	20220129 5/9/2022	315.11.457.2140.610.379	\$34.90
				Check #: 0	
				PO/Invoice Total:	\$383.90
Check Group:					
LITTLE BEE STORIES PRO IPAD APP--LINDSAY, AMANDA, JENNIFER, NICOLE	4	20220132	215539723945 5/9/2022	315.11.457.2150.610.379	\$239.96
				Check #: 0	

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025 05/09/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
SCIP APP EBS LEARNING BRONEC					
1		20220133	215539723944 5/9/2022	315.11.456.2150.610.277	\$239.96
					PO/InvoiceTotal:
					\$59.99
					Check #: 0
HANSER'S					
Check Group:					
WINCH 2012 GOLD IMPALA FROM DITCH					
1		20220135	1937 5/9/2022	315.11.456.2650.340.277	\$300.00
					PO/InvoiceTotal:
					\$59.99
					Vendor Total:
					\$717.74
KELLEY IMAGING SYSTEMS					
Check Group:					
MAINTENANCE AGREEMENT					
1		20220014	IN1023533 5/9/2022	315.11.456.2600.440.277	\$56.76
					PO/InvoiceTotal:
					\$56.76
					Vendor Total:
					\$56.76
KRISTA ARNTZEN					
Check Group:					
MEALS					
4		20220030	APR 2022 5/9/2022	315.11.456.2200.581.277	\$14.00
					PO/InvoiceTotal:
					\$14.00
					Vendor Total:
					\$14.00
LEWISTOWN SCHOOL DISTRICT #1					
889					

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025

05/09/2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MEALS	12	20220037	LAHR APR 22 5/9/2022	315.11.456.2211.610.277		\$48.00
MEALS	9	20220037	SILVA-BATTRICK APR22 5/9/2022	315.11.456.2211.610.277		\$36.00
	Check #: 0					
	PO/Invoice Total:					\$84.00
	Vendor Total:					\$84.00
LEWISTOWN SCHOOL DIST #1						
Check Group:						
SNACKS	1	20220036	APR 2022 5/9/2022	315.11.456.2310.610.277		\$20.00
	Check #: 0					
	PO/Invoice Total:					\$20.00
	Vendor Total:					\$20.00
LEWISTOWN SCHOOL DIST #1						
Check Group:						
FLOW THROUGH	1	20220038	Q2 MAY 2022 5/9/2022	315.11.456.6200.930.277		\$10,086.52
FLOW THROUGH	1	20220038	Q3 MAY 2022 5/9/2022	315.11.456.6200.930.277		\$8,809.56
	Check #: 0					
	PO/Invoice Total:					\$18,896.08
	Vendor Total:					\$18,896.08
LINDSAY HILL-WILLIAMS						
Check Group:						
MEALS	7	20220029	APR 2022 5/9/2022	315.11.456.2200.581.277		\$24.50
	Check #: 0					

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025

05/09/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MIDRIVERS COMMUNICATIONS					
Check Group:					
TELEPHONE					
1	20220005	6167100	APR 22	315.11.456.2600.531.277	\$48.06
			5/9/2022		
Check #: 0					
PO/Invoice Total:					\$24.50
Vendor Total:					\$24.50
NCS PEARSON					
Check Group:					
1	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$165.00
1	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$125.00
1	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$158.50
1	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$100.80
10	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$24.00
5	20220130	17977349	5/9/2022	315.11.457.2140.610.379	\$12.50
1	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$48.30
0.5	20220130	17977349	5/9/2022	315.11.456.2140.610.277	\$14.94
0.5	20220130	17977349	5/9/2022	315.11.457.2140.610.379	\$14.94
Check #: 0					

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025 05/09/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PSYCH. ASSESSMENT RESOURCE INC					
Check Group: 897					
ABAS-3 SCHOOL AGE TEACHER FORMS	1	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$103.00
BRIEF2 TEACHER FORMS	1	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$98.00
BRIEF2 PARENT FORMS	1	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$98.00
FAR EXAMINER RECORD FORMS	2	20220128	SO00082008 5/9/2022	315.11.457.2140.610.379	\$138.00
FAR EXAMINEE RESPONSE FORMS	1	20220128	SO00082008 5/9/2022	315.11.457.2140.610.379	\$32.00
FAR COMPREHENSIVE SCORING REPORT	10	20220128	SO00082008 5/9/2022	315.11.457.2140.610.379	\$33.00
FAR SCREENING SCORE REPORT	4.254545 455	20220128	SO00082008 5/9/2022	315.11.457.2140.610.379	\$9.36
FAR SCREENING SCORE REPORT	5.745454 545	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$12.64
BRIEF2 PARENT/TEACHER IADMIN	30	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$126.00
BRIEF2 PARENT/TEACHER INTERPRETIVE REPORT	10	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$60.00
SHIPPING	1	20220128	SO00082008 5/9/2022	315.11.456.2140.610.277	\$37.52
Check #: 0					
PO/InvoiceTotal:					\$663.98
Vendor Total:					\$663.98

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025 05/09/2022

Amount

ROCK CREEK TELETHERAPY

Check Group:

CONTRACTED OT/SPEECH SERVICES

QTY	PO No.	Invoice Date	Account	Amount
1	20220057	1556 5/9/2022	315.11.756.2100.330.756	\$14,909.86

Check #: 0

PO/Invoice Total: \$14,909.86
Vendor Total: \$14,909.86

SHARON WOODS

Check Group:

ORIENTATION & MOBILITY

1	20220059	DECEMBER 2021 5/6/2022	315.11.456.2100.330.277	\$70.00
---	----------	---------------------------	-------------------------	---------

ORIENTATION & MOBILITY

3	20220059	FEB/MARCH 2022 5/6/2022	315.11.456.2100.330.277	\$210.00
---	----------	-------------------------------	-------------------------	----------

ORIENTATION & MOBILITY

2	20220059	FEB/MARCH 2022 5/6/2022	315.11.456.2100.330.277	\$140.00
---	----------	-------------------------------	-------------------------	----------

ORIENTATION & MOBILITY

2	20220059	NOVEMBER 2021 5/6/2022	315.11.456.2100.330.277	\$140.00
---	----------	---------------------------	-------------------------	----------

ORIENTATION & MOBILITY

2	20220059	OCTOBER 2021 5/6/2022	315.11.456.2100.330.277	\$140.00
---	----------	--------------------------	-------------------------	----------

Check #: 0

PO/Invoice Total: \$700.00
Vendor Total: \$700.00

SLP TOOLKIT

Check Group:

SLP TOOLKIT YEARLY SUBSCRIPTION

5	20220131	3333 5/9/2022	315.11.756.2150.610.756	\$1,075.00
---	----------	------------------	-------------------------	------------

Check #: 0

PO/Invoice Total: \$1,075.00
Vendor Total: \$1,075.00

Central Mt Learning Resource Center

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1025 05/09/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
55020					
VERIZON WIRELESS					
Check Group:					
PHONE					
	1	20220003	9905802991 5/9/2022	315.11.456.2600.531.277	\$76.15
Check #: 0					
PO/InvoiceTotal:					\$76.15
Vendor Total:					\$76.15
WEX BANK					
Check Group:					
FUEL					
	1	20220012	80669700 5/9/2022	315.11.456.2650.624.277	\$1,044.53
Check #: 0					
PO/InvoiceTotal:					\$1,044.53
Vendor Total:					\$1,044.53
Grand Total:					\$39,390.18

End of Report

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

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: 5/09/2022

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						
HANSON						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

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: 5/09/2022

SUMMARY:

- a. Next Board Meeting – Scheduled for June 7, 2022, 10:00 a.m.
- b. Board Meeting Schedule for the 2022-23 School Year
- c. Public Participation or Comments

Suggested Action:

☐ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

CO-OP BOARD MEETINGS 2022-23 SCHOOL YEAR MEETINGS AT 10 A.M.
August 9, 2022 In-Person
September 13, 2022 In-Person
October 11, 2022 In-Person
November 15, 2022 In-Person
December 13, 2022 at 9:00 AM for Director's Evaluation In-Person
January 10, 2023 Virtual Option
February 14, 2023 Virtual Option
March 14, 2023 Virtual Option
April 11, 2023 In-Person
May 9, 2023 In-Person
June 13, 2023 In-Person

DIRECTOR'S REPORT

May 10, 2022

7. **Virtual Case Manager Meeting Update:** I had seventeen case managers participate in April's Case Managers meeting. I created a poll to determine if Case Managers felt the meetings were worthwhile and the overall consensus was they are helpful and informative. We discussed the following topics: Alternate Assessment, reminder of the mandatory case manager meeting, Novice Teacher Information, Exit Data to Karmen, End of service for Related Service providers, and Materials borrowed from the Cooperative need to be returned. Next meeting is scheduled for May 19, at 3:30.
8. **Mandatory Case Manager Training Update:** John Gorton from OPI facilitated the training and discussed common areas of improvement.
9. **Preschool/Kindergarten Schedules:** A reminder to please inform me if you anticipate any change in your current preschool and/or kindergarten schedule for next year. Your changes impact our staff schedules, and we want to be able to serve your needs.
10. **State Reports:** Karmen is working with secondary special education teachers on the annual Exiting Data Report, which documents students, ages 14 and up, who have graduated or otherwise left the school district or special education arena. We submit this report on behalf of each of our component districts.

The Post School Outcomes Data Collection is a State report completed at the district level, and it documents activities of students who graduated or dropped out during the previous school year. Districts required to complete this report were notified by OPI via email on May 4th. There is a user verification process which must be completed to access the report, available now and due by the end of September. I am aware that the following districts were notified of their need to complete the user verification process and required State report:

Fergus High School	Geyser K-12	Harlowton High School
Melstone High School	Moore High School	Roundup High School
Roy K-12	Winifred K-12	

11. **E-Grant:** A reminder to districts of the IDEA Consolidated portion of your e-grant which needs to be completed this summer and submitted to the co-op for approval. We need the completed applications from all our districts by July 31st so that we may complete our application and access our federal funding, necessary for August bills. Thank you.
12. **Calendars:** A reminder that we need copies of your 2022-23 calendar. As of this writing, we need calendars from Winifred, Ryegate, and Hobson.
13. **Insurance Update:** Our health insurance through EBMS will be increasing an average of 9.3% next year, and we will continue a 3-year commitment for the services, as will the Lewistown District, with whom we join for enrollment in the policies. There will be no increase in our Delta Dental insurance.
14. **Interlocal Agreement:** Please make sure you have your Board approve the Interlocal Agreement. We need this complete and returned to Karmen by June 15, 2022.

DIRECTOR'S REPORT, CONTINUED

Page 2

15. **Staffing Update:** We continue to advertise and recruit for an occupational therapist, speech-language pathologist and the school psychologist position. The positions have been advertised locally, statewide, and nationally. I have conducted multiple recruitment efforts for all positions and will continue to do so.
16. **Staff Schedules:** Most cooperative staff will be ending their year of service on Friday, May 27th. Tammy will be serving through, June 10th, and Karmen and I through June 14th. Chelsey, Karmen, and Tammy will return, full-time, Monday, August 1st. During the summer, you can reach Chelsey via email, chelsey.rogers@lewistown.k12.mt.us, via her office voicemail 406-535-9012, ext. 1, or via her personal cell, 406-350-2811.
17. **Flow Through Reimbursement:** Please submit reimbursements for flow through claims to Karmen no later than May 31st, so that we may close our accounts by year-end. These would be claims for aide expenses. Thank you.
18. **Other:** MOE
19. **Revenue/Expenditure Report:** Attached.
20. **Investment Report:** Attached.



Rock Creek TELETHERAPY, LLC

Dear Chelsey and the CMLRCC Board,

We value your business and have enjoyed working with your staff and students! We have achieved some great results!

We are committed to bring only the best, ethical and efficient therapists to our Montana students. Like all businesses and consumers at this time, our own operating costs are growing at a rate that have outpaced our revenue to pay expenses. Due to inflationary pressures, we are experiencing increases in cost of supplies and workforce, some more than 25% since pre-Covid. **Simply put, our costs are growing at a rate that have outpaced our revenue to pay our expenses.**

To be able to continue to provide quality therapists and services, we are forced to do our first price increase **EVER** since our founding in 2013. For the 2022-2023 school year, our rates will increase by 10%.

We are confident that our prices remain competitive within our sector for the quality of the service that we provide. And as always, we are focused on the results we provide to our schools and are staying true to our mission of bringing quality therapists to our Montana students.

Even with this price increase, our services are still the most efficient cost saving way to provide effective therapy services. You pay only for the direct/indirect therapy time.

Thank you for the opportunity of letting serve your students!

Kathleen Cohn 4/18/22

Kathleen DeLapp-Cohn, MS, CCC-SLP, Clinical Director

Central Mt Learning Resource Center

Revenue 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	Uncollected Balance	% Remaining
Fund: 314 RETIREMENT					
314.00.000.1510.000.000 INTEREST	\$0.00	\$58.78	\$58.78	(\$58.78)	0.00%
314.00.000.1950.000.000 RECEIPTS FROM OTHER DIST	\$51,338.41	\$25,726.42	\$25,726.42	\$25,611.99	49.89%
314.00.000.2240.000.000 COUNTY RETIREMENT DISTRIBUTION	\$35,039.07	\$29,737.72	\$29,737.72	\$5,301.35	15.13%
Fund 314 Total:	\$86,377.48	\$55,522.92	\$55,522.92	\$30,854.56	35.72%
Fund: 315 MISCELLANEOUS FUNDS					
315.00.000.1900.000.000 MISC. REVENUE	\$0.00	\$1,413.02	\$1,413.02	(\$1,413.02)	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	\$347,219.00	\$347,219.00	\$483,407.00	58.20%
315.00.000.4570.000.379 IDEA PRESCHOOL GRANT REVENUE	\$28,670.00	\$7,952.00	\$7,952.00	\$20,718.00	72.26%
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:	\$1,056,746.00	\$362,075.02	\$362,075.02	\$694,670.98	65.74%
Fund: 382 INTERLOCAL AGREEMENT FUND					
382.00.000.1510.000.000 INTEREST	\$0.00	\$390.56	\$390.56	(\$390.56)	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	\$191,079.96	\$191,079.96	\$127,386.62	40.00%
382.00.000.3234.000.000 QUALITY EDUCATOR	\$36,151.80	\$21,691.08	\$21,691.08	\$14,460.72	40.00%
382.00.000.5200.000.000 SALE/COMP FOR LOSS OF AS	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	0.00%
Fund 382 Total:	\$557,395.31	\$417,438.53	\$417,438.53	\$139,956.78	25.11%
Fund: 388 MEDICAID					
388.00.000.1510.000.000	\$0.00	\$1,412.21	\$1,412.21	(\$1,412.21)	0.00%

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
------------------------------	--------	---------------	-----	---------------------	-------------

MEDICAID INTEREST

388.00.000.3353.000.388	\$11,781.00	\$27,996.67	\$27,996.67	(\$16,215.67)	-137.64%
-------------------------	-------------	-------------	-------------	---------------	----------

O T THERAPY

388.00.000.3354.000.388	\$90,376.00	\$65,232.55	\$65,232.55	\$25,143.45	27.82%
-------------------------	-------------	-------------	-------------	-------------	--------

SPEECH THERAPY REVENUE

388.00.000.3355.000.388	\$781.00	\$836.91	\$836.91	(\$55.91)	-7.16%
-------------------------	----------	----------	----------	-----------	--------

MISCELLANEOUS (O&M/PSYCH) THERAPY REVENUE

388.00.000.3357.000.388	\$7,062.00	\$11,559.24	\$11,559.24	(\$4,497.24)	-63.68%
-------------------------	------------	-------------	-------------	--------------	---------

SPEECH MAC REVENUE

Fund: 389	\$110,000.00	\$107,037.58	\$107,037.58	\$2,962.42	2.69%
-----------	--------------	--------------	--------------	------------	-------

COBRA / RETIREMENT FUND

389.00.000.1900.000.000	\$0.00	\$19,205.86	\$19,205.86	(\$19,205.86)	0.00%
-------------------------	--------	-------------	-------------	---------------	-------

RETIREE HEALTH INSURANCE

Fund 388 Total:					
Fund 389 Total:					
Grand Total:	\$1,810,518.79	\$961,279.91	\$961,279.91	\$849,238.88	46.91%

