

VARIANCES TO STANDARDS APPLICATION
Renewal Application (three years)

Purpose: [ARM 10.55.604\(4\)](#) "Following the second year of implementation of a variance to standards, the school district shall provide evidence to the Superintendent of Public Instruction that the methods selected by the district implement, meet, or exceed results that could have been achieved under established standards."

DUE DATE:

First Monday in March

COUNTY: Big Horn County

DISTRICT: 17H

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Hardin High School

1. **Standard(s) for which a variance is requested, e.g., 10.55.709. If there is a program delivery standard, be sure to list it as well, e.g., 10.55.1801.**

The variance is being requested for 10.55.709 Library Media Services, K-12.

- 2. Provide evidence that local community stakeholders were involved in the consideration and development of the proposed renewal variance application. Community stakeholder groups include parents, community members, and students as applicable.**

The following items addressed the variance application for various stakeholders:

*Parent/Guardian notification (Email & Letter) February & early March 2023 All questions, comments, & concerns were submitted to HHS Admin. Team.

*All HHS Students were surveyed in early March 2023

*HHS Building Leadership Team presented with the renewal process/application and approved (early March)

*HHS Student Council presented with the application and approved (early March)

- 3. Provide evidence local school stakeholders were involved in the consideration and development of the proposed renewal variance application. School stakeholder groups include trustees, administrators, teachers and classified school staff.**

*The HHS Staff were presented with the renewal variance request in early March and supported continuing with current staffing in the HHS Library/Media Center.

*The HHS Building Leadership Team was presented with the renewal application and continue to offer their support for the application process and staffing levels in the HHS Library.

*The HHS "Variance to Standard" renewal request was presented to the School District 17H & 1 Board of Trustees. A copy of the Board Meeting Minutes will be attached.

- 2. Provide evidence that local community stakeholders were involved in the consideration and development of the proposed renewal variance application. Community stakeholder groups include parents, community members, and students as applicable.**

The following items addressed the variance application for various stakeholders:

*Parent/Guardian notification (Email & Letter) February & early March 2023 All questions, comments, & concerns were submitted to HHS Admin. Team.

*All HHS Students were surveyed in early March 2023 (89% of the students surveyed support the renewal application - 12% do not support the variance request)

*HHS Building Leadership Team presented with the renewal process/application and approved (early March)

*HHS Student Council presented with the application and approved (early March)

- 3. Provide evidence local school stakeholders were involved in the consideration and development of the proposed renewal variance application. School stakeholder groups include trustees, administrators, teachers and classified school staff.**

*The HHS Staff were presented with the renewal variance request in early March and supported continuing with current staffing in the HHS Library/Media Center. (90% Staff support of the renewal application - 10% do not support the variance request)

*The HHS Building Leadership Team was presented with the renewal application (March meeting) and continue to offer their support for the application process and staffing levels in the HHS Library.

*The HHS "Variance to Standard" renewal request was presented to the School District 17H & 1 Board of Trustees. A copy of the Board Meeting Minutes will be attached.

4. Attach Board of Trustee meeting minutes that show the Board of Trustees approved the application for a renewal variance at an official, properly noticed meeting.

5. Reflection upon initial variance:

a. Describe the specific measurable objectives that were listed in the initial variance application that demonstrated how the proposed variance was to meet or exceed the results under the current standard(s).

*Increase student usage/awareness of library/media services available for their academic/recreational reading & research by 15%. This will be monitored by student/staff visitor logs and library resources being checked out over the designated time frame.

*Increase utilization of staff/classroom usage of Library/Media Resources by 15%. This will be monitored by library usage logs, library class reservations (by class period), and staff resources checked out.

*Increase the overall Student/Staff perception of the services provided in the Library/Media Center by 20%. This will be monitored through the use of surveys reflecting the student/staff opinion/views of the service and quality of survey being provided in the Library/Media Center with current staffing levels.

*Enhance student Research Skills through utilization of the Library/Media Center. This will be conducted in establishing a working relationship with the HHS English Department and staff for research assignments/projects.

b. Provide a summary of the evidence or data gathered to demonstrate that the initial variance meets or exceeds results that could have been achieved under the established standard.

*Utilization of the HHS Library by students has continued to increase with students receiving the services they need with current staffing levels in the library media center. Even with the addition of providing student computer services (checkout, repairs, etc.) the current staffing level continues to provide students with the support they need.

*The librarian continues to support collaboration opportunities with classroom teachers.

*The librarian continues to collaborate with teachers to ensure state library media standards are being met.

*The librarian and support staff provide an annual orientation for all Freshmen students and new students to the high school. This allows Freshmen and new students to be introduced to the library collection, on-line resources, research skills, and how to successfully complete a research project.

*The library staff continue to track student/staff usage of the library/media services.

c. After reflection on the initial variance, describe any adjustments that need to be made to meet the specific needs of the students in the school(s).

Several strategic discussion sessions were held with the new HHS Library/Media Specialist and staff to provide a review of the original variance application and ensuing needs. It was determined that the library media center will continue to place emphasis on building usage of the library by students and staff. The HHS Library continues to align the library standards with the OPI Standards. We are confident that current staffing levels in the library will continue to support the needs of all students & staff.

6. Provide a statement of the mission and goals of this proposed renewal variance.

Hardin High School Mission Statement - "To provide values, knowledge, and skills to succeed in an ever changing society."

