

VARIANCES TO STANDARDS APPLICATION
Initial Application (two years)

Purpose: ARM 10.55.604(1) "A local board of trustees may apply to the Board of Public Education through the Superintendent of Public Instruction to implement a variance to a standard or a section of standards, excluding standards stating statutory criteria, standards pertaining to educator licensure or endorsement, and content standards as defined by the Board of Public Education and provided in guidance from the Superintendent of Public Instruction."

DUE DATES (check one)

- First semester implementation; first Monday in March
 Second semester implementation; first Monday in July
-

COUNTY: Fergus

DISTRICT: Lewistown School District #1

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Highland Park Elementary

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.**

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 variance. Community stakeholder groups include parents, community members, and students as applicable.**

The proposed variance will be noted in the elementary newsletter January 17, 2020 and January 24, 2020. (See attached). In addition, the PTO will meet at their regular meeting on January 20 to discuss the proposed variance to standards.

We have also contacted Lewistown City Library. The City Library Director, Danielle Smith, and we will maintain our relationship with the City Library in which Highland Park Elementary students are bussed to the City Library. Each class, five 2nd grade classes, five 3rd grade classes and five 4th grade classes, goes to the City Library once a month for one hour.

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

The proposed variance was reviewed and discussed numerous times; it was discussed at the Lewistown School District Board meeting on January 13, 2020. It was also discussed at the Leadership Team meeting on January 7th, 2020 and again at the Highland Park Elementary Staff Meeting on Wednesday, January 8, 2020.

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

5. Describe the variance requested.

Lewistown Public Schools requests a variance to Montana School Accreditation Standard 10.55.709. Garfield Elementary School (K-1st grade) and Highland Park (2nd-4th grade) share a Librarian between the two schools. The variance is in regard to 10.55.709 (1)(b) - Schools with 251 - 500 students must employ 1.0 FTE Library Media Specialist (59). Currently, Highland Park Elementary's enrollment is 291 and Garfield Elementary's enrollment is 193. Thus, at Highland Park we are required to have a 1.0 FTE Library Media Specialist. It has been very difficult to hire a 0.5 Library Media Specialist to meet Accreditation Standards at each school or all of our five schools in the District. We have used Paraprofessionals and the Lewistown City Library to supplement students' Library time and to meet Accreditation Standards.

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

Our goal is to continue to provide a learning environment that creates independent learners who are efficient consumers and producers of information. Highland Park Elementary (Grades 2-4) will continue to have scheduled library time each week with the help of paraprofessionals and City Library time each month. We still feel we are meeting the needs of our students in regards to their Library time.

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

1. Continue the current schedule and allow for flexible scheduling to ensure that the Library responds to information needs, fostering intellectual curiosity and supporting learning in coordination with the Regular Classroom Teachers.
2. Continue to collaborate with teachers to gain understanding of content standards and will use FastBridge scores, AR levels and grade level content to enhance students reading and comprehension.
3. MAP reading data will be utilized to to develop and purchase materials suitable for students. These scores will also be used for long range planning to manage the human, financial, and physical resources needed for a successful library.
4. MTSS data will be utilized in the same manner as the MAP data.
5. Teacher Evaluation documents with measurable objectives will utilized to ensure the teacher is delivering the desired curriculum based on the Library Media program standards.

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

Data gathered from MAP scores, FastBridge scores, AR scores, and teacher evaluation rubric scores. Classroom data will also be shared in regard to student comprehension and learning and student grade level placement data. Further, the number of book checkouts will be gathered and compared to previous years.

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

a. Workable.

1. Highland Park Elementary and Garfield Elementary are within 7 blocks of each other and the schedule is set up in a way that the Library Media Specialist can work in both buildings to meet both buildings student needs. In addition, the City Library continues to work with Highland Park Elementary so that each class of 2nd - 4th Grade class gets at least 1 hour/month in the City Library. We hope to increase more library time at the City Library next year.
2. We are expecting a slight increase in our Elementary Grades but we hope to run a School Bond Election in 2021 that would increase Library space/staff at Highland Park.
3. Our Students and Staff are very comfortable with the current schedule and format.
4. LPS believes this is the most fiscally responsible way to fulfill our student needs and benefit the taxpayers of our district.

b. Educationally sound.