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:	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
314 RETIREMENT						
314.11.280.0000.210.000 FICAMEDICARE	\$31,034.00	\$18,813.93	\$18,813.93	\$12,220.07	\$0.00	\$12,220.07
314.11.280.0000.220.000 TEACHERS RETIREMENT	\$34,346.00	\$22,914.35	\$22,914.35	\$11,431.65	\$0.00	\$11,431.65
314.11.280.0000.230.000 PERS	\$3,159.00	\$5,047.74	\$5,047.74	(\$1,888.74)	\$0.00	(\$1,888.74)
314.11.280.0000.240.000 UNEMPLOYMENT COMPENSATIO	\$1,015.00	\$693.44	\$693.44	\$321.56	\$0.00	\$321.56
Fund 314 Total:	\$69,554.00	\$47,469.46	\$47,469.46	\$22,084.54	\$0.00	\$22,084.54
31.75%						31.75%
315 MISCELLANEOUS FUNDS						
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	\$11,869.29	\$11,869.29	\$3,956.71	\$3,956.46	\$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	\$599.35	\$599.35	\$611.34	\$0.00	\$611.34
315.11.456.1000.220.277 TEACHER TEACHERS RETIREMENT	\$1,467.07	\$1,221.36	\$1,221.36	\$245.71	\$0.00	\$245.71
315.11.456.1000.240.277 TEACHER UNEMPLOYMENT COMPENSATION	\$39.57	\$32.66	\$32.66	\$6.91	\$0.00	\$6.91
315.11.456.1000.250.277 TEACHER WORKERS COMPENSATION	\$74.22	\$56.29	\$56.29	\$17.93	\$0.00	\$17.93
315.11.456.1000.260.277 TEACHER HEALTH INSURANCE	\$5,274.00	\$3,955.68	\$3,955.68	\$1,318.32	\$0.00	\$1,318.32
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 FICAMED	\$175.15	\$0.00	\$0.00	\$175.15	\$0.00	\$175.15
315.11.456.1670.220.277 STAR TRS	\$212.25	\$0.00	\$0.00	\$212.25	\$0.00	\$212.25
STAR TRS						

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
315.11.456.1670.240.277	\$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	\$463.48	\$36.52	\$0.00	\$36.52
STAR SUPPLIES					7.30%
315.11.456.2100.117.277	\$27,317.00	\$24,985.20	\$2,331.80	\$0.00	\$2,331.80
AIDES SALARIES					8.54%
315.11.456.2100.210.277	\$2,089.75	\$1,905.82	\$183.93	\$0.00	\$183.93
AIDES FICA/MEDICARE					8.80%
315.11.456.2100.220.277	\$2,904.29	\$2,316.13	\$588.16	\$0.00	\$588.16
RET'D SUBS/AIDES TEACHERS RETIREMENT					20.25%
315.11.456.2100.240.277	\$68.29	\$62.45	\$5.84	\$0.00	\$5.84
AIDES UNEMPLOYMENT COMPENSATION					8.55%
315.11.456.2100.250.277	\$128.11	\$117.41	\$10.70	\$0.00	\$10.70
AIDES WORKERS COMPENSATION					8.35%
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	\$46,062.34	\$1,937.66	\$1,860.00	\$77.66
CONTRACTED STUDENT RELATED PROFESSIONAL SERVICES					0.16%
315.11.456.2100.610.277	\$14,045.30	\$543.62	\$13,501.68	\$381.39	\$13,120.29
MISC SUPPLIES					93.41%
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	\$31,138.94	\$44,494.42	\$8,527.16	\$35,967.26
PSYCHOLOGIST SALARY					47.55%
315.11.456.2140.210.277	\$5,785.95	\$2,255.73	\$3,530.22	\$0.00	\$3,530.22
PSYCHOLOGIST FICA/MEDICARE					61.01%
315.11.456.2140.220.277	\$7,011.21	\$2,886.59	\$4,124.62	\$0.00	\$4,124.62
PSYCHOLOGIST TEACHERS RETIREMENT					58.83%
315.11.456.2140.240.277	\$189.08	\$77.79	\$111.29	\$0.00	\$111.29
PSYCHOLOGIST UNEMPLOYMENT COMPENSATION					58.86%

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
315.11.456.2140.250.277 PSYCHOLOGIST WORKERS COMPENSATION	\$354.69	\$146.45	\$146.45	\$208.24	\$0.00	\$208.24 58.71%
315.11.456.2140.260.277 PSYCHOLOGIST HEALTH INSURANCE	\$22,478.88	\$7,322.82	\$7,322.82	\$15,156.06	\$0.00	\$15,156.06 67.42%
315.11.456.2140.610.277 PSYCHOLOGIST SUPPLIES	\$750.00	\$199.30	\$199.30	\$550.70	\$1,244.70	(\$694.00) -92.53%
315.11.456.2140.810.277 PSYCHOLOGISTS PROFESSIONAL FEES	\$400.00	\$60.00	\$60.00	\$340.00	\$0.00	\$340.00 85.00%
315.11.456.2150.113.277 SPEECH SALARY	\$145,417.36	\$94,813.25	\$94,813.25	\$50,604.11	\$24,571.18	\$26,032.93 17.90%
315.11.456.2150.210.277 SPEECH FICA/MEDICARE	\$11,124.43	\$7,687.38	\$7,687.38	\$3,437.05	\$0.00	\$3,437.05 30.90%
315.11.456.2150.220.277 SPEECH TEACHERS RETIREMENT	\$13,480.19	\$10,961.58	\$10,961.58	\$2,518.61	\$0.00	\$2,518.61 18.68%
315.11.456.2150.240.277 SPEECH UNEMPLOYMENT COMPENSATION	\$363.54	\$294.53	\$294.53	\$69.01	\$0.00	\$69.01 18.98%
315.11.456.2150.250.277 SPEECH WORKERS COMPENSATION	\$681.95	\$445.73	\$445.73	\$236.22	\$0.00	\$236.22 34.64%
315.11.456.2150.260.277 SPEECH HEALTH INSURANCE	\$38,425.65	\$29,882.23	\$29,882.23	\$8,543.42	\$0.00	\$8,543.42 22.23%
315.11.456.2150.610.156 SPEECH PATHOLOGY & AUDIOLOGY SERVICES	\$0.00	\$172.70	\$172.70	(\$172.70)	\$0.00	(\$172.70) 0.00%
315.11.456.2150.610.277 SPEECH SUPPLIES	\$2,104.70	\$1,961.38	\$1,961.38	\$143.32	\$59.99	\$83.33 3.96%
315.11.456.2150.810.277 SPEECH PROFESSIONAL FEES	\$1,050.00	\$492.00	\$492.00	\$558.00	\$0.00	\$558.00 53.14%
315.11.456.2153.330.277 AUDIOLOGY CONTRACT	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00 100.00%
315.11.456.2160.113.277 O T SALARY	\$34,971.00	\$14,771.64	\$14,771.64	\$20,199.36	\$0.00	\$20,199.36 57.76%
315.11.456.2160.210.277 O T FICA/MEDICARE	\$2,675.28	\$1,071.78	\$1,071.78	\$1,603.50	\$0.00	\$1,603.50 59.94%
315.11.456.2160.220.277 O T TEACHERS RETIREMENT	\$3,241.81	\$1,369.33	\$1,369.33	\$1,872.48	\$0.00	\$1,872.48 57.76%
315.11.456.2160.240.277 O T UNEMPLOYMENT COMPENSATION	\$87.43	\$36.95	\$36.95	\$50.48	\$0.00	\$50.48 57.74%

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
315.11.456.2160.250.277	\$164.00	\$69.52	\$69.52	\$94.48	\$0.00	\$94.48
O T WORKERS COMPENSATION						57.61%
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	\$2,302.00	\$2,302.00	\$8,198.00	\$2,466.00	\$5,732.00
TRAVEL IN DISTRICT						54.59%
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	\$2,575.00	\$2,575.00	(\$75.00)	\$0.00	(\$75.00)
PROFESSIONAL DEVELOPMENT SERVICES						-3.00%
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	\$652.00	\$652.00	\$648.00	\$788.00	(\$140.00)
SUPERVISION LUNCHES						-10.77%
315.11.456.2212.610.277	\$0.00	\$263.28	\$263.28	(\$263.28)	\$0.00	(\$263.28)
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%
315.11.456.2300.180.277	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$2,500.00	\$5,000.00
CONTINUATION/TERMINATION PAY						66.67%

Printed: 05/09/2022 3:30:54 PM

Report: rptGLExpenseBudBal

2021.4.18

Page: 4

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
315.11.456.2300.210.277	\$2,272.13	\$0.00	\$2,272.13	\$0.00	\$2,272.13 100.00%
TERMINATION FICA/MEDICARE					
315.11.456.2300.220.277	\$29,104.55	\$0.00	\$29,104.55	\$0.00	\$29,104.55 100.00%
TERMINATION TEACHERS RETIREMENT					
315.11.456.2300.240.277	\$49.25	\$0.00	\$49.25	\$0.00	\$49.25 100.00%
TERMINATION UNEMPLOYMENT COMPENSATION					
315.11.456.2300.310.277	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00 100.00%
CONTRACTED ADMINISTRATIVE SERVICES					
315.11.456.2300.330.277	\$0.00	\$420.00	(\$420.00)	\$0.00	(\$420.00) 0.00%
AUDIT FEES					
315.11.456.2300.520.277	\$15,000.00	\$12,634.00	\$2,366.00	\$0.00	\$2,366.00 15.77%
E/O CASUALTY INSURANCE					
315.11.456.2300.610.277	\$0.00	\$125.28	(\$125.28)	\$0.00	(\$125.28) 0.00%
BOARD SUPPLIES					
315.11.456.2310.340.156	\$0.00	\$777.29	(\$777.29)	\$0.00	(\$777.29) 0.00%
TECHNICAL SERVICES					
315.11.456.2310.610.277	\$250.00	\$100.00	\$150.00	\$80.00	\$70.00 28.00%
BOARD SUPPLIES					
315.11.456.2315.330.277	\$6,000.00	\$5,700.00	\$300.00	\$0.00	\$300.00 5.00%
AUDIT SERVICES					
315.11.456.2400.111.277	\$45,921.42	\$40,429.29	\$5,492.13	\$3,675.37	\$1,816.76 3.96%
DIRECTOR SALARY					
315.11.456.2400.210.277	\$0.00	\$2,787.92	(\$2,787.92)	\$0.00	(\$2,787.92) 0.00%
DIRECTOR FICA/MEDICARE					
315.11.456.2400.220.277	\$0.00	\$3,747.81	(\$3,747.81)	\$0.00	(\$3,747.81) 0.00%
DIRECTOR TEACHERS RETIREMENT					
315.11.456.2400.240.277	\$0.00	\$101.09	(\$101.09)	\$0.00	(\$101.09) 0.00%
DIRECTOR UNEMPLOYMENT COMPENSATION					
315.11.456.2400.250.277	\$215.35	\$190.20	\$25.15	\$0.00	\$25.15 11.68%
DIRECTOR WORKERS COMPENSATION					
315.11.456.2400.260.277	\$16,025.78	\$14,251.22	\$1,774.56	\$0.00	\$1,774.56 11.07%
DIRECTOR HEALTH INSURANCE					
315.11.456.2400.270.277	\$2,500.00	\$1,180.77	\$1,319.23	\$0.00	\$1,319.23 52.77%
STAFF LIFE & DISABILITY INSURANCE					
315.11.456.2500.111.277	\$25,726.07	\$18,439.40	\$7,286.67	\$5,621.16	\$1,665.51 6.47%
BUSINESS MANAGER SALARY					

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
315.11.456.2500.115.277	\$14,441.67	\$11,721.85	\$11,721.85	\$2,719.82	\$0.00
ADMINISTRATIVE ASST SALARY					18.83%
315.11.456.2500.210.277	\$3,072.83	\$1,980.36	\$1,980.36	\$1,092.47	\$0.00
BUSINESS FICA/MED					35.55%
315.11.456.2500.230.277	\$3,562.88	\$0.00	\$0.00	\$3,562.88	\$0.00
BUSINESS PERS					100.00%
315.11.456.2500.240.277	\$100.42	\$75.44	\$75.44	\$24.98	\$0.00
BUSINESS UNEMPLOYMENT					24.88%
315.11.456.2500.250.277	\$188.37	\$141.81	\$141.81	\$46.56	\$0.00
BUSINESS WORKERS COMP					24.72%
315.11.456.2500.260.277	\$16,952.36	\$13,204.30	\$13,204.30	\$3,748.06	\$0.00
BUSINESS HEALTH INSURANCE					22.11%
315.11.456.2500.330.277	\$0.00	\$36.00	\$36.00	(\$36.00)	\$0.00
SUPPORT SERVICES - BUSINESS					0.00%
315.11.456.2500.452.277	\$1,000.00	\$960.00	\$960.00	\$40.00	\$0.00
EQUIPMENT & STORAGE RENTAL					4.00%
315.11.456.2500.540.277	\$3,000.00	\$1,054.50	\$1,054.50	\$1,945.50	\$0.00
ADVERTISING					64.85%
315.11.456.2500.610.156	\$0.00	\$1,059.05	\$1,059.05	(\$1,059.05)	\$0.00
SUPPLIES					0.00%
315.11.456.2500.610.277	\$5,000.00	\$1,626.58	\$1,626.58	\$3,373.42	\$0.00
BUSINESS SUPPLIES					67.47%
315.11.456.2500.660.277	\$2,000.00	\$584.91	\$584.91	\$1,415.09	\$0.00
BUSINESS NEW MINOR EQUIPMENT					70.75%
315.11.456.2580.340.277	\$0.00	\$2,900.98	\$2,900.98	(\$2,900.98)	\$0.00
TECHNOLOGY SUPPORT					0.00%
315.11.456.2580.455.277	\$13,000.00	\$11,264.66	\$11,264.66	\$1,735.34	\$0.00
TECHNOLOGY SUPPORT					13.35%
315.11.456.2600.440.277	\$0.00	\$1,838.89	\$1,838.89	(\$1,838.89)	\$0.00
MAINTENANCE AGREEMENTS					0.00%
315.11.456.2600.451.277	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00
RENTAL OF LAND & BUILDING					0.00%
315.11.456.2600.531.277	\$6,000.00	\$2,439.61	\$2,439.61	\$3,560.39	\$1,478.39
PART B TELEPHONE					34.70%
315.11.456.2600.532.277	\$1,500.00	\$975.65	\$975.65	\$524.35	\$158.55
POSTAGE & METER RENTAL					24.39%

Printed: 05/09/2022 3:30:54 PM

Report: rptGLExpenditureBudBal

2021.4.18

Page:

6

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

315.11.456.2650.340.277	\$0.00	\$0.00	\$0.00	\$0.00	\$312.00	(\$312.00)	0.00%
VEHICLE TECHNICAL SERVICE (IE TOWING)							
315.11.456.2650.440.156	\$0.00	\$279.90	\$279.90	\$279.90	\$0.00	(\$279.90)	0.00%
VEHICLE							
315.11.456.2650.440.277	\$9,000.00	\$2,305.34	\$2,305.34	\$2,305.34	\$6,694.66	\$3,829.06	42.55%
VEHICLE MAINTENANCE & REPAIR							
315.11.456.2650.624.277	\$15,000.00	\$8,160.82	\$8,160.82	\$8,160.82	\$4,173.52	\$2,665.66	17.77%
VEHICLE FUEL							
315.11.456.2650.730.277	\$50,000.00	\$22,500.00	\$22,500.00	\$22,500.00	\$0.00	\$27,500.00	55.00%
VEHICLE NEW MAJOR							
315.11.456.6200.930.277	\$85,000.00	\$7,165.74	\$7,165.74	\$7,165.74	\$32,920.78	\$44,913.48	52.84%
PART B TRANSFERS TO OTHER DISTRICTS							
315.11.457.2140.610.379	\$750.00	\$199.30	\$199.30	\$199.30	\$550.70	\$0.00	0.00%
PSYCHOLOGIST SUPPLIES							
315.11.457.2150.113.379	\$12,947.00	\$11,176.83	\$11,176.83	\$11,176.83	\$3,725.61	(\$1,955.44)	-15.10%
SPEECH SALARY							
315.11.457.2150.210.277	\$990.45	\$0.00	\$0.00	\$0.00	\$990.45	\$0.00	100.00%
SPEECH FICA/MEDICARE							
315.11.457.2150.220.277	\$1,200.19	\$0.00	\$0.00	\$0.00	\$1,200.19	\$0.00	100.00%
SPEECH TEACHERS RETIREMENT							
315.11.457.2150.240.277	\$32.37	\$0.00	\$0.00	\$0.00	\$32.37	\$0.00	100.00%
SPEECH UNEMPLOYMENT COMPENSATION							
315.11.457.2150.250.379	\$60.72	\$52.49	\$52.49	\$52.49	\$8.23	\$8.23	13.55%
SPEECH WORKERS COMPENSATION							
315.11.457.2150.260.379	\$10,886.41	\$3,085.92	\$3,085.92	\$3,085.92	\$7,800.49	\$7,800.49	71.65%
SPEECH HEALTH INSURANCE							
315.11.457.2150.610.379	\$1,250.00	\$497.84	\$497.84	\$497.84	\$752.16	\$512.20	40.98%
SPEECH SUPPLIES							
315.11.756.1000.117.756	\$0.00	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	(\$1,080.00)	0.00%
ARP B ASSISTANT SUBSTITUTE PAY							
315.11.756.1000.250.756	\$0.00	\$5.07	\$5.07	\$5.07	\$0.00	(\$5.07)	0.00%
WORKERS COMPENSATION							
315.11.756.2100.320.756	\$0.00	\$2,061.24	\$2,061.24	\$2,061.24	\$0.00	(\$2,061.24)	0.00%
ARP B SUPPORT SERVICES - STUDENTS							
315.11.756.2100.330.756	\$0.00	\$31,625.69	\$31,625.69	\$31,625.69	\$30,000.00	(\$1,625.69)	0.00%
ARP B SUPPORT SERVICES - STUDENTS							