*The HHS Library will continue to compliment core classroom instruction with Library/Media Center resources and instruction, Media Arts, and Technology.

*HHS will continue to increase Library/Media Center utilization among students and staff.

*We will continue to monitor to ensure that the support of a 1/2 para-educator will adequately provide the needed assistance and support for the HHS Librarian, Students, and Staff.

7. List specific measurable objectives that demonstrate the proposed renewal variance will meet or exceed the results under the current standard(s).

*Continue to collaborate with teachers to meet both library content standards, as well as, classroom standards for Library/Media utilization.

*Continue to allow scheduling that allows classroom utilization of the Library/Media Center.

*Library/Media staff will continue to provide and maintain a collection that is current and balanced to meet the needs of all students and staff.

*Continue to provide support staff (para-educator & student library assistants) to assist the 1.0 FTE Librarian in meeting the requirements as set forth in variance request/approval.

*Continue to collect and maintain Data for library & resource utilization. This data should provide information for planning/growth of HHS Library Services.

8. What data or evidence will be gathered to document progress toward meeting the measurable objectives of the renewal variance?

*Library Staff (Librarian & Para-educator) will continue to track/log and monitor library usage by students and staff. They will track: resources utilized/checked out, classroom library usage, and collaboration opportunities with classroom teachers.

*Library Staff will collaborate with teachers to ensure library media content standards are being met.

9. In what way does this variance meet the specific needs of the students in the school(s)?

*The HHS Library/Media Center continues to provide students and staff with the resources and facilities needed to comply with state Library/Media Content Standards.

*The students will continue to have access to a full time librarian to assist them with their recreational reading requests, as well as, providing staff, time, and resources to complete any required educational/academic needs for their classes.

*Current staffing level will continue to provide support for all HHS students.

10. Describe how and why the proposed variance would be:

a. Workable

*Hardin High School is a 9 - 12 campus with a full time certified Library/Media Specialist. The addition of a 1/2 time para-educator and utilization of student library assistants will ensure that all students have access to library resources/services as needed. The Original "Variance to Standards" approval provided HHS to put in place procedures that allowed for efficient utilization of staff and resources while being in compliance with OPI Accreditation Standards.

+

b. Educationally sound.

*The HHS Library/Media Center maintains a broad variety of resources available to students for recreational and academic purposes. These include access to: multiple on-line library resources, subscriptions, and technology pertinent to student utilization for research, etc.

*A full-time Library/Media Specialist is available to serve students and staff.

*A 1/2 time Para-educator is available to assist students and staff as needed.

*Student Library Assistants are available to assist students.

c. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.2101.

*Hardin High School Library/Media Center meets or exceeds all of the program delivery standards for Montana's Library/Media Standards.

*HHS Library/Media Center makes available a variety of print and non-print materials encompassing fiction and non-fiction, classic and contemporary works, and diverse perspectives including Montana American Indian works.

*HHS Library/Media Center offers experiences in viewing, creating, and critically evaluating different types of media.

d. Where applicable, aligned with content standards under ARM Chapters 53 and 54.

*Hardin High School's Library/Media Standards are aligned with the Montana Content Standards.

*The HHS Library/Media Specialist is fully certified by the Office of Public Instruction.

*The HHS Library/Media Specialist provides support to all classes to ensure implementation of the Library/Media Standards.

Required school district signatures:

Board Chair Name: JODEEN K MARSTON

Board Chair Signature: Jodeen K Marston

Date: 9/27/23

Superintendent Name: Tobin Navazio

Superintendent Signature: [Signature]

Date: 9/27/23

Email the signed form to:

OPIAccred@mt.gov

**Board Agenda Item
Hardin Public Schools
High School District 17, Big Horn County
Hardin, MT
March 1, 2023**

Title: Hardin High School “Variance to Standards” Renewal Application

Action Item: Action

Situation: Hardin Public Schools is applying to OPI to renew a variance to a standard as defined by the Board of Public Education and provided in guidance from the Superintendent of Public Instruction. Specifically, we are requesting another variance for Hardin High School concerning Standard 10.55.709 Library Media Services, K-12. The initial Variance to Standards application approved by the Board of Public Education covered school years 2021-2022 and 2022-2023. The current approval expires in June 2023. The renewal application request will be valid for three additional years with an expiration of June 2026.

The standard requires licensed and endorsed library media specialists at the ratio of 1.5 FTE for schools with 501 – 1,000 students. The HHS Library has one full-time licensed and endorsed media specialist, a ½ time library para, as well as, student library assistants. We believe that our library services provide a high level of support for our students with the addition of the ½ time paraeducator and student assistants. It has been typical that HHS exceeds the student numbers in the Fall (exceeding enrollment numbers for the standard) and then falls to compliance level with the Spring Semester. For the short term, we expect this pattern to continue.

HHS Enrollment Fluctuations:

Fall 2020 - 527 Spring 2021 - 496

Fall 2021 - 547 Spring 2022 - 493

Fall 2022 - 512 Spring 2023 – 490

Fall 2023 (projected) – 547

Financial Implications: None

Recommendation: Approve the Hardin High School “Variance to Standards” renewal application.

Prepared by: Mitch Evans, Administrative Assistant for HHS Admin. Team