Currently, we have a certified Library Media Specialist that serves both Garfield and Highland Park Elementary. We also use Paraprofessionals who assist the Librarian and provide guidance to students. We also use the City Library in which each 2nd Grade, 3rd Grade and 4th Grade Class spends 1 hour/month at the City Library. Literacy remains a top priority for the District. All Elementary students receive 90 minutes - 2 hours of Literacy Instructiona each day.

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

As mentioned above, our curriculum and program is aligned with 10.55.1801 - Library Media.

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

Our current library program does meet each benchmark for grade 4. All students in grades 2-4 at Highland Park Elementary have scheduled library time in which our librarian or paraprofessional adheres to those benchmarks and standards. All of these students are versed on the inquiry process and how to retrieve information, they have ample time to seek out individual needs and questions with our librarian or paraprofessional, we have a library with both print and electronic sources they can utilize, and through all of their other curriculums they learn to navigate through relevant sources.

Required school district signatures:

Board Chair Name: Phil Koterba

Board Chair Signature: *Phil Koterba* Date: 1-13-2020

Superintendent Name: Thom J. Peck

Superintendent Signature: *Thom J. Peck* Date: 1-13-2020

Mail the signed form to:

**Accreditation and Educator Preparation Division
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501**

OPI USE ONLY

Superintendent of Public Instruction: *Elsie Arntzen* Date: 4/23/2020

Approve Deny

Board of Public Education Chair: *Schottle* Date: 5/7/2020

Approve Deny

**MINUTES
LEWISTOWN PUBLIC SCHOOLS
BOARD OF TRUSTEES**

LINCOLN BOARD ROOM
215 Seventh Avenue South
Lewistown, Montana 59457

MONDAY, January 13, 2020

REGULAR BOARD MEETING

CALL TO ORDER (6:00 p.m.)

1. **ROLL CALL**

TRUSTEES PRESENT:

Kris Birdwell, Jennifer Thompson, Phil Koterba, Monte Weeden, Jeff Southworth, Stephen Vantassel

TRUSTEES ABSENT:

CJ Bailey

STAFF PRESENT:

Superintendent Thom Peck, Business Manager/District Clerk Rebekah Rhoades, LEA President Luke Brandon, Tim Nefzger, Susie Flentie, Scott Dubbs, Karen Durbin, Ashley Jenness, Michelle Trafton, Nycole LaRowe, Teresa Majerus

OTHERS PRESENT:

Miriam Campan – News Argus, Robert Pfund – KXLO Radio, Cooper Birdwell – Student Representative, Libbey Fried-Jenness – Student Representative, Scott Mickelson – Dawson Community College and other interested parties.

2. **PLEDGE OF ALLEGIANCE**

3. **MOTION TO SET AGENDA** – with the amendment to swap items 7 (Presentation – School Counselors) & 8 (Presentation – Michelle Trafton) and delete item 21 (Superintendent Contract) – Approved Unanimously (Birdwell/Southworth)

4. **Recognition** – Jr High School and Fergus High School Science Olympiad Teams

Tim Nefzger, HS Science Teacher, introduced the Junior High and High School Science Olympiad students and shared about their successes at a recent competition.

5. **Recognition** – Jr High School GIS Club

Susie Flentie, JHS Science Teacher, introduced the students in the GIS Club. They have been selected as state winners of the Samsung Solve for Tomorrow project and will be considered at the National level as well.

6. **Presentation** – Scott Mickelson, Representative of Dawson Community College

Scott Mickelson, President of Dawson Community College, and two of his employees presented their plans to roll out College courses in the Central Montana Education Center Building.

7. **Presentation** – Michelle Trafton – Multi Tiered System of Supports (MTSS) and Student Mental Health

Michelle Trafton, FHS Teacher and District MTSS Coordinator, shared about the history of MTSS and how it is used to improve the schools and meet the needs of students, and how it ties into mental health.