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
315.11.756.2150.113.756	\$0.00	\$11,856.00	\$11,856.00	(\$11,856.00)	\$5,928.00	(\$17,784.00) 0.00%
SPEECH PATHOLOGY & AUDIOLOGY SERVICES						
315.11.756.2150.250.756	\$0.00	\$55.56	\$55.56	(\$55.56)	\$0.00	(\$55.56) 0.00%
WORKERS COMPENSATION						
315.11.756.2150.260.756	\$0.00	\$3,815.22	\$3,815.22	(\$3,815.22)	\$0.00	(\$3,815.22) 0.00%
HEALTH INSURANCE						
315.11.756.2150.610.756	\$0.00	\$0.00	\$0.00	\$0.00	\$1,075.00	(\$1,075.00) 0.00%
SPEECH SUPPLIES						
315.11.756.2500.330.756	\$0.00	\$650.00	\$650.00	(\$650.00)	\$0.00	(\$650.00) 0.00%
ARP B SUPPORT SERVICES-BUSINESS						
315.11.756.2500.540.756	\$0.00	\$270.00	\$270.00	(\$270.00)	\$0.00	(\$270.00) 0.00%
SUPPORT SERVICES - BUSINESS						
315.11.757.2140.610.757	\$0.00	\$1,668.15	\$1,668.15	(\$1,668.15)	\$0.00	(\$1,668.15) 0.00%
PSYCHOLOGICAL SERVICES						
315.11.757.2150.610.757	\$0.00	\$1,656.80	\$1,656.80	(\$1,656.80)	\$0.00	(\$1,656.80) 0.00%
SPEECH PATHOLOGY & AUDIOLOGY SERVICES						
315.11.765.2100.320.765	\$0.00	\$1,631.20	\$1,631.20	(\$1,631.20)	\$0.00	(\$1,631.20) 0.00%
CARES SUPPORT SERVICES						
315.11.765.2100.682.765	\$0.00	\$0.00	\$0.00	\$0.00	\$33.89	(\$33.89) 0.00%
CARES TECHNOLOGY - STUDENT SERVICES						
315.11.765.2580.682.765	\$0.00	\$893.58	\$893.58	(\$893.58)	\$0.00	(\$893.58) 0.00%
CARES TECHNOLOGY SUPPLIES						
Fund 315 Total:	\$983,700.04	\$589,107.45	\$589,107.45	\$394,592.59	\$139,368.69	\$255,223.90 25.95%
Fund: 382 INTERLOCAL AGREEMENT FUND						
382.11.280.1000.112.000	\$11,944.00	\$8,957.97	\$8,957.97	\$2,986.03	\$2,986.01	\$0.02 0.00%
TEACHERS SALARIES						
382.11.280.1000.122.000	\$0.00	\$76.80	\$76.80	(\$76.80)	\$0.00	(\$76.80) 0.00%
SUBSTITUTE TEACHER						
382.11.280.1000.250.000	\$56.01	\$42.48	\$42.48	\$13.53	\$0.00	\$13.53 24.16%
TEACHER WORKERS COMPENSATION						
382.11.280.1000.260.000	\$0.00	\$2,985.48	\$2,985.48	(\$2,985.48)	\$0.00	(\$2,985.48) 0.00%
TEACHER HEALTH INSURANCE						
382.11.280.1670.250.000	\$148.79	\$0.00	\$0.00	\$148.79	\$0.00	\$148.79 100.00%
STAR WORKERS COMP						

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
382.11.280.2100.117.000 AIDES SALARY	\$28,443.00	\$24,442.13	\$4,000.87	\$0.00	\$4,000.87 14.07%
382.11.280.2100.250.000 AIDES WORKERS COMPENSATION	\$133.39	\$114.13	\$19.26	\$0.00	\$19.26 14.44%
382.11.280.2100.260.000 AIDES HEALTH INSURANCE	\$9,537.70	\$7,544.71	\$1,992.99	\$0.00	\$1,992.99 20.90%
382.11.280.2100.330.000 OTHER PROFESSIONAL SERVI	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00 100.00%
382.11.280.2140.113.000 PSYCH SALARIES	\$99,480.64	\$41,312.49	\$58,168.15	\$14,373.84	\$43,794.31 44.02%
382.11.280.2140.250.000 PSYCH WORKERS COMPENSATION	\$466.52	\$194.08	\$272.44	\$0.00	\$272.44 58.40%
382.11.280.2140.260.000 PSYCH HEALTH INSURANCE	\$22,416.73	\$9,973.98	\$12,442.75	\$0.00	\$12,442.75 55.51%
382.11.280.2150.113.000 SPEECH SALARIES	\$82,847.64	\$56,353.00	\$26,494.64	\$14,424.66	\$12,069.98 14.57%
382.11.280.2150.250.000 SPEECH WORKERS COMPENSATION	\$388.52	\$264.87	\$123.65	\$0.00	\$123.65 31.83%
382.11.280.2150.260.000 SPEECH HEALTH INSURANCE	\$35,006.26	\$18,676.36	\$16,329.90	\$0.00	\$16,329.90 46.65%
382.11.280.2160.113.000 OCCUPATIONAL THERAPY SALARIES	\$26,393.00	\$1,180.76	\$25,212.24	\$0.00	\$25,212.24 95.53%
382.11.280.2160.250.000 OT WORKERS COMPENSATION	\$123.77	\$5.54	\$118.23	\$0.00	\$118.23 95.52%
382.11.280.2160.260.000 OT HEALTH INSURANCE	\$4,861.96	\$0.00	\$4,861.96	\$0.00	\$4,861.96 100.00%
382.11.280.2400.111.000 DIRECTOR SALARY	\$39,112.00	\$35,366.88	\$3,745.12	\$3,259.29	\$485.83 1.24%
382.11.280.2400.250.000 DIRECTOR WORKERS COMPENSATION	\$183.42	\$166.33	\$17.09	\$0.00	\$17.09 9.32%
382.11.280.2400.260.000 DIRECTOR HEALTH INSURANCE	\$13,928.60	\$12,474.56	\$1,454.04	\$0.00	\$1,454.04 10.44%
382.11.280.2500.111.000 BUSINESS MANAGER SALARY	\$22,813.69	\$14,706.84	\$8,106.85	\$4,984.79	\$3,122.06 13.69%
382.11.280.2500.115.000 ADMIN ASST SALARY	\$12,807.00	\$11,605.26	\$1,201.74	\$0.00	\$1,201.74 9.38%

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
382.11.280.2500.250.000	\$167.05	\$123.67	\$123.67	\$43.38	\$0.00	\$43.38
BUSINESS WORKERS COMP						25.97%
382.11.280.2500.260.000	\$15,033.22	\$11,522.69	\$11,522.69	\$3,510.53	\$0.00	\$3,510.53
BUSINESS HEALTH INSURANCE						23.35%
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	\$29,856.00	\$29,856.00	(\$29,856.00)	\$10,496.25	(\$40,352.25)
PSYCH SALARIES						0.00%
382.13.280.2140.250.000	\$0.00	\$140.27	\$140.27	(\$140.27)	\$0.00	(\$140.27)
PSYCH WORKERS COMP						0.00%
382.13.280.2140.260.000	\$0.00	\$6,104.15	\$6,104.15	(\$6,104.15)	\$0.00	(\$6,104.15)
PSYCH HEALTH INSURANCE						0.00%
382.13.280.2150.113.000	\$29,805.00	\$22,353.57	\$22,353.57	\$7,451.43	\$7,451.21	\$0.22
PROFESSIONAL SALARIES- SPEECH						0.00%
382.13.280.2150.250.000	\$139.77	\$105.05	\$105.05	\$34.72	\$0.00	\$34.72
SPEECH WORKERS COMPENSATION						24.84%
382.13.280.2150.260.000	\$0.00	\$6,171.66	\$6,171.66	(\$6,171.66)	\$0.00	(\$6,171.66)
SPEECH HEALTH INSURANCE						0.00%
382.13.280.2160.113.000	\$0.00	\$11,148.39	\$11,148.39	(\$11,148.39)	\$0.00	(\$11,148.39)
O.T. SALARIES						0.00%
382.13.280.2160.250.000	\$0.00	\$52.48	\$52.48	(\$52.48)	\$0.00	(\$52.48)
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	\$335,643.22	\$335,643.22	\$159,575.46	\$57,976.05	\$101,599.41
						20.52%
Fund: 388 MEDICAID						
388.11.280.1000.112.388	\$2,090.00	\$2,634.15	\$2,634.15	(\$544.15)	\$522.56	(\$1,066.71)
MEDICAID INSTRUCTION SALARIES						-51.04%
388.11.280.1000.210.388	\$159.89	\$0.00	\$0.00	\$159.89	\$0.00	\$159.89
MEDICAID INSTRUCTION FICA/MED						100.00%
388.11.280.1000.220.388	\$193.74	\$0.00	\$0.00	\$193.74	\$0.00	\$193.74
MEDICAID INSTRUCTION TRS						100.00%
388.11.280.1000.240.388	\$5.23	\$0.00	\$0.00	\$5.23	\$0.00	\$5.23
MEDICAID INSTRUCTION UNEMPLOYMENT						100.00%
388.11.280.1000.250.388	\$9.80	\$12.32	\$12.32	(\$2.52)	\$0.00	(\$2.52)

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
MEDICAID INSTRUCTION WORKERS COMP							-25.71%
388.11.280.1000.260.388	\$697.00	\$522.45	\$522.45	\$174.55	\$0.00	\$174.55	25.04%
MEDICAID INSTRUCTION HEALTH & DENTAL							
388.11.280.1340.210.388	\$1,530.00	\$0.00	\$0.00	\$1,530.00	\$0.00	\$1,530.00	100.00%
MEDICAID ADAPTIVE PE FICA/MED							
388.11.280.1340.220.388	\$1,854.00	\$0.00	\$0.00	\$1,854.00	\$0.00	\$1,854.00	100.00%
MEDICAID ADAPTIVE PE TRS							
388.11.280.1340.240.388	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
MEDICAID ADAPTIVE PE UNEMPLOYMENT							
388.11.280.1340.250.388	\$93.79	\$0.00	\$0.00	\$93.79	\$0.00	\$93.79	100.00%
MEDICAID ADAPTIVE PE WORKERS COMP							
388.11.280.1670.112.388	\$302.00	\$30.21	\$30.21	\$271.79	\$0.00	\$271.79	90.00%
MEDICAID STAR SALARIES							
388.11.280.1670.210.388	\$31.21	\$0.00	\$0.00	\$31.21	\$0.00	\$31.21	100.00%
MEDICAID STAR FICA/MED							
388.11.280.1670.220.388	\$37.82	\$0.00	\$0.00	\$37.82	\$0.00	\$37.82	100.00%
MEDICAID STAR TRS							
388.11.280.1670.240.388	\$1.02	\$0.00	\$0.00	\$1.02	\$0.00	\$1.02	100.00%
MEDICAID STAR UNEMPLOYMENT							
388.11.280.1670.250.388	\$1.42	\$0.14	\$0.14	\$1.28	\$0.00	\$1.28	90.14%
MEDICAID STAR WORKERS COMP							
388.11.280.1670.260.388	\$0.00	\$17.29	\$17.29	(\$17.29)	\$0.00	(\$17.29)	0.00%
MEDICAID STAR HEALTH & DENTAL							
388.11.280.2100.117.388	\$105.00	\$69.70	\$69.70	\$35.30	\$0.00	\$35.30	33.62%
TEACHERS ASSISTANT SALARIES							
388.11.280.2100.250.388	\$47.39	\$0.33	\$0.33	\$47.06	\$0.00	\$47.06	99.30%
WORKERS COMPENSATION							
388.11.280.2140.113.388	\$26,311.00	\$848.43	\$848.43	\$25,462.57	\$0.00	\$25,462.57	96.78%
PROFESSIONAL SALARIES-PSYCHS & SPEECH							
388.11.280.2140.250.388	\$123.39	\$4.00	\$4.00	\$119.39	\$0.00	\$119.39	96.76%
WORKERS COMPENSATION							
388.11.280.2140.260.388	\$9,653.94	\$198.38	\$198.38	\$9,455.56	\$0.00	\$9,455.56	97.95%
HEALTH INSURANCE							
388.11.280.2150.113.388	\$19,062.00	\$14,044.53	\$14,044.53	\$5,017.47	\$3,664.87	\$1,352.60	7.10%
SPEECH PROFESSIONAL SALARIES							
388.11.280.2150.210.388	\$3,471.03	\$0.00	\$0.00	\$3,471.03	\$0.00	\$3,471.03	

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
SPEECH FICA/MEDICARE						100.00%
388.11.280.2150.220.388	\$4,206.08	\$0.00	\$0.00	\$4,206.08	\$0.00	\$4,206.08
SPEECH TEACHERS RETIREMENT						100.00%
388.11.280.2150.240.388	\$113.44	\$0.00	\$0.00	\$113.44	\$0.00	\$113.44
SPEECH UNEMPLOYMENT COMPENSATION						100.00%
388.11.280.2150.250.388	\$89.39	\$63.66	\$63.66	\$25.73	\$0.00	\$25.73
SPEECH WORKERS COMPENSATION						28.78%
388.11.280.2150.260.388	\$6,199.55	\$4,208.42	\$4,208.42	\$1,991.13	\$0.00	\$1,991.13
SPEECH HEALTH INSURANCE						32.12%
388.11.280.2160.113.388	\$4,619.00	\$1,950.97	\$1,950.97	\$2,668.03	\$0.00	\$2,668.03
O T SALARY						57.76%
388.11.280.2160.210.388	\$353.35	\$0.00	\$0.00	\$353.35	\$0.00	\$353.35
O T FICA/MED						100.00%
388.11.280.2160.220.388	\$428.18	\$0.00	\$0.00	\$428.18	\$0.00	\$428.18
O T TEACHERS RETIREMENT						100.00%
388.11.280.2160.240.388	\$11.55	\$0.00	\$0.00	\$11.55	\$0.00	\$11.55
O T UNEMPLOYMENT						100.00%
388.11.280.2160.250.388	\$21.66	\$9.17	\$9.17	\$12.49	\$0.00	\$12.49
O T WORKERS COMP						57.66%
388.11.280.2160.260.388	\$850.84	\$283.64	\$283.64	\$567.20	\$0.00	\$567.20
OT HEALTH INSURANCE						66.66%
388.11.280.2400.111.388	\$0.00	\$485.42	\$485.42	(\$485.42)	\$0.00	(\$485.42)
MEDICAID DIRECTOR SALARIES						0.00%
388.11.280.2400.250.388	\$0.00	\$2.30	\$2.30	(\$2.30)	\$0.00	(\$2.30)
MEDICAID DIRECTOR WORKERS COMP						0.00%
388.11.280.2400.260.388	\$0.00	\$163.17	\$163.17	(\$163.17)	\$0.00	(\$163.17)
MEDICAID DIRECTOR HEALTH & DENTAL						0.00%
388.11.280.2500.115.388	\$0.00	\$434.62	\$434.62	(\$434.62)	\$0.00	(\$434.62)
MEDICAID ADMIN ASSIST SALARIES						0.00%
388.11.280.2500.210.388	\$765.00	\$0.00	\$0.00	\$765.00	\$0.00	\$765.00
MEDICAID ADMIN ASSIST FICA/MED						100.00%
388.11.280.2500.230.388	\$1,145.00	\$0.00	\$0.00	\$1,145.00	\$0.00	\$1,145.00
MEDICAID ADMIN ASSIST PERS						100.00%
388.11.280.2500.240.388	\$25.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00
MEDICAID ADMIN ASSIST UNEMPLOYMENT						100.00%
388.11.280.2500.250.388	\$0.00	\$2.05	\$2.05	(\$2.05)	\$0.00	(\$2.05)

Central Mt Learning Resource Center

Expenditure Budget Balance 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 Balance Encumbrance Budget Balance % Remaining Bud

MEDICAID ADMIN ASSIST WORKERS COMP

388.11.280.2500.260.388

MEDICAID ADMIN ASSIST HEALTH & DENTAL

Fund 388 Total:

Fund: 389 COBRA / RETIREMENT FUND

389.11.000.2575.261.000

RETIREE HEALTH INSURANCE

Fund 389 Total:

Grand Total:

\$0.00	\$186.78	\$186.78	(\$186.78)	\$0.00	0.00%
\$84,658.71	\$26,172.13	\$26,172.13	\$58,486.58	\$4,187.43	0.00%
\$0.00	\$20,159.63	\$20,159.63	(\$20,159.63)	\$0.00	0.00%
\$0.00	\$20,159.63	\$20,159.63	(\$20,159.63)	\$0.00	0.00%
\$1,633,131.43	\$1,018,551.89	\$1,018,551.89	\$614,579.54	\$201,532.17	25.29%

End of Report

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

21

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Second Reading: Policy 5321 Leave of Absence

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 5/09/2022

SUMMARY:

Attached please find the policy update per MTSBA.

Suggested Action:

Approve the second reading of the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

1 **Central Montana Learning Resource Center Cooperative**

2
3 **PERSONNEL**

5321
Page 1 of 3

4
5
6 Leaves of Absence

7
8 Discretionary, Sick and Bereavement Leave

9
10 Certified employees will be granted discretionary and accumulated sick leave according to terms
11 of their collective bargaining agreement.

12
13 Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA.
14 For classified staff, "sick leave" is defined as a leave of absence, with pay, for a sickness
15 suffered by an employee or an employee's immediate family. Sick leave may be used by an
16 employee when they are unable to perform job duties because of:

17 **Change from numbers**

- 18
19
 - A physical or mental illness, injury, or disability;
 - 20
 - 21 • Maternity or pregnancy-related disability or treatment, including prenatal care,
 - 22 birth, or medical care for the employee or the employee's child;
 - 23
 - 24 • Parental leave for a permanent employee as provided in § 2-18-606, MCA;
 - 25
 - 26 • Quarantine resulting from exposure to a contagious disease;
 - 27
 - 28 • Examination or treatment by a licensed health care provider;
 - 29
 - 30 • Short-term attendance, in an agency's discretion, to care for a person (who is not)
 - 31 the employee or a member of the employee's immediate family) until other care can
 - 32 reasonably be obtained;
 - 33
 - 34 • Necessary care for a spouse, child or parent with a serious health condition, as
 - 35 defined in the Family and Medical Leave Act of 1993; or
 - 36
 - 37 • *Death or funeral attendance of an immediate family member or, at an agency's*
 - 38 *discretion, another person.*

39
40 Certified and classified employees will be granted bereavement leave according to terms of the
41 CMLRCC Collective Bargaining Agreement.

42
43 ~~For certified and classified employees, #~~Nothing in this policy guarantees approval of the
44 granting of such leave in any instance. The Cooperative will judge each request in accordance
45 with this policy and governing collective bargaining agreements.
46

1 It is understood that seniority will accumulate while a teacher or employee is utilizing
2 discretionary and/or sick leave credits. Seniority will not accumulate, unless an employee is in a
3 paid status. Abuse of sick leave is cause for disciplinary action up to and including termination
4 of employment.

5
6 5321
7 Page 2 of 3
8
9

10 Immediate family of certified and classified employees is defined in the current CMLRCC
11 Collective Bargaining Agreement.

12
13 *An employee who has suffered a death in the immediate family will be eligible for bereavement*
14 *leave. The Director has the authority to grant bereavement leave for up to five (5) days.*
15 *Bereavement leave longer than five (5) days must be approved by the Board. Such leave will not*
16 *exceed three (3) months unless prescribed by a physician.*
17
18

19 Personal and Emergency Leave

20

21 Certified and specialist employees will be granted personal and emergency leave according to
22 terms of the current collective bargaining agreement. Upon recommendation of the Director, and
23 in accordance with law and Cooperative policy, classified staff may be granted personal leave
24 pursuant to the following conditions: **Change from bullets to numbers**
25

- 26 1. Leave will be without pay unless otherwise stated. If leave is to include expenses payable
27 by the Cooperative, leave approval will so state.
28
- 29 2. Leave will be granted only in units of full hours.
30
- 31 3. *Notice of at least one (1) week is required for any personal leave of less than one (1)*
32 *week; notice of one (1) month is required for any personal leave exceeding one (1) week.*
33
- 34 4. With approval of the Board, the Director has the flexibility, in unusual or exceptional
35 circumstances, to grant personal leave to classified employees not covered by sick or
36 annual leave. The employee will not receive fringe benefits during any personal leave of
37 greater than fifteen (15) days. During the leave, the employee may pay the Cooperative's
38 share of any insurance benefit program in order to maintain those benefits, provided that
39 is acceptable to the insurance carrier. Staff using personal leave will not earn any sick
40 leave or annual leave credits or any other benefits during the approved leave of absence.
41

42 Civic Duty Leave

43

44
45 Leaves for service on either a jury or in the Legislature will be granted in accordance with state
46 and federal law. A certified staff member hired to replace one serving in the Legislature does not
47 acquire tenure.

1
2 An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to
3 receive regular salary or to take annual leave during jury time. An employee who elects not to
4 take annual leave, however, must remit to the Cooperative all juror and witness fees and
5 allowances (except for expenses and mileage). CMLRCC may request the court to excuse an
6 employee from jury duty, when an employee is needed for proper operation of CMLRCC.
7
8
9
10
11
12

13 5321
14 Page 3 of 3
15
16
17

18 Legal Reference:	42 USC 2000e	Equal Employment Opportunities
19	§ 2-18-601(15), MCA	Definitions
20	§ 2-18-618, MCA	Sick leave
21	§ 2-18-619, MCA	Jury Duty – Service as Witness
22	§ 39-2-104, MCA	Mandatory Leave of Absence for
23		employees Holding public office
24	~~§ 49-2-310, MCA~~	~~Maternity leave – unlawful acts of~~
25		~~employers~~
26	§ 49-2-311, MCA	Reinstatement to job following
27		pregnancy-related leave of absence
28		

29 Policy History:

30 Adopted on: 04/11/06

31 Revised on: 04/14/15
32
33

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

22

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Second Reading: Policy 5321P Conditions for Use of Leave

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 5/09/2022

SUMMARY:

Attached please find the policy update per MTSBA.

Suggested Action:

Approve the second reading of the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

1 **Central Montana Learning Resource Center Cooperative**

2
3 **PERSONNEL**

5321P

Page 1 of 3

4
5 Conditions for Use of Leave

6
7 Certified staff may use discretionary and accumulated sick leave for those instances listed in the
8 current CMLRCC Collective Bargaining Agreement. Classified staff may use sick leave for
9 illness, injury, medical disability, maternity-related disability, including prenatal care, birth,
10 miscarriage, or abortion; parental leave for a permanent employee as provided in § 2-18-606,
11 MCA; quarantine resulting from exposure to contagious disease; medical, dental, or eye
12 examination or treatment; or necessary care of or attendance to an immediate family member or,
13 at the Director's discretion, another relative for the above reasons until other attendants can
14 reasonably be obtained; *and death or funeral attendance for an immediate family member. Leave*
15 *without pay may be granted to employees upon the death of persons not included in this list.*
16

17 Accrual and Use of Sick Leave Credits

18
19 Certified employees will accrue and may use their discretionary and accumulated sick leave credits
20 according to the current CMLRCC Collective Bargaining Agreement.
21

22 Classified employees serving in positions that are permanent full-time, seasonal full-time, or
23 permanent part-time are eligible to earn sick leave credits, which will accrue from the first (1st)
24 day of employment. A classified employee must be employed continuously for a qualifying period
25 of ninety (90) calendar days in order to use sick leave. Unless there is a break in service, an
26 employee only serves the qualifying period once. After a break in service, an employee must again
27 complete the qualifying period to use sick leave. Sick leave may not be taken in advance nor may
28 leave be taken retroactively. A seasonal classified employee may carry over accrued sick leave
29 credits to the next season if management has a continuing need for the employee or, alternatively,
30 may be paid a lump sum for accrued sick leave credits when the season ends.
31

32 Employees, whether classified or certified, simultaneously employed in two (2) or more positions,
33 will accrue sick leave credits in each position according to the number of hours worked or a
34 proration of the contract (in the case of certified) worked. Leave credits will be used only from
35 the position in which the credits were earned and with approval of the Director for that position.
36 Hours in a pay status paid at the regular rate will be used to calculate leave accrual. Sick leave
37 credits will not accrue for those hours exceeding forty (40) hours in a work week ~~that~~ *which* are
38 paid as overtime hours or recorded as compensatory time. A full-time employee will not earn less
39 than or more than the full-time sick leave accrual rate provided classified employees.
40
41
42
43
44
45
46
47

When an employee who has not worked the qualifying period for use of sick leave takes an approved continuous leave of absence without pay in excess of fifteen (15) working days, the amount of time an employee is on leave of absence will not count toward completion of the qualifying period. The approved leave of absence exceeding fifteen (15) working days is not a break in service, and the employee will not lose any accrued sick leave credits nor lose credit for time earned toward the qualifying period. An approved continuous leave of absence without pay of fifteen (15) working days or less will be counted as time earned toward the ninety-(90)-days qualifying period.

Calculation of Discretionary and Sick Leave Credits

Certified employees will earn discretionary and accumulated sick leave credits at the rate stated in the *current* CMLRCC Collective Bargaining Agreement.

Full-time classified employees will earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits will be prorated for part-time employees who have worked the qualifying period. The business office will refine this data by keeping records per hour worked.

Sick Leave Banks

A sick leave bank shall be available to certified/licensed and classified Staff. Donation of sick leave credits to and use of sick leave credits in the sick leave bank are governed by terms of the *current* CMLRCC Collective Bargaining Agreement. Such conditions shall apply to both certified/licensed and classified Staff.

Lump Sum Payment on Termination of Classified Employees

When a classified employee terminates employment with CMLRCC, the employee is entitled to cash compensation for one-fourth ($\frac{1}{4}$) of the employee's accrued and unused sick leave credits, provided the employee has worked the qualifying period. The value of unused sick leave is computed based on the employee's salary rate at the time of termination.

Industrial Accident

An employee who is injured in an industrial accident may be eligible for workers' compensation benefits. Use of discretionary leave and/or sick leave must be coordinated with receipt of workers' compensation benefits on a case by case basis, by contacting the Montana Schools Group Workers' Compensation Risk Retention Program (WCRRP).

Sick Leave Substituted for Annual Leave

A classified employee who qualifies for use of sick leave while taking approved annual vacation leave, may be allowed to substitute accrued sick leave credits for annual leave credits. Medical certification of the illness or disability may be required.

Legal Reference:	§ 2-18-601(15), MCA	Definitions
	§ 2-18-618, MCA	Sick Leave

Procedure History:

Adopted on: 04/11/06

Revised on: 04/14/15

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

23

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Second Reading: Policy 2161P Special Education Procedures

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 5/09/2022

SUMMARY:

Attached please find the policy update per MTSBA.

Suggested Action:

Approve the second reading of the policy as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

1
2 **Central Montana Learning Resource Center Cooperative**

3
4 **INSTRUCTION**

2161P
Page 1 of 6

5
6 Special Education

7
8 *The Director shall place the annual application on the agenda of a regular meeting of the Board,*
9 *for action prior to submission to the state educational agency for final approval.*

10
11 Child Find

12
13 *The District shall be responsible for the coordination and management of locating, identifying,*
14 *and evaluating all disabled children ages zero (-0-) through twenty-one (21). Appropriate staff*
15 *will design the District's Child Find plan in compliance with all state and federal requirements*
16 *and with assistance from special education personnel who are delegated responsibility for*
17 *implementing the plan.*

18
19 *The District's plan will contain procedures for identifying suspected disabled students in private*
20 *schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are home schooled,*
21 *homeless children, as well as public facilities located within the geographic boundaries of the*
22 *District. These procedures shall include screening and development criteria for further*
23 *assessment. The plan must include locating, identifying, and evaluating highly mobile children*
24 *with disabilities and children who are suspected of being a child with a disability and in need of*
25 *special education, even though the child is and has been advancing from grade to grade. The*
26 *District's Child Find Plan must set forth the following:*

- 27
28 1. *Procedures used to annually inform the public of all child find activities, for children*
29 *zero through twenty-one;*
30 2. *Identity of the special education coordinator;*
31 3. *Procedures used for collecting, maintaining, and reporting data on child identification;*
32 4. *Procedures for Child Find Activities (including audiological, health, speech/language,*
33 *and visual screening and review of data or records for students who have been or are*
34 *being considered for retention, delayed admittance, long-term suspension or expulsion or*
35 *waiver of learner outcomes) in each of the following age groups:*
36 A. Infants and Toddlers (Birth through Age 2)
37 *Procedures for referral of infants and toddlers to the appropriate early*
38 *intervention agency, or procedures for conducting child find.*
39 B. Preschool (Ages 3 through 5)
40 *Part C Transition planning conferences; frequency and location of screenings;*
41 *coordination with other agencies; follow-up procedures for referral and*
42 *evaluation; and procedures for responding to individual referrals.*
43 C. In-School (Ages 6 through 18)
44 *Referral procedures, including teacher assistance teams, parent referrals, and*
45 *referrals from other sources; and follow-up procedures for referral and*
46 *evaluation.*
47

3
4 **INSTRUCTION**

2161P
Page 2 of 6

- 5
6
7 D. Post-School (Ages 19 through 21)
8 Individuals who have not graduated from high school with a regular diploma and
9 who were not previously identified. Describe coordination efforts with other
10 agencies.
11 E. Private Schools (This includes home schools.)
12 Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-
13 up procedures for referral and evaluation.
14 F. Homeless Children
15

16 Procedures for Evaluation and Determination of Eligibility

17
18 Procedures for evaluation and determination of eligibility for special education and related
19 services are conducted in accordance with the procedures and requirements of 34 C.F.R.
20 300.301-300.311 and the following state administrative rules:

- 21
22 10.16.3320 - Referral;
23 10.60.103 - Identification of Children with Disabilities;
24 10.16.3321 - Comprehensive Educational Evaluation Process;
25

26 Procedural Safeguards and Parental Notification

27
28 The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500
29 300.530.