8. **Presentation** – School Counselors

Karen Durbin, Teresa Majerus, Ashley Jenness and Nycole LaRowe explained

- their process for meeting student's needs and their duties as counselors.
9. Report – Student Representative
Libbey Fried-Jenness, Student Representative to the Board, reported on activities at Fergus High School and introduced Cooper Birdwell as the new Student Representative to the Board.
 10. Report – LEA
Luke Brandon, President of the Lewistown Education Association (LEA) updated the Board of Trustees on the activities and happenings for their organization.
 11. Report—Committees of the Board
Kris Birdwell stated that the Gaining Committee has been meeting and any feedback from the Board is welcome.
 12. Calendar Items, Concerns, Correspondence, Etc.
Mr. Peck handed out various information to the Board.
 13. Report—Budget Information
Rebekah Rhoades, Business Manager/District Clerk, provided the Board with a preliminary budget summary for the 2020-2021 school year.
 14. Report—Election Information
Rebekah Rhoades, Business Manager/District Clerk, provided the Board with the 2020 School Election Calendar and advised them of the Trustee seats that will be up for election in 2020 – Kris Birdwell, Jeff Southworth and Stephen Vantassel.
 15. Report—Investment
Interest for December 2019 was \$6,777.96 in the Elementary and \$5,914.85 in the High School for a total of \$12,692.81.
 16. Report—Superintendent
Superintendent Thom Peck shared that there will be 3 student teachers this semester. Mr. Peck requested to attend the Model Schools Conference in at the end of June 2020. There will be a CTA Special Board Meeting on Tuesday January 21st at 6:30am. Mr. Peck updated the Board on various events taking place in the District.

PUBLIC PARTICIPATION

17. Recognition of Parents, Patrons, and Others Who Wish to Address the Board on Non-Agenda Items
There was no public participation.

ACTION ITEMS

MINUTES

18. Minutes of the December 9, 2020, Regular Board Meeting
Minutes of the December 17, 2019 Special Board Meeting
– Approved unanimously (Birdwell/Thompson)

APPROVAL OF CLAIMS

19. Claims – Approved unanimously (Weeden/Southworth)
Claims Committee for January through March 2020 will be Board Chair Phil Koterba, CJ Bailey, Jennifer Thompson, Jeff Southworth.

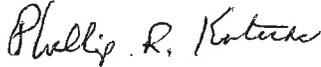
INDIVIDUAL ITEMS

20. Approve Building Use Agreement with Dawson Community College with the amendment to change the date on page 1 to July 1, 2020 – Approved unanimously (Birdwell/Weeden)
21. DELETED
22. Approve Variances to Standards Application – Approved unanimously (Thompson/Vantassel)
23. Approve Disposal/Destruction of Documents per the State Record Retention Schedule – Approved unanimously (Vantassel/Birdwell)
24. Approve Second Reading---Board Policy 1112--- Resignation of a Trustee – Approved unanimously (Birdwell/Southworth)
25. Approve Second Reading---Board Policy 4340---Public Access to District Records – Approved unanimously (Weeden/Thompson)

26. Approve Second Reading---Board Policy 4410---Relations with the Law Enforcement and Child Protective Agencies – Approved unanimously (Southworth/Weeden)
27. Approve Second Reading---Board Policy 5256---Reduction in Force – Approved unanimously (Thompson/Weeden)
28. Approve Additions to the Substitute List for the 2019-2020 School Year – Approved unanimously (Thompson/Southworth)
29. Approve Personnel Report – See Exhibit A – Approved unanimously (Weeden/Southworth)

ADJOURNMENT

The meeting was adjourned at 8:10 p.m (Thompson). The next regular meeting will be held at 6:00 p.m. on Monday, February 10, 2020, at the Lincoln Board Room.



PHILLIP R. KOTERBA
BOARD CHAIR



REBEKAH RHOADES
BUSINESS MANAGER/CLERK

EXHIBIT 'A'
LEWISTOWN PUBLIC SCHOOLS
LEWISTOWN, MONTANA

Monday January 13, 2020

EMPLOYEE NAME	POSITION	LOCATION	RECOMMENDED ACTION	EFFECTIVE DATE	RECOMMENDED BY	COMMENTS
CONRAD, Cassidy	Food Server/Kitchen Aide	Fergus High School	Accept letter of resignation	12/21/2019	Amie Friesen	See attached letter
PHANSOMBUN, Suwaphit	Custodian	Garfield School	Accept letter of resignation	1/3/2020	Jason Fry	See attached letter
POSER-BROWN, Lora	Volunteer Assistant Speech and Drama Coach	Fergus High School	Volunteer Position; No Contract	1/14/2020	Jim Daniels	
VICTOR, Teresa	Bus Driver	Transportation	Approve appointment on schedule--TRANS Step 4 for up to 4.5 hours per day for up to 83 days	1/27/2020	Rob Odermann	Replacing David Betts
VICTOR, Tommy	Bus Driver	Transportation	Approve appointment on schedule--TRANS Step 4 for up to 4 hours per day for up to 83 days	1/27/2020	Rob Odermann	Replacing Debbie Walker