30
31 A copy of the procedural safeguards available to the parents of a child with a disability must be
32 given to the parents only one (1) time a school year, except that a copy also must be given to the
33 parents:
34

- 35 • Upon initial referral or parent request for evaluation;
36 • Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and
37 upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
38 • In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on
39 which the decision is made to make a removal that constitutes a change of placement of
40 a child with a disability because of a violation of a code of student conduct, the LEA
41 must...provide the parents the procedural safeguards notice); and
42 • Upon request by a parent.
43

44
45 A public agency also may place a current copy of the procedural safeguard notice on its internet
46 website, if a website exists. [34 CFR 300.504(a) and (b)] [20 U.S.C. 1415(d)(1)]

1
2 **Central Montana Learning Resource Center Cooperative**

3
4 **INSTRUCTION**

2161P
Page 3 of 6

5
6
7 *The referral for special education consideration may be initiated from any source, including*
8 *school personnel. To initiate the process, an official referral form must be completed and signed*
9 *by the person making the referral. The District shall accommodate a parent who cannot speak*
10 *English and therefore cannot complete the District referral form. Recognizing that the referral*
11 *form is a legal document, District personnel with knowledge of the referral shall bring the*
12 *referral promptly to the attention of the Evaluation Team.*

13
14 *The District shall give written notice to the parent of its recommendation to evaluate or not to*
15 *evaluate the student. The parent will be fully informed concerning the reasons for which the*
16 *consent to evaluate is sought. Written parental consent will be obtained before conducting the*
17 *initial evaluation or before reevaluating the student.*

18
19 *The recommendation to conduct an initial evaluation or reevaluation shall be presented to the*
20 *parents in their native language or another mode of communication appropriate to the parent.*
21 *An explanation of all the procedural safeguards shall be made available to the parents when*
22 *their consent for evaluation is sought. These safeguards will include a statement of the parents'*
23 *rights relative to granting the consent.*

24
25 Evaluation of Eligibility

26
27 *Evaluation of eligibility for special education services will be consistent with the requirements of*
28 *34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of*
29 *Eligibility; and shall also comply with A.R.M. 10.16.3321.*

30
31 Individualized Education Programs

32
33 *The District develops, implements, reviews, and revises individualized education programs (IEP)*
34 *in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.*

35
36 Least Restrictive Environment

37
38 *To the maximum extent appropriate, children with disabilities, including children in public or*
39 *private institutions or other care facilities, are educated with children who are nondisabled, and*
40 *special classes, separate schooling, or other removal of children with disabilities from the*
41 *regular class occurs only if the nature or severity of the disability is such that education in*
42 *regular classes, with the use of supplementary aids and services, cannot be achieved*
43 *satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340*
44 *and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements*
45 *is available as required in 34 C.F.R. 300.551.*
46

1 *Central Montana Learning Resource Center Cooperative*

2
3 **INSTRUCTION**

2161P

Page 4 of 6

4
5 Children in Private Schools/Out-of District Placement

6
7 *Children with a disability placed in or referred to a private school or facility by the District, or*
8 *other appropriate agency, shall receive special education and related services in accordance*
9 *with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M.*
10 *10.16.3122.*

11
12 *As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private*
13 *school or facility by parents do not have an individual right to special education and related*
14 *services at the District's expense. When services are provided to children with disabilities placed*
15 *by parents in private schools, the services will be in accordance with the requirements and*
16 *procedures of 34. C.F.R. 300.130 through 300.144, and 300.148.*

17
18 Impartial Due Process Hearing

19
20 *The District shall conduct the impartial hearing in compliance with the Montana Administrative*
21 *Rules on matters pertaining to special education controversies.*

22
23 Special Education Records and Confidentiality of Personally Identifiable Information

24
25 A. Confidentiality of Information

26
27 *The District follows the provisions under the Family Educational Rights and Privacy Act and*
28 *implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M.*
29 *10.16.3560.*

30
31 B. Access Rights

32
33 *Parents of disabled students and students eighteen (18) years or older, or their representative,*
34 *may review any educational records which are designated as student records collected,*
35 *maintained, and used by the District. Review shall normally occur within five (5) school days*
36 *and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or*
37 *interpretation of information contained in the record. Non-custodial parents shall have the same*
38 *right of access as custodial parents, unless there is a legally binding document specifically*
39 *removing that right.*

40
41 C. List of Types and Locations of Information.

42
43 *A list of the records maintained on disabled students shall be available in the District office.*
44 *Disabled student records shall be located in the _____, where they are available for*
45 *review by authorized District personnel, parents, and adult students. Special education teachers*
46 *will maintain an IEP file in their classrooms. These records will be maintained under the direct*

2
3 **INSTRUCTION**

2161P

Page 5 of 6

4
5
6 *supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet*
7 *in each special education file will specify the District personnel who have a legitimate interest in*
8 *viewing these records.*

9
10 **D. Safeguards**

11
12 *The District will identify in writing the employees who have access to personally identifiable*
13 *information, and provide training on an annual basis to those staff members.*

14
15 **E. Destruction of Information**

16
17 *The District will inform parents five (5) years after the termination of special education services*
18 *that personally identifiable information is no longer needed for program purposes. Medicaid*
19 *reimbursement records must be retained for a period of at least six years and three months from*
20 *the date on which the service was rendered or until any dispute or litigation concerning the*
21 *services is resolved, whichever is later. The parent will be advised that such information may be*
22 *important to establish eligibility for certain adult benefits. At the parent's request, the record*
23 *information shall either be destroyed or made available to the parent or to the student if eighteen*
24 *(18) years or older. Reasonable effort shall be made to provide the parent with notification sixty*
25 *(60) days prior to taking any action on destruction of records. Unless consent has been received*
26 *from the parent to destroy the record, confidential information will be retained for five (5) years*
27 *beyond legal school age.*

28
29 **F. Children's Rights**

30
31 *Privacy rights shall be transferred from the parent to an adult student at the time the student*
32 *attains eighteen (18) years of age, unless some form of legal guardianship has been designated*
33 *due to the severity of the disabling condition.*

34
35 **Discipline**

36
37 *Students with disabilities may be suspended from school the same as students without disabilities*
38 *for the same infractions or violations for up to ten (10) consecutive school days. Students with*
39 *disabilities may be suspended for additional periods of not longer than ten (10) consecutive*
40 *school days for separate, unrelated incidents, so long as such removals do not constitute a*
41 *change in the student's educational placement. However, for any additional days of removal*
42 *over and above ten (10) school days in the same school year, the District will provide*
43 *educational services to a disabled student, which will be determined in consultation with at least*
44 *one (1) of the child's teachers, determining the location in which services will be provided. The*
45 *District will implement the disciplinary procedures in accord with the requirements of CFR*
46 *300.530-300.537.*

2
3 **INSTRUCTION**

2161P
Page 6 of 6

4
5
6
7
8
9
10
11
12 *Legal Reference:* 34 CFR 300.1, et seq. Individuals with Disabilities Act (IDEA)
13 § 20-1-213, MCA Transfer of school records
14 10.16.3122 ARM Local Educational Agency Responsibility for
15 Students with Disabilities
16 10.16.3129 ARM Parental Involvement
17 10.16.3220 ARM Program Narrative
18 10.16.3321 ARM Comprehensive Educational Evaluation Process
19 10.16.3322 ARM Composition of a Child Study Team
20 10.16.3340 ARM Individualized Education Program and Placement
21 Decisions
22 10.16.3342 ARM Transfer Students: Intrastate and Interstate
23 10.16.3560 ARM Special Education Records
24 10.60.103 ARM Identification of Children with Disabilities
25 37.85.414 ARM Maintenance of Records and Auditing (Medicaid)
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

24

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Orientation & Mobility Contract - Woods

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 5/09/2022

SUMMARY:

Attached please find the Orientation & Mobility Contract with Sharon Woods.

Suggested Action:

Approve the Contract as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

215 7th Avenue South
Lewistown, MT 59457

Director (406)535-9012

CONTRACT FOR ORIENTATION & MOBILITY SERVICES

Central Montana Learning Resource Center Cooperative (CMLRCC) and Sharon Woods, Orientation & Mobility Specialist, enter into this agreement for the purpose of providing Orientation & Mobility services to CMLRCC component districts during the 2022-23 school year as follows:

1. The service area shall encompass schools served by the CMLRCC, including Harlowton and others on an as-needed basis.
2. The time period will be for the 2022-23 school year.
3. Sharon Woods will provide liability insurance, workers' comp insurance or an ICEC, a current Orientation & Mobility Certification, and a vehicle for travel.
4. Sharon Woods will provide services to the Cooperative in the areas of evaluation planning; evaluations; direct service to special education identified students to meet orientation & mobility goals; consultation with teachers, administrators, and other service providers; and report writing and record keeping in compliance with IDEA requirements.
5. The Cooperative will provide assistance with scheduling, space, and equipment necessary for carrying out the requested services.
6. Sharon Woods will provide services at the specified costs:
 - a. \$70.00 per hour for direct contact including direct service to students, consultation with teachers and other service providers, evaluations, planning, paperwork, meetings, and travel within the co-op area.
 - b. The current IRS standard mileage rate per mile for miles traveled related to providing these services. (At 1/01/22, the rate is \$.585 per mile.)
 - c. Contract not to exceed a maximum expense of \$2,000.
7. Sharon Woods will submit to the Cooperative, on a monthly basis, all Medicaid documentation required for billing of direct orientation & mobility services and for Medicaid record keeping purposes.
8. This contract will be binding and of full force and effect from the time of execution. The parties may terminate this contract by mutual written agreement or upon written notice by either party.

I hereby agree to the provisions of this agreement as stated.

Sharon Woods, Orientation & Mobility Specialist

Date

Chelsey Rogers, CMLRCC Director

Date

**SERVING SPECIAL STUDENTS IN
FERGUS, WHEATLAND, GOLDEN VALLEY, PETROLEUM, MUSSELSHELL AND
JUDITH BASIN COUNTIES**

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

25

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Collective Bargaining Agreement Approval

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 5/09/2022

SUMMARY:

Attached please find the updated information for the Collective Bargaining Agreement.

Suggested Action:

Approve Collective Bargaining Agreement as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

CMLRCC
COLLECTIVE
BARGAINING
AGREEMENT

2019-2020

2020-2021

2022-2024

INDEX

Article 1	Contract of Agreement	Page 01
Article 2	Recognition	01
Article 3	Staff Rights	01
Article 4	Rights of the Board	02
Article 5	Reopening of Bargaining	02
Article 6	Leaves	
	A. Professional Leave	03
	B. Extended Leave of Absence	03
	C. Discretionary Leave	05
	D. Sick Leave	06
	E. Bereavement Leave	06
	F. Family Medical Leave (Maternity)	07
	G. ~~Adoption~~ Parental Leave	07
	H. Family/Medical Leave Act	08
	I. Sabbatical Leave	08
	J. Unpaid Leave of Absence	09
Article 7	Sick Leave Bank	09
Article 8	Insurance	
	A. Medical and Dental Insurance	10
	B. Life and Disability Insurance	10
	C. Proration of Insurance Benefits	11
	D. Flexible Benefit Plan (IRS Section 125)	11
	E. Voluntary Reduction in Contract and Prorated Leave	11
Article 9	Workload and Conditions	11
	A. School Calendar	11
Article 10	Other Employment	12

Article 11	Staff Time Schedule	12
	A. Definitions	12
	B. Workday	12
	C. Alternate Work Schedule	12
	D. Flexible Workday	13
Article 12	Termination of Employment	13
	A. RIF Policy	13
Article 13	Grievance Procedure	15
Article 13A	Uniform Complaint Procedure	17
Article 14	Professional Growth and Conditions of Employment	18
	A. Policy Manual	18
	B. Evaluation & Discipline Policy	18
	C. Reduction of Salary	18
	D. Salary Increments	18
	1. Initial Placement	18
	2. ~~Educational Loan Stipend~~ <i>R&R Bonus</i>	18
	3. Entry Level Placement	19
	E. Training Credits for Salary Advancement	19
	F. License Renewal	20
	G. Purpose of Advancement	20
	H. CEU's & Renewal Units Conditions	20
	I. CEU's & Renewal Units for Advancement	20
	J. Notice of Advancement	20
	K. Requirements Failure	20
	L. Requirements Met	20
	M. Master's Degree Status	21
Article 15	Severance Pay	21
Article 16	Retirement/Resignation	21

Article 17	~~Lunch Reimbursement~~ <i>Supervisor Stipend</i>	23
Article 18	Effect of Agreement	23

Appendix 1 ~~2019-20~~ *2022-23 Non-Specialist/Teacher* Salary Index and Salary Schedule

Appendix 1A ~~2020-21~~ *2022-23 Specialist Salary Schedule*

Appendix 1B 2023-24 Non-Specialist/Teacher Salary Index and Salary Schedule

Appendix 1C 2023-24 Specialist Salary Schedule

Appendix 2 Alternative Work Schedule Form

COLLECTIVE BARGAINING AGREEMENT

ARTICLE 1 CONTRACT OF AGREEMENT

This agreement is entered into the 9th 12th day of April, ~~2019~~ 2022, by and between the Management Board of the Central Montana Learning Resource Center Cooperative (CMLRCC) and their successors in office, Fergus County, Montana, hereinafter designated as the Board and the Professional Staff, pursuant to and in accordance with the Montana Public Employees Collective Bargaining Law, Title 39, Chapter 31, Montana Codes Annotated, to provide the terms and conditions of employment for professional staff for the duration of this agreement. This contract will remain in place for the ~~2019-20 and 2020-21~~ 2022-2024 school years.

ARTICLE 2 RECOGNITION

- A. The Board hereby recognizes the Professional Staff as the exclusive and sole representative for collective bargaining concerning the terms and conditions of employment. Professional Staff, for this purpose, are defined as:
 - 1. Employees contracted for instructional services are defined as teachers holding valid teacher licenses of class 1, 2, 4, or 5 issued by the State of Montana, Section 20-4-206 MCA.
 - 2. Employees contracted as supportive staff holding a valid certificate or license as required by CMLRCC job description and/or by law. These employee positions include: 1) school psychologists, 2) speech pathologists, 3) occupational therapists, ~~and~~ 4) licensed clinical professional counselor, *and 5) behavior specialists (MA+30).*
- B. Unless otherwise indicated, Staff, when used hereinafter in this agreement, shall refer to all employees as defined above.

ARTICLE 3 STAFF RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any Staff member such rights as he/she may have under Montana Law.
- B. Staff members will not be required to disarm any students of an explosive device or lethal weapon, or search for explosives.

- C. The Board and the Staff recognize the importance of Staff involvement in the decision-making process in CMLRCC. In an effort to ensure that Staff has a voice, the Staff shall provide a list of Staff member names for any committee which has staff members. The director, board members, or the Staff can request names.
- D. No Staff members shall be reduced in rank or compensation, discharged or otherwise deprived of any professional advantage without due process in accordance with Montana Law (See Administrator's Handbook, Employee Relations).
- E. A Staff representative may attend the monthly board meeting without loss of pay or leave time. One board packet will be available to the Staff member prior to the board meeting.
- F. Approved minutes from the previous Board meeting shall be distributed/mailed to every employee when the board agenda goes out.

ARTICLE 4 RIGHTS OF THE BOARD

The Staff recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the CMLRCC to the full extent authorized by law.

CMLRCC shall retain all rights, powers, functions, and authority to operate CMLRCC and manage its affairs as outlined in state law except where specifically restricted by the agreement.

ARTICLE 5 REOPENING OF BARGAINING

The Staff shall notify the CMLRCC Management Board of their desire to bargain a new agreement on or before November 1, preceding the termination date of this agreement.

In the event the Staff requests the bargaining of a new agreement, the Staff and the Board agree to initiate bargaining on or before December 15, preceding the termination of this agreement.

Either team desiring a special meeting shall make the request known to the Director. The Director will confer with both chairpersons to assign a time, date and place of mutual agreement.

ARTICLE 6 LEAVES

In order to receive Leave as defined in Article 6, a Staff member must be employed 0.5 FTE or greater. A Staff member employed 1.0 FTE will receive full salary and leave. For calculation purposes, full time employment is based on one hundred eighty-seven days or 180 working days x 8 hours = 1440 hours + 7 PIR days x 6 hours = 42 hours for a total of 1482 hours. Salary and leave will be prorated for employees 0.5 FTE or greater.

A. PROFESSIONAL LEAVE

1. Temporary leave at full salary may be provided to each Staff member for visitation of other schools, attendance at education conferences, serving on committees, serving duties of professional elected officers, and attendance at professional association conferences, conventions, and assemblies if approved by the Director.
2. Temporary leave at full salary may be provided to Staff members who serve as an officer or board member of a professional association:
 - a. In-state attendance may be allowed with the consent of the Director.
 - b. Out-of-state attendance must be presented to the Board for approval.
3. Reasonable expenses shall be paid to Staff members attending such meetings, unless mutual agreement between the Staff members involved and the Director waive such expenses. Such waiver of expenses should be in written form and signed by the involved parties.
4. Staff members who are 0.5 to 1.0 FTE and wish to attend an out-of-state conference must submit a proposal to the Director for his/her approval. After the Director's approval, the proposal will be presented to the CMLRCC Board for their final approval for the out-of-state travel. All proposals must be submitted in a manner that will allow time for the Board to approve the request. The conference and travel cost paid by CMLRCC will be prorated based on the staff member's FTE. The CMLRCC Board has the discretion to fund a travel request above the staff member's FTE.

B. EXTENDED LEAVE OF ABSENCE

Extended leave of absence (ELA) without salary shall be provided for such reasons as personal illness, family illness, involuntary military service, and maternity leave; ELA may be provided for education and for election to full time office. At the discretion of the Board, Staff members may receive up to full compensation by CMLRCC during an approved ELA to participate in an exchange-teaching program. Requests shall be made in writing, stating the desired length of time for ELA.

The employee will not receive fringe benefits during any ELA of greater than one hundred twenty (120) hours. During the leave, the employee may pay the Cooperative's share of any insurance benefit program in order to maintain those benefits, provided that is acceptable to the insurance carrier. Staff using ELA will not earn any sick leave or annual leave credits or any other benefits during the approved leave of absence.

The Staff member shall be informed in writing as to the action taken by the Board on the request for ELA. Failure to comply with the conditions and terms of the agreement by the Staff member may be grounds for dismissal.

1. Personal Illness: When a Staff member becomes ill or injured whereby the period of convalescing is longer than their discretionary leave and/or accumulated sick leave, said Staff member may apply for ELA.
2. Immediate Family Illness: When an immediate family member becomes seriously ill or injured and the period of convalescing is longer than the Staff member's discretionary leave and/or accrued sick leave, the Staff member may apply for ELA. Immediate family member is defined as the Staff member's spouse, significant other, fathers, mothers, sisters, brothers, sons, daughters, grandparents, grandchildren, son-in-laws, daughter-in-laws, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, step-parents, step-siblings, step-children, step-grandchildren, half-siblings, uncles, aunts, nephews, nieces, cousins, and foster children. Serious illness is defined as illness generally requiring hospitalization.
3. Education: Upon approval of the Board, ELA may be granted to obtain additional education, participate in an exchange-teaching program, travel, or participate in work programs related to professional responsibilities.
4. Campaign for/or Election to Public Office: ELA may be given for the length of time necessary for the campaign or term of the public office, not to exceed one full year.
5. Military Service:

If a Staff member is called into military service on an involuntary basis, he/she shall be granted ELA without the use of discretionary or sick leave for the term of the deployment.

6. Length of ELA:
 - a. ELA may be granted for a maximum period of one (1) school year.
 - b. ELA may not be extended to endure for a period to exceed one (1) school year except in the case of military service.

7. Effective and Termination Dates:

- a. ELA may become effective only at the end of a quarter or at the end of a school year.
- b. Upon the recommendation of the Director and approval of the Board, ELA may become effective on a date other than the close of business on the last day of a quarter, or be terminated on a date other than the close of business on the last day of a quarter.

8. Return to Position After ELA:

- a. A Staff member who does not report for duty at the expiration of his/her ELA, and who does not resign, shall be dismissed from service for abandonment of his/her position.
- b. A Staff member returning from ELA shall be entitled to a position, at approximately the same grade level and approximately the same subject field, which he/she held at the time of his/her request for ELA. Credit for salary increments for the period of ELA will be granted in cases of ELA of ninety-four (94) school days or less.
- c. A Staff member returning from ELA, due to illness, shall submit a report of physical examination by a licensed physician in the field of the illness. Said report must attest to the physical ability of the individual to fulfill his/her duties.

C. DISCRETIONARY LEAVE

- 1. A full time (1.0 FTE) Staff member shall be granted one hundred twenty (120) discretionary hours (the equivalent of fifteen (15) days) at the beginning of each work year. Discretionary leave may be used for personal business or for illness: illness is defined under subsection D1.
- 2. Notification of intention to take discretionary leave shall be requested in writing in advance and shall be authorized by the Director or his/her designee.

The leave may be denied if more than two (2) of the Staff members are absent on discretionary leave at the time such leave is to be taken. In case of emergency, advance written notification is not required. Discretionary leave will be granted in hour increments. Unused discretionary leave will be added to accumulated sick leave at the beginning of the current contract year.

- 3. When a Staff member has used all his/her annual discretionary leave in one year, no further leaves for personal business will be granted without prior approval of the Director.

4. Leave used for illness shall be first deducted from the annual discretionary hours. Leave used for illness that exceeds the annual discretionary leave shall be deducted from the accrued sick leave hours credited to the Staff member.

D. SICK LEAVE

1. After a Staff member has used all his/her annual discretionary leave hours, the Staff member will use his/her accumulated sick leave hours for the purpose of personal and/or immediate family members' medical appointments or illnesses. Immediate family member is defined as the Staff member's spouse, significant other, fathers, mothers, sisters, brothers, sons, daughters, grandparents, grandchildren, son-in-laws, daughter-in-laws, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, step-parents, step-siblings, step-children, step-grandchildren, half-siblings, uncles, aunts, nephews, nieces, cousins, and foster children.
2. The annual discretionary leave hours are available to use from the starting date of the current contract with the full amount of accumulated sick leave (up to one thousand two hundred hours) available for personal illness and/or family illness after all discretionary leave hours have been used.
3. A summary of discretionary leave and accumulated sick leave shall be included with each ~~employee's~~ *Staff member's monthly* paycheck ~~on the months of September and May~~. Also, the number of hours available in ~~the~~ *their* sick leave bank will be included.
4. Included in their last paycheck at the end of the work year, Staff members who have unused, discretionary leave hours will be reimbursed fifty dollars (\$50) for every eight (8) hours over the allowed accumulated one thousand two hundred (1200) hours of sick leave.

E. BEREAVEMENT LEAVE

1. Up to forty (40) hours per occurrence will be granted at full salary to a Staff member for death in the immediate family. Immediate family member is defined as the Staff member's spouse, significant other, fathers, mothers, sisters, brothers, sons, daughters, grandparents, grandchildren, son-in-laws, daughter-in-laws, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, step-parents, step-siblings, step-children, step-grandchildren, half-siblings, uncles, aunts, nephews, nieces, cousins, and foster children.
2. For the death of anyone outside the definition of "immediate family", it is understood and agreed to that such bereavement leave requests shall *first* be considered separate of normal bereavement leave and shall be granted using discretionary leave or leave without pay. CMLRCC shall deduct contracted hours missed from the Staff member's contractual salary for each hour of absence. In addition, such leave may be denied, based on the educational needs of CMLRCC. The length of such leave shall not exceed forty (40) hours per occurrence.

F. FAMILY MEDICAL LEAVE

1. Maternity leave shall be granted for a reasonable period for pregnancy disability as the result of pregnancy, childbirth and recovery. Such leave period is considered two hundred forty (240) contract hours. Such *Maternity* leave will be charged *first* against the Staff member's discretionary leave hours and then accumulated sick leave hours. Any leave request beyond the two hundred forty (240) contract hours must be submitted to the CMLRCC Board for their approval, prior to the leave date. (Exception to extending the maternity leave without prior CMLRCC Board approval is found in Subsection F2.) Any hours during this period not covered by discretionary leave and/or accumulated sick leave shall be considered extended leave of absence (ELA) without salary. Upon the Staff member's return to work, the leave without pay will be evenly deducted over the remaining pay periods in the contract year.

Maternity leave for eligible part-time Staff members will be calculated by prorating the two hundred forty (240) contract hours according to FTE and applying the resultant number of hours to the calendar regularly worked by the Staff member.

2. In the event that the Staff member's disabling condition extends past the two hundred forty (240) contract hours, an exception to subsection F1 shall be made. Such disabling condition must be diagnosed and documented by a licensed medical doctor stating the need for an extended medical disability time period. Such documentation shall be submitted to the Board. The Board reserves the right to require a second medical opinion to verify the request for an extension. Any leave during this extension period not covered by discretionary leave and/or accumulated sick leave shall be considered ELA without salary.
3. For purposes of this policy, two hundred forty (240) contract hours, which may include pre-delivery, delivery, and recovery days, constitutes a reasonable period for pregnancy disability. Extension of the normal two hundred forty (240) contract hours shall be approved for medical conditions occurring during the pregnancy or recovery period as certified by a licensed medical doctor.

G. ADOPTION PARENTAL LEAVE

~~Staff who become adoptive parents~~ *A Staff member who becomes a birth father, birth spouse, or adoptive parent shall be provided granted up to eighty consecutive contract (80) hours for adoption parental leave, including the day of adoption/birth. In cases where both parents are employed by CMLRCC, only one of the parents shall be eligible for this leave the leaves may not be taken simultaneously.* Such leave will be charged against the Staff member's discretionary leave and then his/her accumulated sick leave.

Any hours during this period not covered by discretionary leave and/or accumulated sick leave shall be considered ~~unpaid leave of absence (ULA)~~ *extended leave of absence (ELA)*.

H. FAMILY/MEDICAL LEAVE ACT

Currently, the Family/Medical Leave Act does not apply to the CMLRCC Organization. If in the future the Family/Medical Leave Act does apply to the CMLRCC Organization, then the Family/Medical Leave Act will run concurrently with other leaves that would be covered by the Family/Medical Leave Act.

I. SABBATICAL LEAVE

1. Sabbatical leave shall be granted for a purpose of study only after a Staff member serves seven (7) consecutive years in CMLRCC and such leave shall be subject to Board approval. Stipend amounts are based on Full Time Equivalency (FTE) with 1.0 FTE equaling a possible \$3,000 stipend.
2. A plan of study that shall lead toward advancement in the area of employment in Board approved fields shall be submitted to the Board in writing along with a letter requesting sabbatical leave. Such a plan shall include a statement of the educational goal(s) or complete description and rationale to alternatives for academic training.
3. No further sabbatical leave shall be granted to the same Staff member until that Staff member has completed seven (7) additional years of service with CMLRCC.
4. A Staff member on approved sabbatical leave shall be paid a three thousand dollar (\$3,000.00) stipend payable in ten (10) equal installments of three hundred dollars (\$300.00) per month. Such payments will be made during the months of September through June of the fiscal year in which the sabbatical leave is taken. Prior to the receipt of any portion of the stipend, the Staff member shall sign a promissory note for three thousand dollars (\$3,000.00). Should the Staff member discontinue the established plan of study during the sabbatical leave period, the amount paid to that point shall become due and payable to CMLRCC. Staff members completing the conditions of the approved application for sabbatical leave and one full year in CMLRCC following the sabbatical leave, shall have their obligation for payment of the promissory note ~~eaneelled~~ *canceled*. The Board must approve any deviation from the above procedure.
5. A Staff member on sabbatical leave may not accept employment that interferes with his/her study without loss of the stipend or any other benefits provided by CMLRCC during the period of leave.
6. The time during which a Staff member is on sabbatical leave shall not be counted as experience for the purpose of advancement on the salary schedule.

J. UNPAID LEAVE OF ABSENCE

1. Unpaid Leave of Absence (ULA) shall be granted only after a Staff member has five (5) consecutive year's employment with CMLRCC and the Board has granted such leave.
2. ULA is defined as a leave of employment from CMLRCC for one contract year of service from CMLRCC.
3. The time during which a Staff member is on ULA shall not be counted as experience for the purpose of advancement on the salary schedule.
 - a. Request for ULA will be submitted in writing to the Board by May 1 of the year preceding the ULA.
 - b. No further ULA shall be granted to the same Staff person until that Staff person has completed five (5) additional years of service with CMLRCC.

ARTICLE 7 SICK LEAVE BANK

A sick leave bank shall be available to all certified and classified Staff.

The purpose of this bank is to provide additional sick leave to Staff who encounter illnesses or accidents that disables them and/or their immediate family as defined in Article 6, D1, for a period of time that extends beyond their discretionary leave hours and/or accumulated sick leave hours. The sick leave bank shall be subject to the following:

A. DEPOSIT OF TIME

1. At his/her discretion, a Staff person may donate up to one-third (1/3) of his/her accumulated sick leave to the sick leave bank over a five (5) year period. Once an employee has contributed hours to the bank, the hours are nonrefundable to that Staff person's accumulated hours, but are available through application to the sick leave bank.
2. Sick leave may be transferred as needed to maintain the balance at four hundred (400) hours throughout the year.
3. The sick leave bank will be capped at four hundred (400) hours.

4. The sick leave bank shall be administered by the business office with a record of transactions kept by the CMLRCC business manager.

B. WITHDRAWALS

1. At the beginning of each work year, Staff members will choose a committee of two (2) members, which may include a classified staff member, to serve with the Director to consider Staff requests for sick leave bank hours. The Staff will also choose a member as an alternate to fill in if one of the committee members is requesting sick leave bank hours. A statement from the applicant's doctor verifying need for sick leave will be requested.
2. Staff who have exhausted their discretionary leave hours and/or accumulated sick leave hours may make reasonable withdrawals, as determined by the committee noted in subsection B1, from the common bank, provided that there are sufficient hours available in the bank.

ARTICLE 8 INSURANCE

A. MEDICAL AND DENTAL INSURANCE

1. The Board will contribute the cost of a single policy rate plus fifty percent (50%) of the cost of dependents per month toward the comprehensive major medical and dental programs in effect for ~~2019-20 and 2020-21~~ 2022-2024.
2. The insurance contract and these benefits are understood to be in effect from September 01, ~~2019~~ 2022 through August 31, ~~2021~~ 2024.
3. In cases where two Staff persons are married to each other and are employed by CMLRCC, the Board will contribute the cost of two single policy rates and will contribute fifty percent (50%) of the total cost for dependents.

B. LIFE AND DISABILITY INSURANCE

1. The Board shall provide Life and Accidental Death and Dismemberment (AD&D) Insurance for each Staff member through an appropriate and reliable carrier.
2. The Board shall provide up to two hundred fifty dollars (\$250) per year per Staff member toward a group life and long-term disability insurance program. The benefit shall be the same for full and part-time Staff members.
3. The AD&D insurance contract and benefits are understood to be in effect from September 01, ~~2019~~ 2022 through August 31, ~~2021~~ 2024.

C. PRORATION OF INSURANCE BENEFITS

For insurance purposes, Board contributions, to all agreed upon health and dental insurance benefits, will be prorated according to the following conditions:

1. The Board will pay full insurance coverage as agreed upon for full time Staff members. A full time Staff Member is one who holds a contract for 1.0 FTE as determined by the salary schedule in Article 1 of this agreement. The dollar amount so derived shall be exclusive of extra duty salary allowances.
2. The Board will pay insurance coverage for any Staff member contracted for equal to or greater than one-half time (.5 FTE) based on the contracted number of hours worked divided by the number of hours on the Board approved Co-op calendar (currently 180 working days x 8 hours = 1440 hours + 7 PIR days x 6 hours = 42 hours for a total of 1482 hours), multiplied by the current Board contribution as determined by the salary schedule in Article 1 of this agreement. The dollar amount so derived shall be exclusive of extra duty salary allowance.

The Board is responsible only for payment to the appropriate insurance carrier of the amount agreed to herein as premium contributions and not for adjustments of any claims.

D. FLEXIBLE BENEFIT PLAN (IRS SECTION 125)

The Board will establish a flexible benefit plan based on Section 125 of the IRS code to pay eligible, non-reimbursable health and dependent care costs. The plan will be administered by an outside carrier based on mutually agreed upon specifications. The Board will assume the startup costs to administer the program. Staff orientation and education will be provided regarding the plan use. Participating Staff will pay fees related to their individual accounts. Participation in the plan by Staff will be voluntary.

E. VOLUNTARY REDUCTION IN CONTRACT AND PRORATED LEAVE

Staff members may request a reduction in contract. The Staff member must submit a request for a reduction in contract to the Director by March 1 (one) of the preceding contract year. Final approval for a reduction in contract requires Board approval.

ARTICLE 9 WORKLOAD AND CONDITIONS

A. SCHOOL CALENDAR

The Staff shall receive a copy of the proposed CMLRCC Coop calendar ~~and a copy of the proposed CMLRCC Lewistown calendar~~ at least two (2) calendar weeks before their scheduled adoption. The Staff may confer with the Board regarding the CMLRCC calendars and shall have the right to confer regarding any changes in said calendars including the effect, if any, of such change on bargaining unit members.

ARTICLE 10 OTHER EMPLOYMENT

A Staff member shall take no other employment that interferes with his/her job responsibilities.

ARTICLE 11 STAFF TIME SCHEDULE

A. DEFINITIONS

Staff are certified or licensed personnel. Staff are employees whose job descriptions require them to hold a valid certificate, license, or a letter of approval from the Office of Public Instruction or by an authorized Montana State agency.

B. WORKDAY

The regular workday shall normally be eight (8) hours (including one-half hour for lunch) beginning at 8:00 a.m. and ending at 4:00 p.m. The regular workweek shall be five (5) days beginning Monday and ending Friday. The regular work year shall constitute one hundred eighty-seven (187) days as specified in the approved annual CMLRCC calendars.

It is understood that as a professional educator, a Staff member's obligation from time to time throughout the year may require him/her to work beyond the normal eight to four or may require an adjustment in the beginning and ending time of the regular workday. All such adjustments will be scheduled and approved in advance by the Director. It is also understood that every effort will be made by school administrators to schedule evaluation team meetings and other activities involving Staff at times during the school day to make it possible for Staff to be back at his/her duty station by regular dismissal time.

C. ALTERNATE WORK SCHEDULE

One alternative work schedule shall be available to Staff members as an alternative to the 8:00 a.m. to 4:00 p.m. workday. The alternative work schedule is a forty hour work week, and falls under the requirements of CMLRCC Board Policy and the ~~2019-2021~~ 20225-2024 CMLRCC Collective Bargaining Agreement.

The alternative work schedule will be as follows:

Monday through Thursday 7:30 a.m. to 4:30 p.m. 30 minute lunch

Friday 7:30 a.m. to 11:30 a.m. lunch after 11:30

Staff members who desire to work the alternative work schedule may request the form from the Director and will continue to work on the 8:00 a.m. to 4:00 p.m. schedule pending approval of the request.

D. FLEXIBLE WORKDAY

If a Staff member needs to extend workdays on a consistent basis to meet student/school needs, that Staff member could, with prior approval of the affected school administrator and the Director, occasionally alter a workday. The altered workday would not necessarily be on a day of the week the Staff member extends his/her hours and would not affect service to students/schools. Nothing in this policy should be construed to imply that any and all "overtime" hours would be compensated for with additional salary or "time off".

ARTICLE 12 TERMINATION OF EMPLOYMENT

A. RIF POLICY

The Board agrees to adopt the following Reduction in Force Policy:

1. Procedure: In the event CMLRCC determines to reduce Staff, the provisions of this policy shall apply. This policy applies to all Staff who are paid off the bargaining salary schedule and are in a non-probationary status.
2. Definitions:
 - a. Non-probationary: Status of a Staff member who has been offered his/her fourth consecutive contract.
 - b. Probationary: Status of a Staff member who has not been offered a fourth consecutive contract.
 - c. Seniority: The number of days of continuous service of the regular work year (excluding summer sessions and extended employment), commencing with the first day of actual service in CMLRCC including authorized leave of absences allowed by the CMLRCC pursuant of policy.

In determining the list of seniority, a Staff member whose employment has been legally terminated and whose employment is subsequently reinstated without interruption, shall be deemed to be in continuous service.

In the event that seniority is equal for purposes of layoff, personnel evaluations and advanced training in the field being taught shall determine order of seniority. The Board will make the decision and such decisions shall be final.

3. Seniority Categories:

a. For the purpose of this policy, seniority shall exist for Staff in the following categories:

- Resource Teacher(s)
- School Psychologist(s)
- Licensed Clinical Professional Counselor(s)
- Speech Language Pathologist(s)
- ~~Adaptive P.E. Specialist(s)~~
- Occupational Therapist(s)

New positions will constitute a new category until the next contract is bargained.

b. Seniority lists shall be maintained separately for each of the categories listed in subsection 3a. Each Staff person shall appear on only one seniority list, and cannot "bump" a probationary or non-probationary Staff member in another category. A Staff member's category will be determined by "primary duty" based upon the percentage of time allocated to each category as indicated by the Staff member's current work schedule.

4. Order of Lay Off:

- a. In the event of a Staff reduction, non-probationary Staff shall not be placed on layoff if there is a probationary Staff member employed in the same category as the non-probationary Staff member, provided the non-probationary Staff member is certified/licensed and qualified for the assignment.
- b. If the determined reduction is not accomplished by subsection 4a hereof then the Board may place on layoff non-probationary Staff in order of inverse seniority within the area of seniority category.

5. Recall:

- a. Address for Recall: When placed on layoff, a Staff member shall maintain a current address with CMLRCC.
- b. Order of Recall: No new certified/licensed staff shall be employed in a category by CMLRCC while any Staff is on layoff from that category. The non-probationary Staff on layoff from that category shall be recalled

in the inverse order of the order said Staff members were placed on layoff.

- c. Re-employment Rights: Re-employment rights shall automatically cease after one (1) calendar year from June 30th of the school year when the Staff member was last under contract.
- d. Loss of Recall Rights: Staff placed on layoff in accordance with this policy shall lose recall rights for any of the following reasons:
 - Staff member voluntarily resigns.
 - Failure to accept re-employment within ten (10) days of receipt of recall notice. If CMLRCC is unable to effectively deliver a registered letter (return receipt requested), then CMLRCC, after five (5) days, shall send notice of recall by certified mail and the ten (10) day period provided herein shall commence running at the time the notice by certified mail is sent.
 - Failure to report for duty within fifteen (15) days after acceptance of recall or on the first day of job assignment, whichever occurs latest.

6. Effect:

Nothing in this Article shall be construed to limit the number of Staff, the establishment and priority of programs, or the right to reduce Staff.

ARTICLE 13 & 13A GRIEVANCE AND UNIFORM COMPLAINT PROCEDURES

13 GRIEVANCE PROCEDURE

A. DEFINITIONS:

1. A grievance may be defined as a claim of violation, misinterpretation, or inequitable application of established terms of this negotiated agreement.
2. An aggrieved person is a person or a group of persons asserting a grievance. The aggrieved person may file a grievance only on the terms of the negotiated agreement.
3. A party in interest is a person or group of persons making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.
4. Grievance arbitration shall be only on the terms of the negotiated agreement and be final and binding upon both parties.

B. PURPOSE:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise. Both parties

agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE:

1. Since it is important that grievances be processed as rapidly as possible, the number of school days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the levels in this grievance procedure by the end of the school term, the aggrieved person and the Board shall mutually reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.
3. LEVEL ONE: A Staff member with a grievance shall first discuss it with the Director with the objective of resolving the matter informally within ten (10) school days of the occurrence of the alleged grievance.
4. LEVEL TWO: If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she may, within five (5) school days after a decision by the Director or within fifteen (15) school days after the grievance was delivered to the Director, whichever is sooner, file by registered letter the grievance with the Management Board.
5. Within ten (10) school days after receiving the grievance the Management Board shall call a meeting with the aggrieved person for the purpose of resolving the grievance. Such resolution shall be in writing.
6. LEVEL THREE: Grievance Arbitration
 - a. If the disposition of the grievance is not satisfactory, the grievance may be submitted before an impartial arbitrator. The aggrieved person shall give the Director written notice of his/her intention to submit the issue(s) to arbitration within twenty (20) days of receipt of the Board's decision at Level Two or expiration of the time lines specified in Level Two.
 - b. Within ten (10) days after such notice of submission to arbitration, a request for a list of arbitrators may be made to the

Board of Personnel Appeals by the Board Chairman and the aggrieved person.

- c. Within five (5) days of receipt of the list each party shall alternately strike names from the list of arbitrators. The name remaining shall be the arbitrator.
- d. The arbitrator shall consider the grievance and have all necessary authority to render a full and effective decision that shall be final and binding upon the parties. The arbitrator cannot modify the terms of the agreement.
- e. Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties.

D. RIGHTS OF STAFF MEMBERS:

No reprisals of any kind shall be taken by the Board or by the Director against any party in interest or any other participant in the grievance procedure by reason of such participation.

E. MISCELLANEOUS:

- 1. Forms for the submission and recording of formal grievances shall be readily available to all Staff members. The decisions and appeals through all levels of the grievance procedure shall be recorded on these forms.
- 2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- 3. Failure by the appropriate party to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the appropriate party may appeal it to the next level. This shall not negate the obligation of either party to respond in writing at each level of this procedure. Time limits provided herein may be extended by written mutual agreement by the parties at that step.
- 4. Should a grievant allege the same violation of contract to any outside authority the grievance should be deemed moot.

13A UNIFORM COMPLAINT PROCEDURE

The Board establishes the Uniform Complaint Procedure as a means to address complaints arising within CMLRCC. This Uniform Complaint Procedure is intended to be used for all complaints except those involving challenges to educational material and those governed by a collective bargaining agreement. (See Board Policy 1700 series)

ARTICLE 14

PROFESSIONAL GROWTH AND CONDITIONS OF EMPLOYMENT

- A. Staff members can access a hard copy or electronic copy of the CMLRCC Policy Manual through the Business Office.
- B. 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.
- C. The salary schedule will not reduce the salary for any Staff member in the system below the salary being paid to the Staff member at the time of the adoption of this schedule.
- D. The salary increments in the schedule represent increases that the Staff member who demonstrates professional growth and development commensurate with his/her years of experience and training may expect.
 - 1. New employees will be offered up to 10 years of transferable years of experience with initial placement on the salary schedule at up to Step 10.
 - 2. New employees ~~can qualify for an educational loan repayment stipend.~~ *will qualify for a recruitment and retention bonus.* To qualify, ~~the new~~ employees must:
 - a. ~~B~~ *be entering his/her their* first contract with the ~~CMLRCC~~ *Cooperative. The bonus will total \$7,000 to be paid out over three years: \$3000 the first contract year, \$2000 the second contract year and \$2000 the third contract year.*
 - b. ~~Voluntarily show proof of Educational Loan debt.~~
 - c. ~~Voluntarily provide information of the financial institution governing the loan, so that the educational loan repayment stipend can be paid directly to the lending institution.~~
 - d. ~~Maintain his/her employment with CMLRCC.~~

~~The educational loan repayment stipend will be \$2,500.00 per year for up to three (3) years for a maximum of \$7,500.00 for a full time employee. Loan repayment will be prorated for employees 0.5 FTE or above. Employees hired midyear will be eligible for this benefit at the start of his/her next contract year. The Payments each year will be made in one two lump sums per year, one at the beginning of the contract and one mid-year, directly to the lending institution after the employee's contract has been fulfilled and no later than June 15th (fifteenth) of that year. The director has discretion to decide when the two lump sums will be paid out. The payment will only be paid for years that the employee is employed; if his/her employment ceases, the recruitment/retention bonus educational loan repayment stipend will cease. If an employee does not fulfill his/her contract the employee is responsible for paying back any bonus received for that contract year.~~

- ~~3. Entry level for an employee with zero (0) years of transferable experience is Step 3. The employee will remain at that step for four (4) years.~~

E. Training for which credit is granted on the *Teacher/Non-specialist* salary schedule must be part of a university or college approved, planned program.

1. Master's Program: Upon completion of a master's degree, a Staff member attains further advancement on the salary schedule by taking either graduate or undergraduate courses.
2. Fifth Year Program: Course work is to be approved by the institution that will recommend for the Class 1 certificate.
3. Fifth Year: When another endorsement to the certificate is not desired, but the Staff member wishes to improve his/her teaching at the current instructional level, a letter indicating that the Staff member has been admitted to the fifth year program from the institution is a substitute for that planned program.
4. Recognition of the fifth year on the salary schedule is defined as a planned program mutually agreed upon between the Staff member, the Director, and the college/university.
5. For the purposes of these schedules, a quarter shall consist of fifteen-quarter hours or ten semester hours training in the Staff member's field or Board-approved field and the number of credits will be accepted based on college transcripts.
6. In moving from one preparation column to another, a Staff person will move to the next column and down one step. Column advancement is based on semester credits.

7. Staff who have attained the final step in their perspective column *or the final step on the Specialist pay scale* shall receive a longevity stipend in the amount of one thousand five hundred dollars (\$1,500).
 8. Staff may request, in writing, a salary advancement in the amount from two hundred (\$200) dollars up to five hundred (\$500) dollars in one hundred (\$100) increments to be drawn against his/her September paycheck. This written request must be submitted to the payroll office within the first three days of the work year.
 9. The Board will reimburse Staff up to one hundred dollars (\$100) per year for dues in a professional organization related to their positions. A receipt for the dues/fees paid must be presented for reimbursement.
 10. The Board will pay the cost of the staff member's Montana professional license as related to their position.
- F. All certified/licensed Staff must obtain the required credits to renew and maintain licensure in the State of Montana for their profession.
- G. For the purpose of advancement on the *teacher/non specialist* salary schedule:
1. One (1) graduate quarter credit shall be considered equivalent to ten (10) Office of Public Instruction (OPI) Recertification Renewal Units or 1.0 (10 hours) American Association of Occupational Therapists Units, or 1.0 (10 hours) American Speech Language and Hearing Association Continuing Education Units or ten (10) Montana Speech and Hearing Association Renewal Units.
 2. One (1) graduate semester credit shall be considered the equivalent of fifteen (15) OPI Recertification Renewal Units, 1.5 (15 hours) American Association of Occupational Therapists or 1.5 (15 hours) American Speech Language and Hearing Association Continuing Education Units or fifteen (15) Montana Speech and Hearing Association Renewal Units.
- H. CEU's and Renewal Units may be used toward column advancement on the salary schedule scale when the following conditions are met:
1. CEU's and Renewal Units are earned on the Staff member's own time and cost. Credits earned that are paid for by CMLRCC are not eligible for salary schedule movements.
 2. Transcripts of CEU's and Renewal Units earned will be provided to the Director on the same timeline as those for college or university transcripts.
 3. CEU's and Renewal Units must be approved by OPI, ASHA, MSHA, or AOTA respectively and by the CMLRCC Director.
- I. Continuing Education Units and Renewal Units may be used for advancement on the salary schedule to move from BA to BA+30 and from MA to MA +30. A Staff person cannot

advance to the master's degree level on CEU's and/or Renewal Units alone. The person must earn a master's degree from a certified college program.

- J. On or before the first day of work, the Staff member shall provide written notice of credits earned to the business office. An official transcript must be received in the business office within sixty (60) calendar days after the Staff member begins to perform his/her services.
- K. Should the Staff member fail to meet the requirements as set forth in this article, the salary increment for the ensuing year shall be withheld and no further increment shall be given until the requirement has been met.
- L. Should the salary increment be withheld for failure to meet the requirements, when the requirements are then met, further progress on the salary schedule shall begin where increments were withheld and continue at the rate of one step per year.
- M. Master's degree status, additional training beyond a master's degree and fifth year status will be recognized only if obtained in the candidate's professional field or Board-approved field and if granted by an accredited college or university. The Board will grant a Staff member a hearing if another field is desired.

NOTE: Maximum salary shall be interpreted to mean the last salary step in each preparation column as adopted for CMLRCC.

ARTICLE 15 SEVERANCE PAY

After eight (8) consecutive years in CMLRCC, a Staff member who terminates employment shall be paid a lump sum payment equal to ~~.375~~ *twenty-five percent (25%)* day's salary for each day of accumulated sick and/or discretionary leave up to one thousand three hundred twenty (1320) hours. Accumulation of sick leave for this purpose shall be considered from the date July 1, 1973. Payment shall be made by September 1 of the ensuing year. Payment shall be based on the salary at time of termination of employment. In the event of death, after eight (8) years' service but before the time of retirement, this severance allowance shall be paid to the estate of the Staff person. It is possible to receive the maximum payout of one thousand two hundred (1200) accumulated sick hours plus one hundred twenty (120) current discretionary leave hours for maximum payout of one thousand three hundred twenty (1320) hours for a full time employee.

ARTICLE 16 RETIREMENT/RESIGNATION

A Staff member, who, for any reason, intends to resign or retire, is encouraged to indicate his/her plans in writing to the Board at as early a date in the school year as plans may become firm and the decision to leave CMLRCC is made. Resignations occurring before the end of the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted through the Director.

A retirement incentive will be provided for Staff leaving CMLRCC. To qualify for consideration, the retiring employee must have twenty-five years of eligible service, as defined under Teachers Retirement System (TRS) regulations. In addition, the employee must have spent his/her final 12 years (or the equivalent of 12 years for those working less than 1.0 FTE) in the employ of CMLRCC.

A ten thousand dollar (\$10,000) retirement benefit will be offered to one (1) Staff member who elects to retire at the conclusion of the school year. A Staff member who qualifies and wishes to apply for this benefit must make his/her intention known to the CMLRCC Board prior to the February board meeting of the retirement year.

LIQUIDATED DAMAGES

A staff member not facing discipline or discharge from the Central Montana Learning Resource Center Cooperative (CMLRCC), Lewistown, Montana will be released from their contract provided the staff member makes payment for liquidated damages to CMLRCC prior to release on the following schedule:

- 1. The Staff member shall provide a minimum of two (2) weeks (14 calendar days) notice, if the staff member fails to provide a minimum of two (2) weeks advance notice, the staff member's release date (last day of employment-date of separation) will move forward to provide two (2) weeks' notice on the following schedule.*
- 2. A staff member wishing to be released from this contract before June 30th pays no liquidated damages.*
- 3. A Staff member wishing to be released from this contract from June 30, through July 31, will **pay 5%** of base salary as liquidated damages.*
- 4. A Staff member wishing to be released from this contract after August 1st and/or during the school year will **pay 10%** of base salary as liquidated damages.*
- 5. The parties agree that CMLRCC will suffer damages that are impractical or extremely difficult to determine in the event the employee breaches this contract by leaving his or her employment with CMLRCC prior to the conclusion of the term of this contract. The following liquidated damages are intended to reimburse CMLRCC for those impractical or extremely difficult to determine costs.*
- 6. Jurisdiction and enforcement of this provision is through the 9th District Court, Fergus County, Lewistown, Montana, with the staff member being liable for all fees under the above schedule, court costs, interest, reasonable attorney fees of the school district and other actions the court deems appropriate. The court also has jurisdiction to award interest on any amount due and other actions the court deems appropriate.*

7. *The staff member may use the appeal process for the liquidated damage if they have good cause. This will be determined on a case by case basis. The staff member needs to bring an appeal to the director. If the director feels there is "good cause" the director will bring it to the board and it will be voted on at that time.*

If the above conditions have been met, the Board shall accept the resignation of a staff member under contract and shall not attempt to have the teacher's or specialist's certification revoked or suspended

ARTICLE 17

~~LUNCH REIMBURSEMENT SUPERVISION STIPEND~~

~~CMLRCC will reimburse Staff members for lunches purchased when working away from home base, but in the Co-op service area, at the rate of \$3.50 per lunch when he/she is not able to partake of a free lunch at the member school, payable monthly. Away from home base is defined as being scheduled, and at work, at a site more than ten (10) miles from the Staff member's assigned offices between 11:00 a.m. and 1:00 p.m. on a regularly scheduled workday.~~

Staff members who supervise an intern who is employed by the Cooperative and who is logging hours toward licensure/certification will receive a stipend of \$1,500 at the end of the contractual year. For this purpose, "Intern" is defined as those completing a Clinical Fellowship Year (CYA), a Speech Language Pathology Assistant (SLPA), School Psychology Intern, Certified Occupational Therapy Assistant (COTA). In the event that multiple Staff members are supervising the same intern, the stipend will be split equally among the supervising Staff members. The stipend will be paid only in the event that another agency, such as a university graduate program, is not paying a similar stipend to the Staff member for supervising the intern.

ARTICLE 18

EFFECT OF AGREEMENT

- A. This instrument contains all provisions of agreement between the Board and the Staff on bargained matters for agreement under the Laws of Montana.
- B. Unless changed by this agreement, previously bargained items shall remain in effect for the duration of this agreement. All provisions of this agreement shall become effective on July 01, 2019~~22~~, following ratification by a majority of the Staff and approval by the Board and shall continue in effect through June 30, 2021~~24~~.
- C. This agreement constitutes Board policy for the term of said agreement and the Board shall carry out the commitments contained herein and give them full force and effect as board policy.

- D. During its term, this agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in written and signed amendment of this agreement.
- E. All existing CMLRCC policies involving terms and conditions of employment in effect in CMLRCC at the time this agreement becomes effective shall remain in effect for the duration of this agreement.
- F. If any existing provision of this agreement or any application of the agreement to any Staff member or group of Staff members is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Copies of this agreement shall be prepared at the expense of the Board within thirty (30) days after both parties have ratified the agreement.

- G. It is further understood that all CMLRCC cost items of this agreement are subject to the receipt of local, state and federal funds by CMLRCC.

CENTRAL MT LEARNING RESOURCE CENTER

Appendix 1

Non Specialist/Teacher

July 1, 2022 - June 30, 2023

STEP	BA	BA+10	BA+20	BA+30 5TH YEAR	MA
0	1.0000	1.0200	1.0400	1.0600	1.1000
1	1.0250	1.0455	1.0660	1.0865	1.1270
2	1.0500	1.0710	1.0920	1.1130	1.1540
3	1.0750	1.0965	1.1180	1.1395	1.1810
4	1.1000	1.1220	1.1440	1.1660	1.2080
5	1.1250	1.1475	1.1700	1.1925	1.2351
6	1.1500	1.1730	1.1960	1.2190	1.2621
7	1.1751	1.1985	1.2220	1.2455	1.2891
8	1.2001	1.2240	1.2480	1.2719	1.3161
9	1.2251	1.2495	1.2740	1.2984	1.3431
10	1.2501	1.2750	1.3000	1.3249	1.3701
11	1.2751	1.3005	1.3260	1.3514	1.3971
12	1.3001	1.3260	1.3520	1.3779	1.4241
13	1.3251	1.3515	1.3779	1.4044	1.4511
14	1.3501	1.3770	1.4039	1.4309	1.4782
15	1.3751	1.4025	1.4299	1.4574	1.5052
16		1.4280	1.4559	1.4839	1.5322
17		1.4535	1.4819	1.5103	1.5592
18		1.4790	1.5079	1.5368	1.5862
19		1.5045	1.5339	1.5633	1.6132
20		1.5300	1.5599	1.5898	1.6402

CENTRAL MT LEARNING RESOURCE CENTER

Non Specialist/Teacher

July 1, 2022 - June 30, 2023

Current STEP	36392 BA	BA+10	BA+20	BA+30 5TH YEAR	MA
0	36,392	37,120	37,848	38,576	40,031
1	37,302	38,048	38,794	39,540	41,014
2	38,212	38,976	39,740	40,504	41,996
3	39,122	39,904	40,686	41,468	42,980
4	40,032	40,832	41,632	42,432	43,963
5	40,942	41,760	42,578	43,396	44,946
6	41,852	42,688	43,524	44,360	45,929
7	42,762	43,616	44,470	45,324	46,911
8	43,672	44,544	45,416	46,288	47,895
9	44,582	45,472	46,362	47,252	48,878
10	45,492	46,400	47,308	48,216	49,861
11	46,402	47,328	48,254	49,180	50,844
12	47,312	48,256	49,200	50,144	51,827
13	48,222	49,184	50,146	51,108	52,810
14	49,132	50,112	51,092	52,072	53,793
15	50,042	51,040	52,038	53,036	54,776
16		51,968	52,984	54,000	55,759
17		52,896	53,930	54,964	56,742
18			54,876	55,928	57,725
19			55,822	56,892	58,708
20				57,856	59,691

Special Education Teacher

SLPA-L

Behavior specialist (not a position at this time but one could be)

Adap PE (not a position at this time but still in the CBA)

CENTRAL MONTANA LEARNING RESOURCE CENTER
SPECIALIST SALARY
JULY 1, 2022-JUNE 30, 2023

Appendix 1A

STEP

0	1.0000
1	1.0000
2	1.0250
3	1.0500
4	1.0750
5	1.1000
6	1.1250
7	1.1500
8	1.1750
9	1.2006
10	1.2269
11	1.2538
12	1.2813
13	1.3094
14	1.3381
15	1.3734
16	1.4094
17	1.4462
18	1.4838
19	1.5223
20	1.5615
21	1.6017

CENTRAL MT LEARNING RESOURCE CENTER
July 1, 2022 - June 30, 2023

Current
STEP

52000

0	50,000
1	52,000
2	53,300
3	54,600
4	55,900
5	57,200
6	58,500
7	59,800
8	61,100
9	62,433
10	63,798
11	65,195
12	66,625
13	68,088
14	69,583
15	71,416
16	73,288
17	75,202
18	77,158
19	79,157
20	81,200
21	83,287

Speech/Language Pathologists
School Psychologists
Occupational Therapist
Licenssed Clinical Professional Counselors (LCPC)

CENTRAL MT LEARNING RESOURCE CENTER

Appendix 1B

Non Specialist/Teacher

July 1, 2023 - June 30, 2024

STEP	BA	BA+10	BA+20	BA+30	MA
5TH YEAR					
0	1.0000	1.0200	1.0400	1.0600	1.1000
1	1.0250	1.0455	1.0660	1.0865	1.1270
2	1.0500	1.0710	1.0920	1.1130	1.1540
3	1.0750	1.0965	1.1180	1.1395	1.1810
4	1.1000	1.1220	1.1440	1.1660	1.2080
5	1.1250	1.1475	1.1700	1.1925	1.2351
6	1.1500	1.1730	1.1960	1.2190	1.2621
7	1.1751	1.1985	1.2220	1.2455	1.2891
8	1.2001	1.2240	1.2480	1.2719	1.3161
9	1.2251	1.2495	1.2740	1.2984	1.3431
10	1.2501	1.2750	1.3000	1.3249	1.3701
11	1.2751	1.3005	1.3260	1.3514	1.3971
12	1.3001	1.3260	1.3520	1.3779	1.4241
13	1.3251	1.3515	1.3779	1.4044	1.4511
14	1.3501	1.3770	1.4039	1.4309	1.4782
15	1.3751	1.4025	1.4299	1.4574	1.5052
16		1.4280	1.4559	1.4839	1.5322
17		1.4535	1.4819	1.5103	1.5592
18		1.4790	1.5079	1.5368	1.5862
19		1.5045	1.5339	1.5633	1.6132
20		1.5300	1.5599	1.5898	1.6402

CENTRAL MT LEARNING RESOURCE CENTER

Non Specialist/Teacher

July 1, 2023 - June 30, 2024

Current	36938	2%			
STEP	BA	BA+10	BA+20	BA+30	MA
5TH YEAR					
0	36,938	37,677	38,416	39,154	40,632
1	37,861	38,619	39,376	40,133	41,629
2	38,785	39,561	40,336	41,112	42,626
3	39,709	40,503	41,297	42,090	43,625
4	40,633	41,444	42,257	43,069	44,622
5	41,556	42,386	43,217	44,047	45,621
6	42,480	43,328	44,177	45,026	46,618
7	43,404	44,270	45,137	46,004	47,615
8	44,327	45,212	46,098	46,983	48,614
9	45,251	46,154	47,058	47,961	49,611
10	46,175	47,096	48,018	48,940	50,609
11	47,099	48,038	48,978	49,918	51,607
12	48,022	48,980	49,938	50,897	52,605
13	48,946	49,922	50,898	51,875	53,602
14	49,870	50,864	51,859	52,853	54,600
15	50,793	51,806	52,819	53,832	55,598
16		52,747	53,779	54,810	56,595
17		53,689	54,740	55,789	57,593
18			55,700	56,767	58,591
19			56,660	57,746	59,588
20				58,724	60,586

Special Education Teacher

SLPA-L

Behavior specialist (not a position at this time but one could be)

Adap PE (not a position at this time but still in the CBA)

CENTRAL MT LEARNING RESOURCE CENTER COOPERATIVE
SPECIALIST SALARY
July 1, 2023 - June 30, 2024

Appendix 1C

STEP

0	1.0000
1	1.0250
2	1.0500
3	1.0750
4	1.1000
5	1.1250
6	1.1500
7	1.1750
8	1.2000
9	1.2250
10	1.2500
11	1.2750
12	1.3000
13	1.3250
14	1.3500
15	1.3800
16	1.4100
17	1.4408
18	1.4723
19	1.5045
20	1.5375
21	1.5713

CENTRAL MT LEARNING RESOURCE CENTER
July 1, 2023 - June 30, 2024

Current
STEP

55000	
0	50000
1	55,000
2	56,375
3	57,750
4	59,125
5	60,500
6	61,875
7	63,250
8	64,625
9	66,000
10	67,375
11	68,750
12	70,125
13	71,500
14	72,875
15	74,250
16	75,900
17	77,550
18	79,241
19	80,974
20	82,747
21	84,562

Speech/Language Pathologists
School Psychologists
Occupational Therapist
Licenseds Clinical Professional Counselors (LCPC)

CENTRAL MONTANA LEARNING RESOURCE CENTER COOPERATIVE ALTERNATIVE WORK SCHEDULE AGREEMENT

The Collective Bargaining Committee adopted the alternative work schedule as policy beginning with the 2009-2010 school year. The decision to request working on the alternative schedule remains the prerogative of the Staff member.

Staff members who are interested in the alternative work schedule must request the form from the Director. Prior to approval, the Director will consult with administrators in the schools served and determine whether the proposed schedule is in the best interests of the students, schools, and CMLRCC.

The Alternative Work Schedule form must be submitted to the Director prior to the September board meeting.

Name: _____

Schools Served:

I understand the alternative work schedule is a forty (40) hour workweek, and falls under the requirements of CMLRCC Board Policy and the 2019-2021 CMLRCC Collective Bargaining Agreement.

The schedule will be as follows:

Monday through Thursday	7:30 a.m. to 4:30 p.m.	30 minute lunch
Friday	7:30 a.m. to 11:30 p.m.	

I also understand that, after the Director has approved my request and I choose to work on the alternative schedule, I will be required to remain on the schedule for the duration of the 2019-2020 school year.

Staff Member's Signature

Date

☐ Approved

☐ Not Approved

Director's Signature

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

26

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Resolution to Sell Surplus Property

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 5/09/2022

SUMMARY:

The Central Montana Learning Resource Center Cooperative, needs to approve the Notice of Resolution of Intent to Sell Surplus Property as stated on the attached notice.

Suggested Action:

Approve the Notice of Resolution of Intent to Sell Surplus Property.

☒ Additional Information Attached

Estimated cost/fund source: _____

BOARD ACTION	MOTION	SECOND	AYE	NAY	ABSTAIN	OTHER
ANDERSON						
BARBACHANO						
CHREST						
HANSON						
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:

See Attached List.

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 10th day of May 2022.

**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 May 14, 2022

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 May 23, at 12:00 p.m. Bidders will be notified of the results. For general questions, please contact Karmen Tesarek at 535-9012 ext. 2.

Surplus May 2022

Item	Tag #	Quantity
Trip Trap Chair		6
Acrylic Table		12
Advancement Chair with Tray		17
Advancement Chair with Tray		19
Trip Trap Chair		22
Walker		413
Wheel Chair Table	0568/00008	
Green Swing		668
Stairs boat	692/26	
Chair Frame	747/29	
Acrylic Tray	855	3
Adjustable Table		
Potty Chair		
Prone Stander		
Supine Stander		
Tumble Form Bus Seat		
Green Walker		
Wooden Tray		
TV with Stand VHS & DVD Player		
Printer/Copier		2
2017 Laptops		2
2020 laptop broken power supply		1
Wagons		2
Stroller		
Various PE Equipment		
Water/sand table		

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

27

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Personnel Report-Summer Contracts

Requested by: Management Board

Prepared by: Chelsey Rogers

Date: 5/09/2022

SUMMARY:

Attached is the Summer Personnel report for the 2021-2022 school year and 2022-2023 school year.

Suggested Action:

Approve the personnel report as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

Central Montana Learning Resource Center Cooperative
2022-23 Summer Personnel Report for Board Approval

Certified Staff:

Employee	Position	Action	Date	Step & Lane	FTE
Rindal, Jennifer	Kindergarten Screening	ESY Contract	6/1/2022	Hourly Rate of Contract	Up to 16 Hours
Bronec, Nicole	ESY Speech	ESY Contract	7/1/2022	Hourly Rate of Contract	Up to 5 Hours

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

28

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Summer Bills

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 5/09/2022

SUMMARY:

Karmen Tesarek is requesting approval to pay bills during the summer months. She will provide a list of bills paid at the August 2022 Board meeting.

Suggested Action:

Approve the request as presented.

☒ Additional Information Attached

Estimated cost/fund source: _____

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

NOTES:

**CENTRAL MONTANA LEARNING
RESOURCE CENTER COOPERATIVE**

BOARD AGENDA ITEM

Meeting Date

05/10/2022

Agenda Item No.

29

☐ Minutes/Claims

☐ Management Board

☐ Director's
Report

☒ Action
Information

Item Title: Flow-Through Requests

Requested by: Management Board

Prepared by: Karmen Tesarek

Date: 5/09/2022

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						
HANSON						
KOMBOL						
OBERG						
PECK						
SEALEY						
WILKERSON						

NOTES: