



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 variance to an assurance standard or a section of assurance 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 DATE

First semester implementation; second Monday in October

COUNTY:

DISTRICT:

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Clancy School District (SC: 0452) Clancy Elementary (SC: 0606) & Clancy Middle School (SC: 1713)

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.

- 10.55.704 Assignment of District Superintendents
- 10.55.705 Assignment of School Administrators/Principals
- 10.55.709 Assignment of Library Media Specialist



2. Describe the variance requested.

Variance Request for ARM 10.55.704 & 10.55.705 – Administrative Staffing State standards require districts with more than 31 certified FTE to employ both a full-time superintendent and separate full-time principals. Clancy slightly exceeds this threshold of certified FTE but differs from other districts by combining the one full-time principal with one full-time, on-site superintendent who also performs principal duties. The superintendent is actively involved in all daily operations, including discipline, parent meetings, and staff supervision. The district requests a variance to maintain this effective and efficient leadership model without adding an additional administrator.

Variance Request for ARM 10.55.709 – Library Media Services Accreditation standards require 1.001 FTE Library Media staffing based on Clancy's enrollment and grade configuration. The district currently employs one full-time (1.0 FTE) Library Media Specialist serving all PK–8 students. This staffing level fully supports instruction, research, and literacy needs. Furthermore, classroom teachers through updated content standards are also responsible for teaching literacy, research, and media through ELA content standards. The district requests a variance to continue operating with 1.0 FTE, as the 0.001 FTE shortfall does not impact program quality or access.

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

a. Workable.

Both variance requests are supported by sufficient resources and are practical, sustainable, and aligned with the intent of the accreditation standards.

ARM 10.55.704 & 10.55.705 (Administrative Staffing), Clancy's current administrative structure, consisting of a full-time principal and an on-site superintendent who shares principal duties, is fully supported by enrollment size, facility layout, and scheduling needs. This model provides comprehensive leadership coverage, including supervision, discipline, and instructional oversight. It has been effective over time and is supported by existing staffing and operational resources.

ARM 10.55.709 (Library Media Services), the district's single full-time Library Media Specialist is sufficient to meet the needs of 380 PK–8 students within a single campus. The 0.001 FTE shortfall due to grade reconfiguration does not impact service delivery. Current staffing, scheduling, and facility access ensure that library programming remains robust, accessible, and instructional in nature.

These variances reflect an efficient and intentional use of available resources to maintain high-quality educational services without compromising accreditation expectations.



b. Educationally sound.

For ARM 10.55.704 & 10.55.705, Clancy's leadership model reflects the principles of distributed leadership, which research shows leads to improved school climate, staff collaboration, and student achievement. The full-time principal and on-site superintendent jointly manage behavior, instructional support, and family engagement, creating a responsive and stable leadership team that sustains a positive learning environment.

For ARM 10.55.709, studies confirm that schools with access to a certified Library Media Specialist show higher student performance in reading and research skills. Clancy's 1.0 FTE library staff provides comprehensive programming that aligns with this research, supporting information literacy and academic achievement across all grade levels despite the FTE shortfall.

These variances apply research-supported models to uphold the intent of accreditation standards while ensuring continuity of high-quality services for students.

c. Designed to meet or exceed results under established standards.

The requested variances align with program and content standards by ensuring high-quality delivery through qualified personnel.

For ARM 10.55.704 & 10.55.705, the full-time principal and on-site superintendent share duties aligned with program standards (ARM 10.55.801, 1601–1615, 1801), ensuring strong leadership, supervision, and a safe school climate. Both are experienced and fully qualified to meet administrative and instructional oversight needs. Having the superintendent on site daily rather than relying on an additional part-time administrator. This provides greater continuity, responsiveness, and strategic alignment. This exceeds the standard by offering consistent executive-level leadership deeply engaged in daily operations, enhancing decision-making, communication, and support for staff and students.

The full-time Librarian meets the requirements of ARM 10.55.1101, providing consistent instruction in literacy, research, and digital skills. In addition, classroom and intervention teachers integrate and reinforce these skills through differentiated instruction across content areas. This collaborative model enhances effectiveness by embedding literacy and digital competencies into daily instruction, rather than limiting them to isolated library time. As a result, students benefit from continuous, targeted support better addressing diverse learning needs and deepens skill acquisition. The variance does not compromise delivery; program outcomes continue to be met or exceeded.



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

The requested variances clearly align with applicable program and content standards and are supported by qualified staff capable of meeting delivery expectations.

For ARM 10.55.704 & 10.55.705, Clancy's full-time principal and on-site superintendent collaboratively lead school operations, instructional supervision, and student services. Their work supports the delivery of a safe, effective learning environment (ARM 10.55.801), a complete K–8 instructional program (ARM 10.55.1601–1615), and student support services (ARM 10.55.1801). Both administrators are experienced and fully credentialed to fulfill these roles.


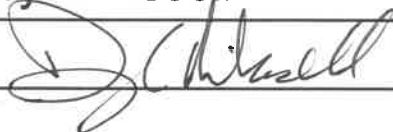
For ARM 10.55.709, the full-time Library Media Specialist meets the intent of ARM 10.55.1101 by providing continuous literacy, research, and digital resource instruction across all PK–8 grades. Despite a minor FTE shortfall, the delivery of library media services remains comprehensive and effective.

These staffing models ensure the integrity of program standards while prioritizing student access and educational quality.

- 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 that provides evidence that local school community stakeholders were involved in the consideration and development of the proposed variance to an assurance standard or a section of assurance standards.
(Stakeholder groups include trustees, administrators, teachers, classified school staff, families, community members, and students as applicable.)**



Required school district signatures:

Board Chair Name: Sarah Brown
Board Chair Signature:  Date: 9/19/2025
Superintendent Name: Daryl Mikesell
Superintendent Signature:  Date: 9/19/2025

Email the signed form to:

OPIAccred@mt.gov

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**CLANCY SCHOOL DISTRICT #1
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 16, 2025
CLANCY SCHOOL MULTI-PURPOSE ROOM**

Present Board Trustees: Sarah Brown, Aaron Ward, Bob Gallagher, and Marci Parks. Also present were Superintendent/Jr. High Principal Daryl Mikesell, Elementary Principal Jesika Fisher, and District Clerk/Business Manager Jennifer Milton. One visitor, Tona Iwen.

CALL TO ORDER – Sarah Brown called the meeting to order at 5:30 p.m.

1. AGENDA –

A. Four trustees were present; Trent Jensen absent. Quorum established.

2. PERIOD OF PUBLIC COMMENT –

None

STAFF

- 3. Teacher Report** – Librarian Tona Iwen said the start of the year has been good; kids are enthusiastic. They've been tweaking the permission forms for the library. Next year they hope to collect completed forms before school starts (at Open House). She said an author is coming on October 1 to speak with Cougar Cubs and then hold an assembly with grades K-2. She wrote a book called "Buffalo Fluffalo" and will be bringing some signed copies to give away.
- 4. Administration Report** – Mr. Mikesell gave a quick recap of the first three weeks of school and thanked Tona for sharing her thoughts on how the first few weeks of school have gone.

As of August 27, the overall enrollment is listed below. We have our first official "count day" in October. ****Ratios do not factor paraprofessional support during portions of the day.*

- Cougar Cubs: 20 (2 sections) 10:1 Ratio
- Kindergarten: 33 (2 sections) 17:1 Ratio
- First Grade: 26 (2 sections) 13:1 Ratio
- Second Grade: 50 (3 sections) 17:1 Ratio
- Third Grade: 47 (2 sections) 24:1 Ratio
- Fourth Grade: 46 (2 sections) 23:1 Ratio
- Fifth Grade: 37 (2 sections) 19:1 Ratio
- Sixth Grade: 42 (2 sections) 21:1 Ratio
- Seventh Grade: 37 (2 sections) 19:1 Ratio
- Eighth Grade: 42 (2 sections) 21:1 Ratio

Elementary (CC-5th):	259 (15 sections) 17:1 Ratio
Middle School (6th-8th):	121 (6 sections) 20:1 Ratio
	380 (21 sections) 18:1 Ratio

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Mr. Mikesell said he and Ms. Fisher have committed to regularly attending Clancy Parent Council (CPC) meetings to further strengthen our partnership with this important organization. CPC has already begun planning its annual fundraising and community engagement events for the upcoming school year.

For fundraising purposes, CPC aims to target specific programs or areas within the school. This allows them to clearly communicate where donated funds are being directed—an approach that not only enhances transparency but also increases community investment in the success of our students. These efforts provide significant benefits to Clancy School by helping offset costs for projects that would otherwise impact the General Fund. As a result, district funds can be reallocated to other priorities, accelerating the improvements and opportunities we can offer our students and staff.

CPC is planning to host a series of fundraising events in partnership with area businesses, where a portion of proceeds will be donated back to the school. Clancy School will support these efforts by promoting the events to our community through various communication channels.

This year, CPC will focus its major fundraising efforts on supporting the music program, while continuing its support of the Family and Consumer Science (FACS) class and the Flex Farm initiative. Going forward, district administration will participate annually in CPC fundraising planning to help identify areas of focus that serve the entire student body—not just specific grade levels—ensuring equitable impact across the school.

Ms. Fisher said she has begun learning about MECC (Montana Education Curriculum Consortium) and did a presentation to staff at the first staff meeting of the school year. She said this year MECC is focusing on ELA (they rotate through subject matter every couple of years). It helps teachers know what students must learn in each grade. She plans to take some staff to trainings in the next couple of weeks. Sarah Brown said she is excited about MECC and that it gives staff some direction.

She has been helping get curriculum rolling for the year. We have completed benchmark MAP and DIBEL testing. She meets next week with the K-2 and 3-5 teams to review that data.

Mr. Mikesell said he will also be meeting with Middle School staff to review data. They will share the information with the board at October's meeting.

Ms. Fisher said she will hold a monthly “Coffee with the principal,” the first of which is scheduled for Thursday, September 25, at 8:45 a.m. in Mrs. King's room (110).

COMMITTEE REPORTS

5. **Audit/Finance** – We received notification last week that our FY26 REAP (Rural Education Achievement Program) funds have been awarded. Mr. Mikesell and Ms. Milton plan to allocate approximately \$16,000 of these funds to cover consultant expenses, with the remaining balance designated to support paraprofessional compensation. They will provide an update on the timeline for REAP fund allocation and expenditure as more information becomes available.

Clancy School was recently allocated Title II-A and Title IV-A funds, totaling approximately \$20,000 to support our Title I program. We have submitted our application for these funds to the Office of Public Instruction (OPI), and we anticipate they will be available for use in early October. All Title I funds received by Clancy School are used to help cover a portion of the salaries and benefits for our Title I

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teaching staff. Currently, Clancy School employs 2.1 FTE (full-time equivalent) positions within the Title program.

6. Facilities -- Mr. Mikesell and Mr. Kramer have completed the initial walkthrough of all summer projects with the contractors and identified the remaining loose ends that still need to be addressed.

Last summer, we faced challenges in accurately forecasting the staffing levels and hours required to complete both our planned projects and annual maintenance. As a result, we incurred higher-than-anticipated costs for summer workers. However, we were able to offset some of these additional expenses by utilizing end-of-year funds instead of drawing from excess reserve funds. For example, \$17,000 worth of lockers were purchased using end-of-year funds.

Ms. Milton and Mr. Mikesell will provide further details during agenda item 11, including a review of lessons learned and the strategy for improving staffing efficiency and controlling expenditures for the upcoming summers.

Summer 2026 Preview: Looking ahead to Summer 2026, we have a comprehensive plan in place to continue improving our building as part of our ongoing 4-year renovation initiative. The upcoming projects will be funded through excess reserve funds and end-of-year funds, as previously presented and discussed. We remain steadfast on using Metal Mines funds for bigger, more expensive projects, and will not consider a Bond Levy to complete this initiative.

Planned Projects Include:

- Classroom Renovations: An additional 8 classrooms will be renovated.
- Main Office and Nurse's Office: Renovations are scheduled for both spaces to improve functionality and appearance.
- Gymnasium Updates: This includes painting the gym, replacing the bleachers, updating the main basket winches, and installing new scoreboards.
- HVAC Upgrades:
 - We plan to transition our air handler controls from pneumatic to digital—a project that was deferred during Summer 2025.
 - Improvements to air conditioning and heating in the kitchen area are also scheduled, ensuring a more consistent and comfortable climate for both staff and equipment.
- Playground Redesign Discussion: The committee will explore potential redesigns to maximize the use of playground space and enhance ADA accessibility to both the playground and the building.

To prevent delays like those experienced last summer, Mr. Kramer and Mr. Mikesell have already met with contractors for the classroom renovations. The goal is to ensure all necessary materials are delivered or stored and on site prior to the June 2026 start date, allowing work to begin without interruption. All classroom renovations are scheduled to be completed by August 1, 2026, providing teachers ample time to prepare their rooms for the 2026–27 school year. This deadline is part of our commitment to minimizing disruptions and avoiding the last-minute project completions that affected this year's Open House. Our goal remains clear to provide the best possible learning environment for all students while minimizing stress on our staff throughout the renovation process.

7. Personnel – All certified, classified, and administrative staff received their updated position descriptions electronically on September 6, 2025.

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8. Policy – We have received notification from the Montana School Boards Association (MTSBA) that additional recommended policy additions and revisions are forthcoming. Currently, the policies are still in draft form and are being finalized by MTSBA. Once these policies have transitioned out of “DRAFT” status and are formally released to member districts, we will schedule a Policy Committee Meeting to review and discuss them.

Below is a summary of the policy areas MTSBA is currently working on for potential revision or addition:

- Update to Policy 2335-NF(1)- Human Sexuality Instruction - Annual Notice
 - Update to Policy 2335-NF (2)- Human Sexuality Instruction- 5 to 14 Day Notice
 - Adoption of Policy 2335-NF (3)- Human Sexuality Instruction
 - Update to Policy 1014FE- Intent to Increase Non-Voted Levy ([Currently ready for review/adoption consideration](#))
 - Update to Policy 1111- Election
 - Update to Policy 1210- Qualifications, Terms, Duties of Board Officers
 - Update to Policy 1310- District Policy and Procedures
 - Update to Policy 1700- Uniform Complaint Procedure
 - Update to Policy 2132- Student and Family Privacy Rights
 - Update to Policy 3410- Student Health ([Currently ready for review/adoption consideration](#))
 - Update to Policy 3510- School Sponsored Activities
 - Update to Policy 3612- School-Provided Access to Electronic Information, Services, Equipment, and Networks
 - Update to Policy 2162- P(2)0 Section 504 Procedures
9. School Relations – It would be beneficial to host a School Relations Committee Meeting soon so the committee and administration could coordinate final plans for community engagement opportunities that had been discussed in the past. It would be ideal to host this either in the morning or soon after dismissal so Mrs. Robson could be there to assist.

BUSINESS

10. Motion by Bob Gallagher, second by Aaron Ward to approve the minutes from the August 19, 2025, regular board meeting and the minutes from the August 25, 2025, special board meeting. Motion passed 4-0.
11. Motion by Sarah Brown, second by Marci Parks, to approve warrants: Activity Account: 6296-6299; Claims 41125-41169; and Payroll: 53442-53450. Motion passed 4-0.
12. Mr. Mikesell has accepted the resignation of our full-time custodian, Kayla Egebjerg. In response, rather than hiring a single full-time replacement, it is recommended that the district hire two part-time custodians. The decision to shift to two part-time positions is aimed at increasing operational efficiency. Mr. Mikesell and Mr. Kramer will implement a zoned custodial system, assigning each custodian a specific section of the building. This structure allows for more focused coverage and ensures that, in the event of an absence, the remaining two custodians can more effectively share responsibilities—minimizing disruptions if a substitute custodian is unavailable.

Motion by Marci Parks, second by Sarah Brown to hire Aspen Hamman as a custodian for up to 4 hours per day and a rate of \$17.87 per hour for the remainder of the 2025-2026 school year (Aspen has completed her background check) and to hire Ron Zelenka as a custodian for up to 4 hours per day at a rate

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of \$17.87 per hour for the remainder of the 2025-2026 school year pending the results of an approved background check. Motion passed 4-0.

In addition, we have received an application for a substitute kitchen & playground, Timothy Nickerson. It is recommended that this individual be hired for the remainder of the 2025–2026 school year. This substitute position will be compensated at the Board-approved substitute rate.

Motion by Sarah Brown, second by Marci Parks to hire Timothy Nickerson as a substitute for the remainder of the 2025-2026 school year, pending background check. Motion passed 4-0.

13. Boys basketball is scheduled to start practices on October 20. As we have done in the past, the recommendation is to hire a head coach for each grade level and no assistant coaches.

Motion by Sarah Brown, second by Marci Marks to hire Lindsay Wangerin as the head 7th grade boys basketball coach for the 2025-2026 season at a stipend amount of \$1,315. Move to hire Anthony Connole as the head 8th grade boys basketball coach for the 2025-2026 season at a stipend amount of \$1,315. Motion passed 4-0.

14. As part of our ongoing efforts to ensure flexibility while maintaining high-quality educational experiences for our students, we are preparing an application for a *Variance to Standards* in the areas of **administration and library resources**. This variance would allow our district to adapt specific requirements to better align with our current staffing structure, student needs, and available resources.

Each board member reviewed the variance application in its entirety. Trustees will have the opportunity to provide feedback and propose any revisions they feel are necessary. In addition, we are inviting input from the broader community and encourage all stakeholders to review the draft application and share their feedback or suggestions for improvement.

Following this review and any necessary revisions, the finalized application will be submitted to the Montana Board of Public Education for consideration during the second week of October.

Motion by Marci Parks, second by Aaron Ward to approve the application for a Variance to the Standard and advise Mr. Mikesell to submit the application to the Montana Board of Public Education for consideration. Motion passed 4-0.

15. Our Fall Benchmark Assessments are currently underway for all K–8 students. All students are being assessed using the DIBELS application to measure foundational reading skills. Last week, our Cougar Cubs began their early literacy screening using the new PELI assessment. Once PELI testing is complete, we will administer the TelTED assessment to all Cougar Cubs and any K–2 students who showed below-benchmark performance on the DIBELS assessment. The TelTED will help determine whether a student is experiencing challenges with language development, reading skills, or both. This information is critical in identifying targeted interventions needed to close achievement gaps before 3rd grade.

In addition, our Fall MAP Benchmark Assessments have begun for students in grades 2–8. Last week, students in grades 2, 6, 7, and 8 completed their assessments, and students in grades 3–5 are finishing their assessments this week. Once all assessments are complete, teachers and administrators will hold data meetings to analyze individual student performance, review projected growth, and develop instructional plans to help each student meet their growth goals.

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The Middle School team will hold their data meeting this week, and the Elementary team will meet next week after 3rd–5th grade testing concludes.

At the October board meeting, administration will provide a detailed breakdown of student performance data, projected growth targets, and a summary of planned intervention and enrichment activities—aligned with the goals discussed by the Board last spring. Additionally, we will conduct a mid-year check using the survey version of MAP to monitor student progress toward annual growth targets. This midpoint data will help instructional staff determine whether current strategies are effective or if adjustments are needed to better support student growth.

More assessment data and updates will be shared at the October meeting.

CORRESPONDENCE – none

FUTURE ISSUES -- none

NOTIFICATION OF NEXT MEETING – Tuesday, October 21, 2025, 5:30 p.m.

Meeting adjourned at 6:30 p.m.

Board Chair

District Clerk

**CLANCY SCHOOL DISTRICT #1
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 19, 2025
CLANCY SCHOOL LIBRARY**

Present Board Trustees: Sarah Brown, Trent Jensen, Aaron Ward, Bob Gallagher, and Marci Parks.
Also present were Superintendent/Jr. High Principal Daryl Mikesell, Elementary Principal Jesika Fisher, and District Clerk/Business Manager Jennifer Milton. There were no visitors.

CALL TO ORDER – Sarah Brown called the meeting to order at 5:34 p.m.

1. AGENDA –

- A. Five trustees were present. Quorum established.
- B. Daryl asked to add an Action item at the start of the BUSINESS agenda for Milk prices.

2. PERIOD OF PUBLIC COMMENT –

None

STAFF

3. Teacher Report – None

- 4. Administration Report –** Mr. Mikesell gave an update to the Variance to Accreditation Standard Draft which is due in October; he plans to submit after the September meeting. We will need to invite the public to attend and provide feedback at the September meeting and then approve the variance document in October.

Ms. Fisher explained a theme for the year- “Strength in Community” The Board received a copy of “Welcome Back” letter to staff in the board packet.

Daryl and Jes both attended the Administrator Academy put on by Kaleva Law in Missoula. They both said it was beneficial.

Daryl said that we are now recognized by OPI as “Clancy Elementary (PK-5)” and “Clancy Middle School (6-8)”

COMMITTEE REPORTS

5. Audit/Finance – none

- 6. Facilities –** It has been a very busy summer and the final touches are being made to the summer renovation projects. A quick summary of what was accomplished over the summer:
- Renovated 8 classrooms with new cabinets, paint, countertops, and carpet
 - Moved 7 staff into new classrooms due to restructuring and reassignment
 - Creation of a desensitization space in the back of the Learning Center
 - Remodel of the Science Lab into the Multipurpose Room (MPR)
 - Soffit repair and exterior paint

- Removal and replacement of the “White Building” roof
 - Added additional lockers for 5th grade students needed due to classroom moves
 - Update of landscaping by the entry to the primary wing of the building.
 - We have learned a lot through the first year of our 4-year renovation project and have been working with contractors to hopefully streamline the process for next summer.
7. Personnel – Position descriptions were included in the Board packet for review. The Personnel Committee met to review them in detail, and the versions presented this evening reflect revisions to the MTSBA model descriptions to align with the roles assigned at Clancy School. Daryl said the next step is to build an evaluation tool to match the position descriptions. Motion by Sarah Brown, second by Trent Jensen to approve position descriptions as presented. Motion passed 5-0.
 8. Policy – An extensive list of policies was presented to the Board in July and approved on first reading. No recommended changes were brought forward. Later in the agenda, it will be recommended to adopt those policies on second reading.
 9. School Relations – Open House – August 25th 4:00-6:00 p.m.

BUSINESS

10. Ms. Milton explained that our price from the vendor for chocolate milk has increased to \$.44 per carton. The current milk price charged to students and adults is \$.40 per carton. Motion by Sarah Brown, second by Bob Gallagher to raise the milk price charged to students and adults to \$.50 per carton. Motion passed 5-0.
11. Motion by Marci Parks, second by Aaron Ward to approve the minutes from the July 15, 2025, regular board meeting and the minutes from the July 28, 2025, special board meeting. Motion passed 5-0.
12. Motion by Sarah Brown, second by Trent Jensen, to approve warrants: Activity Account: none; Claims 41066-41124, void ck#41031,41065; and Payroll: 53416-53441. Motion passed 5-0.
13. Nurse:
Ms. Fisher and Mr. Mikesell interviewed two nurse candidates. Motion by Trent Jensen, second by Sarah Brown to hire Shelley Stanton as the school nurse for the 2025-2026 school year for up to 4 hours per day and at a rate of \$25 per hour. Motion passed 5-0.

Kitchen Assistant/Paraprofessional:

We have an open position for cafeteria supervision as well as a need for morning and afternoon support for special needs students. Fortunately, the candidate recommended for hire has prior experience working in the Clancy School kitchen and is familiar with the routines and processes. As of today, the plan is for this position to be assigned 10:30–1:00 lunch supervision time and as a special education paraprofessional from 8:00–10:30 and 1:00–3:30. The assigned times may change if needs in either arena arise. Mr. Mikesell will work with Mrs. McEachern and Ms. Fisher to determine if a change in assigned duties is necessary. Motion by Marci Parks, second by Aaron Ward, to hire Eastin Karlin as a full-time classified employee to serve in the kitchen and as a paraprofessional for the 2025-2026 school year at a rate of \$17.37 per hour pending the completion of an approved background check. Motion passed 5-0.

Motion by Sarah Brown, second by Marci Parks, to approve a service contract with Jamie Hildenstab, Special Ed Consultant, for the 2025-2026 school year. Motion passed 5-0.

14. Mr. Mikesell and Ms. Wangerin discussed conducting an annual survey of 4th–7th grade students to identify the activities they are interested in for the upcoming school year. The goal is to estimate anticipated participation in sports teams and activities. This survey data will be incorporated into the annual survey 5th–7th grade students complete each spring to select their Practical Arts classes for the following year. For 4th grade students, a separate survey will be used to gather this information. For the current school year, a standalone survey was sent out last week, and the results support the recommended coach hirings. Motion by Sarah Brown, second by Trent Jensen to hire Mrs. Megan Morgan and Ms. Jenna Johnson as head volleyball coaches for the 2025-2026 season at a stipend amount of \$1,315 each. Move to hire Ms. Wangerin as the head cross country coach for the 2025-2026 school year at a stipend amount of \$1,315. Move to hire Macaul Bessette as an assistant cross-country coach for the 2025-2026 school year at a stipend amount of \$1,000. Motion passed 5-0.

15. MBI Directors:

Mrs. King, Mrs. Tona Iwen, and Mrs. Kosena did an excellent job supporting our PAX/MBI Initiatives last school year and the recommendation is to again have them lead that effort for the 2025-2026 school year.

Yearbook Advisors:

Mrs. Melissa Kosena and Mrs. Kathy Igielski did an outstanding job documenting all the various events happening at Clancy School last year and it is recommended they again be hired to be yearbook advisors for the 2025-26 school year.

Science Olympiad Advisors:

Ms. Cary Chamberlain and Mrs. Anne Jolliff did a great job leading the Science Olympiad team last year and it is recommended they again be hired as Science Olympiad Advisors.

Motion by Marci Parks, second by Trent Jensen to hire Krista King, Tona Iwen, and Melissa Kosena as MBI Directors for the 2025-2026 school year at a stipend amount of \$1,255 each, to hire Melissa Kosena and Kathy Igielski as Yearbook Advisors for the 2025-2026 school year at a stipend amount of \$1,255 each, to hire Ms. Chamberlain as the head coach/advisor for the Science Olympiad team for the 2025-2026 school year at a stipend amount of \$1,255, and to hire Anne Jolliff as assistant Science Olympiad coach/advisor for the 2025-2026 school year at a stipend amount of \$1,000. Motion passed 5-0.

16. As discussed at the July meeting, we will be revising our student and staff handbooks to incorporate recent legislative changes and recommendations from Kaleva Law Offices. This process will involve cross-referencing existing content, updating sections to align with current policies and statutes, and adding new topics as needed. While this work is underway, it is recommended that we continue using the current handbook, which has served Clancy students, families, and staff well. Administration has reviewed both handbooks and made minor language revisions to reflect current practices. Furthermore, the updates to our district policies will support processes and procedures as they arise while we update both handbooks. Motion by Sarah Brown, second by Trent Jensen to approve and adopt the student handbook on 2nd reading for the 2025-2026 school year. Motion passed 5-0.
17. Motion by Sarah Brown, second by Aaron Ward to approve and adopt the staff handbook on 2nd reading for the 2025-2026 school year. Motion passed 5-0.

18. Below is the summary of the proposed policy adoptions and revisions that were approved on 1st reading in July. There were no recommended changes or revisions to the policies for the Board to consider. It is recommended the Board approve and adopt the policies below on second reading.

SUMMARY FROM JULY:

Policy 1400- Board Meetings: (Policy Update)

The only recommended change to this policy is to update the regular meeting schedule from the “2nd Wednesday of each month” to the “3rd Tuesday of each month.” This revision ensures the policy reflects the schedule approved by the trustees during the June meeting and maintains alignment moving forward.

Policy 2105- Grade Composition Considerations: (Policy Update)

The recommended change to this policy is to change the student assignment to grades K-6 to PK-5. This reflects our addition of our Cougar Cubs Early Learning program starting this year and our request for the OPI to recognize Clancy School as having an elementary and middle school instead of an elementary and junior high.

Policy 1007 FE- Multidistrict Agreements: (New Policy)

This is a new policy for Clancy School but aligns with the practices we have already been following through our interlocal agreements with Montana City School and Jefferson High School. The policy encourages school districts to collaborate by sharing resources and services to improve efficiency, reflecting recent Montana law changes. It expands the scope to include culturally rooted instruction and language immersion programs and clarifies funding rules, including restrictions on certain fund transfers. This policy supports greater cooperation among districts while ensuring compliance with state law.

Policy 1009FE- Recruitment and Retention- Flexible Instructor Licensing: (New Policy)

This is a new policy for Clancy School and outlines methods a District may deploy when hiring and keeping high-quality staff to support each student’s success. The policy defines flexible teaching licenses and programs to meet staffing needs. These include internships for teachers learning new subjects, provisional certification for qualified applicants working toward full licensure, and substitute teaching with training and limits on how long substitutes can work consecutively.

The policy also allows hiring retired teachers under certain conditions and offers licenses for school leaders and career/technical educators. There are additional options like alternative licenses and emergency authorizations to cover special or urgent staffing needs. Overall, this policy gives Clancy School flexible tools to attract and retain great educators focused on student success.

Policy 1015 FE- Personalized Learning Opportunities: (New Policy)

This is a new policy for Clancy School that aims to meet each student’s unique needs by offering personalized and advanced learning opportunities. It focuses on creating individualized plans for grades 6–12 to support career and college readiness, involving collaboration with families, educators, and community partners.

The policy promotes flexible, student-centered learning through community-based, online, and work-based experiences. It also includes professional development for staff and establishes an “advanced opportunity facilitator” to coordinate these efforts.

Policy 2050- Innovative Student Instruction: (Policy Update)

This existing Clancy School policy allows flexible delivery of education—onsite, offsite, and online—to meet required instructional hours. It emphasizes student-centered, innovative teaching and includes remote instruction for eligible students, counted equally for enrollment and funding.

Offsite instruction within district boundaries is authorized as needed. The policy also permits proficiency-based learning, letting students who demonstrate mastery waive minimum hour requirements, in line with state law.

The Superintendent is authorized to implement and oversee these flexible instructional options to ensure compliance.

Policy 2100- School Calendar and Day: (Policy Update)

This is an existing policy at Clancy school. The policy clearly defines the role of the Board to:

- Set the school term, day length, and week schedule per state law and contracts.
- Consult with staff and community when making changes.
- Ensure students observe state-designated commemorative holidays through educational activities.
- Allow use of Saturday school for makeup or optional extra instruction.
- Ensure compliance with minimum instructional/aggregate hours are set by grade.
- Ensure the annual calendar will include up to seven additional days are allowed for staff orientation, development, conferences, and records.
- Appoint an advisory committee to recommend the annual professional development plan.

Policy 2150- Suicide Awareness and Prevention: (Policy Update)

This is an existing policy at Clancy School. The policy requires annual youth suicide awareness and prevention training for all employees working directly with students. At minimum, employees must receive one hour of training every three years, with new staff receiving two hours in their first year. Training materials are OPI-approved and regularly reviewed. Training can be delivered in-person, online, or by other approved methods.

Policy also grants the Board the authority to authorize administration to develop suicide prevention and response procedures involving family and community collaboration, student intervention, reintegration support, and crisis response. The policy also includes liability protections for the District and will be regularly reviewed by the Board.

Policy 2158- Parent and Family Engagement and Educational Involvement: (Policy Update)

This is an existing policy at Clancy School and emphasizes the requirement and better defines the role of parents and families in student academic success and affirms that education is a shared responsibility among the district, families, and community. The district commits to creating a welcoming environment that fosters strong, collaborative parent/family involvement.

Key goals include:

- Encouraging families to participate actively and feel connected to the school community.
- Promoting meaningful two-way communication between families and school staff.
- Supporting collaboration to enhance student learning and development.
- Empowering parents as advocates for equitable student opportunities.
- Involving families in decision-making impacting students.
- Connecting families and staff with community resources to expand learning.

The district will strive to:

- Provide parent education on child development and parenting.
- Ensure clear communication of policies, rights, and educational opportunities.
- Facilitate family involvement in school activities and policy input.
- Offer professional development for staff on family engagement.
- Regularly evaluate engagement efforts.
- Provide instructional materials upon request.

- Communicate in accessible language where possible.
- Annually inform families of district educational programs and services.

Policy 2165- Early Learning Targeted Intervention: (New Policy)

This is a new policy to Clancy School and aligns with our addition of our Cougar Cubs program. This policy aims to improve early reading and math proficiency by offering voluntary intervention programs for eligible children before third grade. It aligns with state educational standards and supports long-term academic success and workforce development.

Key Goals:

- Increase the number of students proficient in reading and math by the end of 3rd grade.
- Provide early support to students below proficiency trajectories.
- Foster parental engagement and collaboration.
- Offer evidence-based, developmentally appropriate interventions.

Eligibility & Evaluation:

- Children aged 4+ (by Sept. 10) and not yet in 3rd grade can be evaluated with parental consent.
- Evaluations are administered in the spring to identify eligibility based on state-approved criteria.

Program Options (at District discretion):

- Classroom-Based: Full- or half-time instruction for pre-kindergarten students, focused on literacy and math.
- Home-Based: Partnered with state-approved nonprofits, these programs support parents as primary educators.
- Jumpstart: Summer programs for K-2 students to prepare for the next grade, lasting at least 4 weeks and 120 hours.

Compliance Requirements:

- Ongoing progress monitoring.
- Qualified staff with background checks and professional development.
- Safe and appropriate learning environments.

Funding & Reporting:

- Eligible students may be counted for ANB (Average Number Belonging) funding purposes.
- Annual reporting to OPI on program participation and effectiveness is required.

Policy 2165 NF1- Early Targeted Intervention Evaluation Consent Form: (New Policy)

This policy is new to Clancy School and something we will deploy in the Spring when our next round of evaluations take place for our Cougar Cubs program. This form includes a notice of parental rights and provides consent for the district to evaluate the child as long as they meet age requirement and enrollment criteria consistent with other policies.

Policy 2334- Release Time for Religious Instruction: (New Policy)

This is a new policy to Clancy School. The policy is intended so students may be excused from regular school attendance for at least one hour per week to receive off-campus religious instruction, upon annual written request from a parent or guardian. This release will not affect attendance records or enrollment.

[Optional] The District may award credit for religious instruction from an independently accredited provider, using secular criteria such as instructional hours, course syllabus, assessments, and instructor qualifications. Credit decisions must be neutral regarding religious content or affiliation. *(Note: The optional language is aligned to High Schools where a specific amount of credits are needed to graduate. We would not need to adopt this language.)*

Policy 2335- Human Sexuality Instruction and Identity Instruction: (New Policy/Replacement Policy)

This policy fully replaces the District's previous "Health Enhancement" policy. While it may initially appear to promote instruction on Human Sexuality and Identity topics, its actual purpose is to establish strict requirements around parent notification and consent if such content is included in any lesson.

Specifically, the policy requires the District to:

- Notify parents in advance if instruction includes any topics related to Human Sexuality or Identity.
- Obtain *written opt-in consent* from parents before a student may participate in Identity instruction.
- Respect parent decisions to opt out, ensuring any absence is excused and does not impact the student's grade.
- Secure two levels of parental consent: one annually and one 5–14 days before instruction occurs.
- Make instructional materials available for parent review upon request.

This policy reinforces parental rights, transparency, and legal compliance in curriculum delivery.

Policy 2450- Indian Education for All: (Policy Update)

This is an existing policy at Clancy School and the recommendation is to make one revision to the policy to change the requirement of "cooperatively" working with Montana Tribes in close proximity to the District to requiring districts to "consult" with those Montana Tribes when developing courses of study.

Policy 2600- Work Based Learning: (New Policy)

This is a new policy for Clancy School, but it appears more appropriate for a high school setting. It outlines procedures for awarding credit to students participating in on-the-job training to enhance career and technical education skills and workforce readiness. Since our students are not of legal working age due to labor laws, it is recommended that this policy is not needed.

Policy 3110- Entrance, Placement, and Transfer: (Policy Update)

This is an existing policy at Clancy School. It is recommended one change be made changing "early literacy" to "early targeted intervention". This reflects the inclusion of Math instruction/early numeracy instead of focusing solely on literacy.

Policy 3121- Enrollment and Attendance Records: (Policy Update)

This is an existing policy at Clancy School. The only recommended changes is changing terminology from "child" to "student" and to encompass the jumpstart program and for districts to add one quarter ANB for any child having attended a summer school program that is at least 4 weeks long and totaling 120 hours or instruction. Clancy School does not currently offer a jumpstart program, but may do so in the future or through the interlocal agreement have children attend the program at Montana City School. It is recommended we adopt this policy for future flexibility to support student learning and to capture additional funding if a jumpstart program is deployed.

Policy 3141-Nonresident Student Enrollment: (Policy Update)

This is an existing policy at Clancy School. The recommended changes are:

- Clarifies and elaborates that a District may not approve an attendance agreement if the approval would result in “maximum student contact hours for a teacher or the class or maximum class sizes under accreditation standards of the board of public education”.
- Clarifies that an attendance agreement can be denied if a child is “suspended in school or out of school in any school district in which the nonresident child was enrolled”.
- Defines transportation of nonresident students as the following:
 - Attendance agreements must include who is responsible for transportation costs.
 - If the student has a disability and transportation is in their IEP, the home district must pay for it.
 - For all other students:
 - If the parent requests the out-of-district placement, the parent is responsible for transportation.
 - If the student attends due to safety issues or lack of programming in the home district, the home district pays for transportation.
 - If the student attends due to federal program requirements, the receiving district pays.
 - Transportation charges (if any):
 - Cannot be more than the average per-student cost in the home district or 35 cents per mile, whichever is less.

Policy 3310- Student Discipline: (Policy Update)

This is an existing policy at Clancy School. The only recommended change is to include the exception that “A student may not be subject to disciplinary action for declining to identify the student’s pronouns or address a person by using a name other than the person’s legal name or a derivative of the person’s legal name or by using a pronoun or a title that is inconsistent with the person’s sex.”

Policy 3416- Administering Medicines to Students: (Policy Update)

This is an existing policy at Clancy School. The recommended changes are intended to accomplish the following:

- Update the definition of “medication”
- Revised permission from “shall permit” to “permit”. This is intended to remove any uncertainty or subjectivity to whether a medication will be administered or not.
- Clarifies any uncertainty of what is needed for parent or guardian authorization for students to self-administer medication while at school.
- Empowers the district to stock albuterol and administer emergency use of stock albuterol to a student or nonstudent as needed for respiratory distress. This also clarifies that the emergency stock will not excuse parents from providing a student’s medication or create an exception that a school will have stock albuterol available.
- Provides definition of stock albuterol, authorized personnel, and respiratory distress.
- Requires a protocol to be established regarding training staff, maintenance (storage and access), location of stock albuterol, and when to call 911.
- Updates the process a district must follow when administering Glucagon.
- Provides the option for districts to stock a supply of opioid antagonists and a procedure to follow should a district determine it necessary to stock the antagonist.

Policy 3650- Montana Pupil Online Personal Information Protection Act: (Policy Update)

This is a current policy at Clancy School. The only change is to provide definitions of K-12 purposes to be, “activities that customarily take place at the direction of a school, teacher, or school district or aid in the administration of school activities, including but not limited to instruction in the classroom or at home, administrative activities, and collaboration between pupils, school personnel, or parents, or that are for the use and benefit of a school. The term does not include courses that are provided for the purpose of

postsecondary credit or work-based learning courses provided by a work-based learning partner pursuant to 20-7-1510”

Policy 3655- Student Safety: (New Policy)

This is a new policy that outlines the requirements that anyone having unsupervised contact with a student must have a completed fingerprint-based background check. The recommended policy defines “unsupervised contact” as “any interaction with students that does not involve direct supervision by an employee of the District. Additionally, any employee or volunteer who is responsible for supervising another employee's or volunteer's contact with children is considered to have unsupervised contact with children by virtue of their oversight responsibilities. Therefore, they must also undergo a background check prior to employment or assignment”.

Policy 5120 PI- Hiring Process Criteria: (Policy Update)

This is an existing policy at Clancy School. The primary update requires the Board to choose how the District collects and submits fingerprints for federal background checks. Option 3 best aligns with our current practice: applicants obtain fingerprints directly through the State of Montana Department of Justice or local law enforcement. The

Department maintains all records; the District does not collect, submit, or store fingerprint data.

The policy also includes an option regarding the dissemination of background check results. Clancy currently does not release background information; applicants must request it directly from the Department. This practice aligns with Option 2.

Lastly, the Board must select a procedure for how applicants may challenge or correct their background records. Our current approach follows Option 2: we direct applicants to the appropriate agency to obtain and review their report; the District does not provide copies.

Policy 5122- Fingerprints and Criminal Background Investigations: (Policy Update)

This is a current Clancy School policy. The only revisions to this policy is to align with other recommended policy changes in regard to unsupervised access to students in schools and includes “chaperone” in one of the listed examples. It also removes the term “regular” to clarify that ANY unsupervised access to students requires a background check even if it is a one-time event or occurrence.

Policy 5123- Employer Verification of Employee: (New Policy)

This is a new policy. Policy language requires that within three days of hiring an employee, the district must request a copy of their citizenship or work authorization status through the United States citizenship and immigration services or a completed I-9 form with corresponding documents that establish both identity and employment authorization. Policy also requires that books and payrolls must be open to inspection by the Montana Department of Labor and Industry on 3 business days notice from the department.

Policy 5252- Notice of Nonrenewal of Nontenured Teacher for Financial Reasons: (New Policy)

This is a new policy. This requires the Board to include the proposed nonrenewal for financial reasons on the agenda of the meeting prior to June 1 or each year. A nonrenewal of a nontenured teacher for financial reasons is a form of nonrenewal without cause.

Policy 5255- Disciplinary Action: (Policy Update)

This is an existing policy at Clancy School. The only revision is the inclusion of the following, “No employee, regardless of the scope of the employee's official duties, may be subjected to an adverse employment action for declining to: (a) identify the employee's pronouns while acting within the scope of

employment; or (b) address a person by using a name other than the person's legal name or a derivative of the person's legal name or by using a pronoun or a title that is inconsistent with the person's sex"

Policy 5430 NF1- Volunteer Agreement Form: (New Policy)

This is a new policy to Clancy School. It is a volunteer agreement form that outlines key criteria within policy and notifies that the volunteer will not be compensated for their contributions to Clancy School.

Policy 8301- School Safety: (Policy Update)

This is a current policy at Clancy School. The recommended change is an optional change for the Board to consider. The optional language is as follows:

[OPTIONAL] The plan will include installation of temporary door lock devices that may be used to secure a door to a room that may be used during a shelter-in-place or emergency lockdown situation.

A temporary door locking device may be used to secure a fire exit, hallway, corridor, or entranceway leading to a fire exit if the temporary door locking device:

- (a) is used only during a shelter-in-place or emergency lockdown situation; and*
- (b) is approved by the local fire department, law enforcement agency, or code official that has jurisdiction over the building.*

"Temporary door locking device" means a device that prevents a door from opening, provided that the device:

- (a) is meant only for temporary emergency use during an active threat situation;*
- (b) can be engaged or removed without opening the door;*
- (c) can be engaged and removed from the egress side of the door without the use of a key and removed from the ingress side of the door with the use of a key or other credential;*
- (d) does not modify the door closer, panic hardware, or fire exit hardware;*
- (e) is not permanently mounted to the door assembly, although individual parts of the device assembly, including but not limited to bolts, stops, brackets, and pins that do not prevent normal function of the door, may be permanently mounted;*
- (f) is installed at a height not to exceed 48 inches above the floor;*
- (g) does not affect the fire rating of the door and complies with national fire protection association fire rating standards;*
- (h) can be removed with a single operation when engaged;*
- (i) is applied only for a finite period of time during an emergency situation, including but not limited to a shelter-in-place or emergency lockdown situation or drill; and (j) is integrated into building safety plans, drills, and training programs that include inservice training on the use of the device for building staff and first responders.*

Policy 8560- Display of Flags and Banners on District Property: (New Policy)

This is a new policy to Clancy School. This policy outlines the permitted flags to be put on display on a flagpole, building, wall, vehicle, or other structure as part of district property. District property means buildings, grounds, vehicles, uniforms, and other property owned, leased, or controlled by the District.

The following flags and banners may be displayed:

- the United States flag
- the official flag of the state of Montana, or any county, municipality, special district, or other political subdivision within the state
- the official flag of a school district, public university, or community college
- the official flag of any state in the United States
- the official flag of any federally recognized tribal nation
- the official flag of any federally recognized foreign nation

- the official flag of any of the branches and units of the United States military
- official historical flags of the United States and the state of Montana, including but not limited to the Betsy Ross flag, Gadsden flag, and other flags of historical significance
- the POW/MIA flag, as provided in § 1-1-541, MCA
- flags or banners representing official school mascots and colors
- official law enforcement flags, including but not limited to flags honoring law enforcement officers and fallen officers.

The policy prohibits flags or banners that represent a political viewpoint, including but not limited to flags or banners regarding a political party, race, sexual orientation, gender, or political ideology. The policy does not apply to personal clothing, jewelry, or accessories, except where specific uniform policies or official dress codes apply.

Motion by Sarah Brown, second by Trent Jensen to approve and adopt policies as presented on 2nd Reading. Motion passed 5-0.

19. Mr. Selvig (Boulder Elementary School), Mr. Kloker (Montana City School), and Mr. Mikesell were approached by parents requesting renewal of the cooperative agreement with Boulder Elementary School (BES) to allow our 7th and 8th grade students to participate on the BES junior high football team. The three administrators have requested that MTSBA draft the agreement with the understanding that operational costs for the team will be assumed by the host school (BES), transportation will be the responsibility of the participating student's parent/guardian, and liability will rest solely with the host school. A draft agreement was not available at the meeting; it is recommended the Board authorize Mr. Mikesell to approve the agreement due to the upcoming practice start date of September 2nd.

Motion by Trent Jensen, second by Marci Parks to grant Mr. Mikesell the authority to approve a cooperative agreement with BES, provided the agreement does not assign any fiscal responsibility, transportation obligations, or liability to Clancy School. Motion passed 5-0.

20. Ms. Milton and Mr. Mikesell presented the TFS for Board approval. Motion by Sarah Brown, second by Marci Parks to approve the Trustee's Financial Summary as presented. Motion passed 5-0.
21. MTSBA was unable to establish a quorum for their annual meeting in June, resulting in the meeting being canceled due to a lack of registrations. As an alternative, MTSBA has distributed a ballot to each member of the Board of Trustees to complete and submit to support their continued operations.

The board reviewed and completed each item on the ballot together. Jennifer will submit their votes to MTSBA on their behalf.

Motion by Marci Parks, second by Sarah Brown to approve the MTSBA ballot as completed at the August meeting. Motion passed 5-0.

22. Mr. Mikesell presented a list of district property items that are not being used due to being obsolete or undesirable. Per policy, we must advertise for 2 weeks prior to disposing of any items. Once the 2-week period ends, items can be disposed of or sold. Motion by Sarah Brown, second by Marci Parks, to approve the list of items to be disposed of. Motion passed 5-0.

23. Motion by Trent Jensen, second by Sarah Brown, to approve FY2026 budgets:

- a. General Fund: \$3,088,643.53
- b. Transportation Fund: \$287,442.52
- c. Tuition Fund: \$166,035.06
- d. Retirement Fund: \$428,141.60
- e. Technology Fund: \$100,573.53
- f. Flexibility Fund: \$20,699.36

CORRESPONDENCE – none

FUTURE ISSUES

NOTIFICATION OF NEXT MEETING – Tuesday, September 16, 2025, 5:30 p.m.

Meeting adjourned at 7:19 p.m.

Board Chair

District Clerk

**CLANCY SCHOOL DISTRICT #1 BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 19, 2025, 5:30 PM
CLANCY SCHOOL LIBRARY**

STATEMENT OF PUBLIC PARTICIPATION

Meetings of the Board of Trustees are public meetings. The board will accept public comment on most agenda items prior to deliberation. Anyone wishing to address a specific item may be required to complete the Audience Participation Form. This information is necessary for accuracy of the official record of the meeting. Individuals wanting time on the agenda should contact the Superintendent at least 48 hours in advance of the meeting.

The Chairperson may establish reasonable time limits, normally 5 minutes per person for public comment on each agenda item. During Board deliberation, the public should respond only to direct questions from the Chair.

BOARD OF TRUSTEES:

Sarah Brown, Chair
Aaron Ward, Trustee
Marcie Parks, Trustee

Trent Jensen, Vice Chair
Bob Gallagher, Trustee

THE ADMINISTRATION:

Daryl Mikesell, Superintendent/Principal
Jesika Fisher, Elementary Principal
Jennifer Milton, District Clerk

STANDING COMMITTEES OF THE BOARD OF TRUSTEES:

Audit/Finance

Sarah Brown
Trent Jensen

Facilities

Trent Jensen
Aaron Ward

Personnel

Marcie Parks
Sarah Brown

Policy

Bob Gallagher
Marcie Parks

School Relations

Bob Gallagher
Aaron Ward

This meeting shall be recorded in accordance with Board Policy 1420.

AGENDA

CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. Agenda
 - A. Action – roll call/establish a quorum
 - B. Action – modify (approve) agenda
 - C. Recognition of visitors

PERIOD OF PUBLIC COMMENT

- 2.

STAFF

3. Inform – Teachers
4. Inform – Administration

COMMITTEE REPORTS

5. Audit/Finance –
6. Facilities –
7. Personnel – 8/4 meeting – Action: Position Descriptions
8. Policy –
9. School Relations –

BUSINESS

10. Action – Approve July 15, 2025, Regular meeting minutes; July 28, 2025, Special meeting minutes
11. Action – Approve Warrants
 - a. Activity Accounts: none
 - b. Claims: 41065-41124; void ck# 41031, 41065
 - c. Payroll: 53416-53441
12. Action – Hiring: Nurse; Kitchen Assistant/Para Professional, SPED Consultant
13. Action – Volleyball, Cross Country coaches
14. Action – MBI Directors, Yearbook Advisors, Science Olympiad Advisor
15. Action -- Student Handbook – 2nd reading
16. Action – Staff Handbook – 2nd reading
17. Action – Policies – 2nd reading: 1400, 2105, 1007FE, 1009FE, 1015FE, 2050, 2100, 2150, 2158, 2165, 2165-NF(1), 2334, 2335, 2450, 2600, 3110, 3121, 3141, 3310, 3416, 3650, 3655, 5120-P(1), 5122, 5123, 5252, 5255, 5430-NF(1), 8301, 8560
18. Action – BES Football Co-operative Agreement
19. Action – Trustees Financial Summary for FY2025
20. Action – MTSBA Ballot
21. Action – Disposition of Abandoned, Obsolete and Undesirable Property
22. Action – FY2026 Budgets
 - a. General Fund
 - b. Transportation Fund
 - c. Tuition Fund
 - d. Retirement Fund
 - e. Technology Fund
 - f. Flexibility Fund

CORRESPONDENCE –

FUTURE ISSUES –

NOTIFICATION OF NEXT MEETING – September 16, 2025

ADJOURNMENT

**CLANCY SCHOOL DISTRICT #1 BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 16, 2025, 5:30 PM
CLANCY SCHOOL MULTI-PURPOSE ROOM**

STATEMENT OF PUBLIC PARTICIPATION

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BOARD OF TRUSTEES:

Sarah Brown, Chair
Aaron Ward, Trustee
Marcie Parks, Trustee

Trent Jensen, Vice Chair
Bob Gallagher, Trustee

THE ADMINISTRATION:

Daryl Mikesell, Superintendent/Principal
Jesika Fisher, Elementary Principal
Jennifer Milton, District Clerk

STANDING COMMITTEES OF THE BOARD OF TRUSTEES:

Audit/Finance

Sarah Brown
Trent Jensen

Facilities

Trent Jensen
Aaron Ward

Personnel

Marcie Parks
Sarah Brown

Policy

Bob Gallagher
Marcie Parks

School Relations

Bob Gallagher
Aaron Ward

This meeting shall be recorded in accordance with Board Policy 1420.

AGENDA

CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. Agenda
 - A. Action – roll call/establish a quorum
 - B. Action – modify (approve) agenda
 - C. Recognition of visitors

PERIOD OF PUBLIC COMMENT

- 2.

STAFF

3. Inform – Teachers
4. Inform – Administration

COMMITTEE REPORTS

5. Audit/Finance –
6. Facilities –
7. Personnel –
8. Policy –
9. School Relations –

BUSINESS

10. Action – Approve August 19, 2025, Regular meeting minutes; August 25, 2025, Special meeting minutes
11. Action – Approve Warrants
 - a. Activity Accounts: 6296-6299
 - b. Claims: 41125-41169
 - c. Payroll: 53442-53450
12. Action – Hiring: Custodians-Hamman, Zelenka; New Substitute-Nickerson
13. Action – Boys Basketball Coaches
14. Action – Variance to Standard
15. Inform – ISAP Update

FUTURE ISSUES –

NOTIFICATION OF NEXT MEETING – October 21, 2025

**CLANCY SCHOOL DISTRICT #1
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 19, 2025
CLANCY SCHOOL LIBRARY**

Present Board Trustees: Sarah Brown, Trent Jensen, Aaron Ward, Bob Gallagher, and Marci Parks. Also present were Superintendent/Jr. High Principal Daryl Mikesell, Elementary Principal Jesika Fisher, and District Clerk/Business Manager Jennifer Milton. There were no visitors.

CALL TO ORDER – Sarah Brown called the meeting to order at 5:34 p.m.

1. AGENDA –

- A. Five trustees were present. Quorum established.
- B. Daryl asked to add an Action item at the start of the BUSINESS agenda for Milk prices.

2. PERIOD OF PUBLIC COMMENT –

None

STAFF

3. Teacher Report – None

4. Administration Report – Mr. Mikesell gave an update to the Variance to Accreditation Standard Draft which is due in October; he plans to submit after the September meeting. We will need to invite the public to attend and provide feedback at the September meeting and then approve the variance document in October.

Ms. Fisher explained a theme for the year- “Strength in Community” The Board received a copy of “Welcome Back” letter to staff in the board packet.

Daryl and Jes both attended the Administrator Academy put on by Kaleva Law in Missoula. They both said it was beneficial.

Daryl said that we are now recognized by OPI as “Clancy Elementary (PK-5)” and “Clancy Middle School (6-8)”

COMMITTEE REPORTS

5. Audit/Finance – none

- 6. Facilities –** It has been a very busy summer and the final touches are being made to the summer renovation projects. A quick summary of what was accomplished over the summer:
- Renovated 8 classrooms with new cabinets, paint, countertops, and carpet
 - Moved 7 staff into new classrooms due to restructuring and reassignment
 - Creation of a desensitization space in the back of the Learning Center
 - Remodel of the Science Lab into the Multipurpose Room (MPR)
 - Soffit repair and exterior paint

- Removal and replacement of the “White Building” roof
 - Added additional lockers for 5th grade students needed due to classroom moves
 - Update of landscaping by the entry to the primary wing of the building.
 - We have learned a lot through the first year of our 4-year renovation project and have been working with contractors to hopefully streamline the process for next summer.
7. Personnel – Position descriptions were included in the Board packet for review. The Personnel Committee met to review them in detail, and the versions presented this evening reflect revisions to the MTSBA model descriptions to align with the roles assigned at Clancy School. Daryl said the next step is to build an evaluation tool to match the position descriptions. Motion by Sarah Brown, second by Trent Jensen to approve position descriptions as presented. Motion passed 5-0.
 8. Policy – An extensive list of policies was presented to the Board in July and approved on first reading. No recommended changes were brought forward. Later in the agenda, it will be recommended to adopt those policies on second reading.
 9. School Relations – Open House – August 25th 4:00-6:00 p.m.

BUSINESS

10. Ms. Milton explained that our price from the vendor for chocolate milk has increased to \$.44 per carton. The current milk price charged to students and adults is \$.40 per carton. Motion by Sarah Brown, second by Bob Gallagher to raise the milk price charged to students and adults to \$.50 per carton. Motion passed 5-0.
11. Motion by Marci Parks, second by Aaron Ward to approve the minutes from the July 15, 2025, regular board meeting and the minutes from the July 28, 2025, special board meeting. Motion passed 5-0.
12. Motion by Sarah Brown, second by Trent Jensen, to approve warrants: Activity Account: none; Claims 41066-41124, void ck#41031,41065; and Payroll: 53416-53441. Motion passed 5-0.
13. Nurse:
Ms. Fisher and Mr. Mikesell interviewed two nurse candidates. Motion by Trent Jensen, second by Sarah Brown to hire Shelley Stanton as the school nurse for the 2025-2026 school year for up to 4 hours per day and at a rate of \$25 per hour. Motion passed 5-0.

Kitchen Assistant/Paraprofessional:

We have an open position for cafeteria supervision as well as a need for morning and afternoon support for special needs students. Fortunately, the candidate recommended for hire has prior experience working in the Clancy School kitchen and is familiar with the routines and processes. As of today, the plan is for this position to be assigned 10:30–1:00 lunch supervision time and as a special education paraprofessional from 8:00–10:30 and 1:00–3:30. The assigned times may change if needs in either arena arise. Mr. Mikesell will work with Mrs. McEachern and Ms. Fisher to determine if a change in assigned duties is necessary. Motion by Marci Parks, second by Aaron Ward, to hire Eastin Karlin as a full-time classified employee to serve in the kitchen and as a paraprofessional for the 2025-2026 school year at a rate of \$17.37 per hour pending the completion of an approved background check. Motion passed 5-0.

Motion by Sarah Brown, second by Marci Parks, to approve a service contract with Jamie Hildenstab, Special Ed Consultant, for the 2025-2026 school year. Motion passed 5-0.

- 14.** Mr. Mikesell and Ms. Wangerin discussed conducting an annual survey of 4th–7th grade students to identify the activities they are interested in for the upcoming school year. The goal is to estimate anticipated participation in sports teams and activities. This survey data will be incorporated into the annual survey 5th–7th grade students complete each spring to select their Practical Arts classes for the following year. For 4th grade students, a separate survey will be used to gather this information. For the current school year, a standalone survey was sent out last week, and the results support the recommended coach hirings. Motion by Sarah Brown, second by Trent Jensen to hire Mrs. Megan Morgan and Ms. Jenna Johnson as head volleyball coaches for the 2025-2026 season at a stipend amount of \$1,315 each. Move to hire Ms. Wangerin as the head cross country coach for the 2025-2026 school year at a stipend amount of \$1,315. Move to hire Macaul Bessette as an assistant cross-country coach for the 2025-2026 school year at a stipend amount of \$1,000. Motion passed 5-0.

15. MBI Directors:

Mrs. King, Mrs. Tona Iwen, and Mrs. Kosena did an excellent job supporting our PAX/MBI Initiatives last school year and the recommendation is to again have them lead that effort for the 2025-2026 school year.

Yearbook Advisors:

Mrs. Melissa Kosena and Mrs. Kathy Igielski did an outstanding job documenting all the various events happening at Clancy School last year and it is recommended they again be hired to be yearbook advisors for the 2025-26 school year.

Science Olympiad Advisors:

Ms. Cary Chamberlain and Mrs. Anne Jolliff did a great job leading the Science Olympiad team last year and it is recommended they again be hired as Science Olympiad Advisors.

Motion by Marci Parks, second by Trent Jensen to hire Krista King, Tona Iwen, and Melissa Kosena as MBI Directors for the 2025-2026 school year at a stipend amount of \$1,255 each, to hire Melissa Kosena and Kathy Igielski as Yearbook Advisors for the 2025-2026 school year at a stipend amount of \$1,255 each, to hire Ms. Chamberlain as the head coach/advisor for the Science Olympiad team for the 2025-2026 school year at a stipend amount of \$1,255, and to hire Anne Jolliff as assistant Science Olympiad coach/advisor for the 2025-2026 school year at a stipend amount of \$1,000. Motion passed 5-0.

- 16.** As discussed at the July meeting, we will be revising our student and staff handbooks to incorporate recent legislative changes and recommendations from Kaleva Law Offices. This process will involve cross-referencing existing content, updating sections to align with current policies and statutes, and adding new topics as needed. While this work is underway, it is recommended that we continue using the current handbook, which has served Clancy students, families, and staff well. Administration has reviewed both handbooks and made minor language revisions to reflect current practices. Furthermore, the updates to our district policies will support processes and procedures as they arise while we update both handbooks. Motion by Sarah Brown, second by Trent Jensen to approve and adopt the student handbook on 2nd reading for the 2025-2026 school year. Motion passed 5-0.
- 17.** Motion by Sarah Brown, second by Aaron Ward to approve and adopt the staff handbook on 2nd reading for the 2025-2026 school year. Motion passed 5-0.

18. Below is the summary of the proposed policy adoptions and revisions that were approved on 1st reading in July. There were no recommended changes or revisions to the policies for the Board to consider. It is recommended the Board approve and adopt the policies below on second reading.

SUMMARY FROM JULY:

Policy 1400- Board Meetings: (Policy Update)

The only recommended change to this policy is to update the regular meeting schedule from the “2nd Wednesday of each month” to the “3rd Tuesday of each month.” This revision ensures the policy reflects the schedule approved by the trustees during the June meeting and maintains alignment moving forward.

Policy 2105- Grade Composition Considerations: (Policy Update)

The recommended change to this policy is to change the student assignment to grades K-6 to PK-5. This reflects our addition of our Cougar Cubs Early Learning program starting this year and our request for the OPI to recognize Clancy School as having an elementary and middle school instead of an elementary and junior high.

Policy 1007 FE- Multidistrict Agreements: (New Policy)

This is a new policy for Clancy School but aligns with the practices we have already been following through our interlocal agreements with Montana City School and Jefferson High School. The policy encourages school districts to collaborate by sharing resources and services to improve efficiency, reflecting recent Montana law changes. It expands the scope to include culturally rooted instruction and language immersion programs and clarifies funding rules, including restrictions on certain fund transfers. This policy supports greater cooperation among districts while ensuring compliance with state law.

Policy 1009FE- Recruitment and Retention- Flexible Instructor Licensing: (New Policy)

This is a new policy for Clancy School and outlines methods a District may deploy when hiring and keeping high-quality staff to support each student’s success. The policy defines flexible teaching licenses and programs to meet staffing needs. These include internships for teachers learning new subjects, provisional certification for qualified applicants working toward full licensure, and substitute teaching with training and limits on how long substitutes can work consecutively.

The policy also allows hiring retired teachers under certain conditions and offers licenses for school leaders and career/technical educators. There are additional options like alternative licenses and emergency authorizations to cover special or urgent staffing needs. Overall, this policy gives Clancy School flexible tools to attract and retain great educators focused on student success.

Policy 1015 FE- Personalized Learning Opportunities: (New Policy)

This is a new policy for Clancy School that aims to meet each student’s unique needs by offering personalized and advanced learning opportunities. It focuses on creating individualized plans for grades 6–12 to support career and college readiness, involving collaboration with families, educators, and community partners.

The policy promotes flexible, student-centered learning through community-based, online, and work-based experiences. It also includes professional development for staff and establishes an “advanced opportunity facilitator” to coordinate these efforts.

Policy 2050- Innovative Student Instruction: (Policy Update)

This existing Clancy School policy allows flexible delivery of education—onsite, offsite, and online—to meet required instructional hours. It emphasizes student-centered, innovative teaching and includes remote instruction for eligible students, counted equally for enrollment and funding.

Offsite instruction within district boundaries is authorized as needed. The policy also permits proficiency-based learning, letting students who demonstrate mastery waive minimum hour requirements, in line with state law.

The Superintendent is authorized to implement and oversee these flexible instructional options to ensure compliance.

Policy 2100- School Calendar and Day: (Policy Update)

This is an existing policy at Clancy school. The policy clearly defines the role of the Board to:

- Set the school term, day length, and week schedule per state law and contracts.
- Consult with staff and community when making changes.
- Ensure students observe state-designated commemorative holidays through educational activities.
- Allow use of Saturday school for makeup or optional extra instruction.
- Ensure compliance with minimum instructional/aggregate hours are set by grade.
- Ensure the annual calendar will include up to seven additional days are allowed for staff orientation, development, conferences, and records.
- Appoint an advisory committee to recommend the annual professional development plan.

Policy 2150- Suicide Awareness and Prevention: (Policy Update)

This is an existing policy at Clancy School. The policy requires annual youth suicide awareness and prevention training for all employees working directly with students. At minimum, employees must receive one hour of training every three years, with new staff receiving two hours in their first year. Training materials are OPI-approved and regularly reviewed. Training can be delivered in-person, online, or by other approved methods.

Policy also grants the Board the authority to authorize administration to develop suicide prevention and response procedures involving family and community collaboration, student intervention, reintegration support, and crisis response. The policy also includes liability protections for the District and will be regularly reviewed by the Board.

Policy 2158- Parent and Family Engagement and Educational Involvement: (Policy Update)

This is an existing policy at Clancy School and emphasizes the requirement and better defines the role of parents and families in student academic success and affirms that education is a shared responsibility among the district, families, and community. The district commits to creating a welcoming environment that fosters strong, collaborative parent/family involvement.

Key goals include:

- Encouraging families to participate actively and feel connected to the school community.
- Promoting meaningful two-way communication between families and school staff.
- Supporting collaboration to enhance student learning and development.
- Empowering parents as advocates for equitable student opportunities.
- Involving families in decision-making impacting students.
- Connecting families and staff with community resources to expand learning.

The district will strive to:

- Provide parent education on child development and parenting.
- Ensure clear communication of policies, rights, and educational opportunities.
- Facilitate family involvement in school activities and policy input.
- Offer professional development for staff on family engagement.
- Regularly evaluate engagement efforts.
- Provide instructional materials upon request.

- Communicate in accessible language where possible.
- Annually inform families of district educational programs and services.

Policy 2165- Early Learning Targeted Intervention: (New Policy)

This is a new policy to Clancy School and aligns with our addition of our Cougar Cubs program. This policy aims to improve early reading and math proficiency by offering voluntary intervention programs for eligible children before third grade. It aligns with state educational standards and supports long-term academic success and workforce development.

Key Goals:

- Increase the number of students proficient in reading and math by the end of 3rd grade.
- Provide early support to students below proficiency trajectories.
- Foster parental engagement and collaboration.
- Offer evidence-based, developmentally appropriate interventions.

Eligibility & Evaluation:

- Children aged 4+ (by Sept. 10) and not yet in 3rd grade can be evaluated with parental consent.
- Evaluations are administered in the spring to identify eligibility based on state-approved criteria.

Program Options (at District discretion):

- Classroom-Based: Full- or half-time instruction for pre-kindergarten students, focused on literacy and math.
- Home-Based: Partnered with state-approved nonprofits, these programs support parents as primary educators.
- Jumpstart: Summer programs for K-2 students to prepare for the next grade, lasting at least 4 weeks and 120 hours.

Compliance Requirements:

- Ongoing progress monitoring.
- Qualified staff with background checks and professional development.
- Safe and appropriate learning environments.

Funding & Reporting:

- Eligible students may be counted for ANB (Average Number Belonging) funding purposes.
- Annual reporting to OPI on program participation and effectiveness is required.

Policy 2165 NF1- Early Targeted Intervention Evaluation Consent Form: (New Policy)

This policy is new to Clancy School and something we will deploy in the Spring when our next round of evaluations take place for our Cougar Cubs program. This form includes a notice of parental rights and provides consent for the district to evaluate the child as long as they meet age requirement and enrollment criteria consistent with other policies.

Policy 2334- Release Time for Religious Instruction: (New Policy)

This is a new policy to Clancy School. The policy is intended so students may be excused from regular school attendance for at least one hour per week to receive off-campus religious instruction, upon annual written request from a parent or guardian. This release will not affect attendance records or enrollment.

[Optional] The District may award credit for religious instruction from an independently accredited provider, using secular criteria such as instructional hours, course syllabus, assessments, and instructor qualifications. Credit decisions must be neutral regarding religious content or affiliation. (*Note: The optional language is aligned to High Schools where a specific amount of credits are needed to graduate. We would not need to adopt this language.*)

Policy 2335- Human Sexuality Instruction and Identity Instruction: (New Policy/Replacement Policy)

This policy fully replaces the District's previous "Health Enhancement" policy. While it may initially appear to promote instruction on Human Sexuality and Identity topics, its actual purpose is to establish strict requirements around parent notification and consent if such content is included in any lesson.

Specifically, the policy requires the District to:

- Notify parents in advance if instruction includes any topics related to Human Sexuality or Identity.
- Obtain *written opt-in consent* from parents before a student may participate in Identity instruction.
- Respect parent decisions to opt out, ensuring any absence is excused and does not impact the student's grade.
- Secure two levels of parental consent: one annually and one 5–14 days before instruction occurs.
- Make instructional materials available for parent review upon request.

This policy reinforces parental rights, transparency, and legal compliance in curriculum delivery.

Policy 2450- Indian Education for All: (Policy Update)

This is an existing policy at Clancy School and the recommendation is to make one revision to the policy to change the requirement of "cooperatively" working with Montana Tribes in close proximity to the District to requiring districts to "consult" with those Montana Tribes when developing courses of study.

Policy 2600- Work Based Learning: (New Policy)

This is a new policy for Clancy School, but it appears more appropriate for a high school setting. It outlines procedures for awarding credit to students participating in on-the-job training to enhance career and technical education skills and workforce readiness. Since our students are not of legal working age due to labor laws, it is recommended that this policy is not needed.

Policy 3110- Entrance, Placement, and Transfer: (Policy Update)

This is an existing policy at Clancy School. It is recommended one change be made changing "early literacy" to "early targeted intervention". This reflects the inclusion of Math instruction/early numeracy instead of focusing solely on literacy.

Policy 3121- Enrollment and Attendance Records: (Policy Update)

This is an existing policy at Clancy School. The only recommended changes is changing terminology from "child" to "student" and to encompass the jumpstart program and for districts to add one quarter ANB for any child having attended a summer school program that is at least 4 weeks long and totaling 120 hours or instruction. Clancy School does not currently offer a jumpstart program, but may do so in the future or through the interlocal agreement have children attend the program at Montana City School. It is recommended we adopt this policy for future flexibility to support student learning and to capture additional funding if a jumpstart program is deployed.

Policy 3141-Nonresident Student Enrollment: (Policy Update)

This is an existing policy at Clancy School. The recommended changes are:

- Clarifies and elaborates that a District may not approve an attendance agreement if the approval would result in “maximum student contact hours for a teacher or the class or maximum class sizes under accreditation standards of the board of public education”.
- Clarifies that an attendance agreement can be denied if a child is “suspended in school or out of school in any school district in which the nonresident child was enrolled”.
- Defines transportation of nonresident students as the following:
 - Attendance agreements must include who is responsible for transportation costs.
 - If the student has a disability and transportation is in their IEP, the home district must pay for it.
 - For all other students:
 - If the parent requests the out-of-district placement, the parent is responsible for transportation.
 - If the student attends due to safety issues or lack of programming in the home district, the home district pays for transportation.
 - If the student attends due to federal program requirements, the receiving district pays.
 - Transportation charges (if any):
 - Cannot be more than the average per-student cost in the home district or 35 cents per mile, whichever is less.

Policy 3310- Student Discipline: (Policy Update)

This is an existing policy at Clancy School. The only recommended change is to include the exception that “A student may not be subject to disciplinary action for declining to identify the student’s pronouns or address a person by using a name other than the person’s legal name or a derivative of the person’s legal name or by using a pronoun or a title that is inconsistent with the person’s sex.”

Policy 3416- Administering Medicines to Students: (Policy Update)

This is an existing policy at Clancy School. The recommended changes are intended to accomplish the following:

- Update the definition of “medication”
- Revised permission from “shall permit” to “permit”. This is intended to remove any uncertainty or subjectivity to whether a medication will be administered or not.
- Clarifies any uncertainty of what is needed for parent or guardian authorization for students to self-administer medication while at school.
- Empowers the district to stock albuterol and administer emergency use of stock albuterol to a student or nonstudent as needed for respiratory distress. This also clarifies that the emergency stock will not excuse parents from providing a student’s medication or create an exception that a school will have stock albuterol available.
- Provides definition of stock albuterol, authorized personnel, and respiratory distress.
- Requires a protocol to be established regarding training staff, maintenance (storage and access), location of stock albuterol, and when to call 911.
- Updates the process a district must follow when administering Glucagon.
- Provides the option for districts to stock a supply of opioid antagonists and a procedure to follow should a district determine it necessary to stock the antagonist.

Policy 3650- Montana Pupil Online Personal Information Protection Act: (Policy Update)

This is a current policy at Clancy School. The only change is to provide definitions of K-12 purposes to be, “activities that customarily take place at the direction of a school, teacher, or school district or aid in the administration of school activities, including but not limited to instruction in the classroom or at home, administrative activities, and collaboration between pupils, school personnel, or parents, or that are for the use and benefit of a school. The term does not include courses that are provided for the purpose of

postsecondary credit or work-based learning courses provided by a work-based learning partner pursuant to 20-7-1510”

Policy 3655- Student Safety: (New Policy)

This is a new policy that outlines the requirements that anyone having unsupervised contact with a student must have a completed fingerprint-based background check. The recommended policy defines “unsupervised contact” as “any interaction with students that does not involve direct supervision by an employee of the District. Additionally, any employee or volunteer who is responsible for supervising another employee's or volunteer's contact with children is considered to have unsupervised contact with children by virtue of their oversight responsibilities. Therefore, they must also undergo a background check prior to employment or assignment”.

Policy 5120 PI- Hiring Process Criteria: (Policy Update)

This is an existing policy at Clancy School. The primary update requires the Board to choose how the District collects and submits fingerprints for federal background checks. Option 3 best aligns with our current practice: applicants obtain fingerprints directly through the State of Montana Department of Justice or local law enforcement. The Department maintains all records; the District does not collect, submit, or store fingerprint data.

The policy also includes an option regarding the dissemination of background check results. Clancy currently does not release background information; applicants must request it directly from the Department. This practice aligns with Option 2.

Lastly, the Board must select a procedure for how applicants may challenge or correct their background records. Our current approach follows Option 2: we direct applicants to the appropriate agency to obtain and review their report; the District does not provide copies.

Policy 5122- Fingerprints and Criminal Background Investigations: (Policy Update)

This is a current Clancy School policy. The only revisions to this policy is to align with other recommended policy changes in regard to unsupervised access to students in schools and includes “chaperone” in one of the listed examples. It also removes the term “regular” to clarify that ANY unsupervised access to students requires a background check even if it is a one-time event or occurrence.

Policy 5123- Employer Verification of Employee: (New Policy)

This is a new policy. Policy language requires that within three days of hiring an employee, the district must request a copy of their citizenship or work authorization status through the United States citizenship and immigration services or a completed I-9 form with corresponding documents that establish both identity and employment authorization. Policy also requires that books and payrolls must be open to inspection by the Montana Department of Labor and Industry on 3 business days notice from the department.

Policy 5252- Notice of Nonrenewal of Nontenured Teacher for Financial Reasons: (New Policy)

This is a new policy. This requires the Board to include the proposed nonrenewal for financial reasons on the agenda of the meeting prior to June 1 or each year. A nonrenewal of a nontenured teacher for financial reasons is a form of nonrenewal without cause.

Policy 5255- Disciplinary Action: (Policy Update)

This is an existing policy at Clancy School. The only revision is the inclusion of the following, “No employee, regardless of the scope of the employee's official duties, may be subjected to an adverse employment action for declining to: (a) identify the employee's pronouns while acting within the scope of

employment; or (b) address a person by using a name other than the person's legal name or a derivative of the person's legal name or by using a pronoun or a title that is inconsistent with the person's sex”

Policy 5430 NF1- Volunteer Agreement Form: (New Policy)

This is a new policy to Clancy School. It is a volunteer agreement form that outlines key criteria within policy and notifies that the volunteer will not be compensated for their contributions to Clancy School.

Policy 8301- School Safety: (Policy Update)

This is a current policy at Clancy School. The recommended change is an optional change for the Board to consider. The optional language is as follows:

[OPTIONAL] The plan will include installation of temporary door lock devices that may be used to secure a door to a room that may be used during a shelter-in-place or emergency lockdown situation.

A temporary door locking device may be used to secure a fire exit, hallway, corridor, or entranceway leading to a fire exit if the temporary door locking device:

(a) is used only during a shelter-in-place or emergency lockdown situation; and

(b) is approved by the local fire department, law enforcement agency, or code official that has jurisdiction over the building.

"Temporary door locking device" means a device that prevents a door from opening, provided that the device:

(a) is meant only for temporary emergency use during an active threat situation;

(b) can be engaged or removed without opening the door;

(c) can be engaged and removed from the egress side of the door without the use of a key and removed from the ingress side of the door with the use of a key or other credential;

(d) does not modify the door closer, panic hardware, or fire exit hardware;

(e) is not permanently mounted to the door assembly, although individual parts of the device assembly, including but not limited to bolts, stops, brackets, and pins that do not prevent normal function of the door, may be permanently mounted;

(f) is installed at a height not to exceed 48 inches above the floor;

(g) does not affect the fire rating of the door and complies with national fire protection association fire rating standards;

(h) can be removed with a single operation when engaged;

(i) is applied only for a finite period of time during an emergency situation, including but not limited to a shelter-in-place or emergency lockdown situation or drill; and (j) is integrated into building safety plans, drills, and training programs that include inservice training on the use of the device for building staff and first responders.

Policy 8560- Display of Flags and Banners on District Property: (New Policy)

This is a new policy to Clancy School. This policy outlines the permitted flags to be put on display on a flagpole, building, wall, vehicle, or other structure as part of district property. District property means buildings, grounds, vehicles, uniforms, and other property owned, leased, or controlled by the District.

The following flags and banners may be displayed:

- the United States flag
- the official flag of the state of Montana, or any county, municipality, special district, or other political subdivision within the state
- the official flag of a school district, public university, or community college
- the official flag of any state in the United States
- the official flag of any federally recognized tribal nation
- the official flag of any federally recognized foreign nation

- the official flag of any of the branches and units of the United States military
- official historical flags of the United States and the state of Montana, including but not limited to the Betsy Ross flag, Gadsden flag, and other flags of historical significance
- the POW/MIA flag, as provided in § 1-1-541, MCA
- flags or banners representing official school mascots and colors
- official law enforcement flags, including but not limited to flags honoring law enforcement officers and fallen officers.

The policy prohibits flags or banners that represent a political viewpoint, including but not limited to flags or banners regarding a political party, race, sexual orientation, gender, or political ideology. The policy does not apply to personal clothing, jewelry, or accessories, except where specific uniform policies or official dress codes apply.

Motion by Sarah Brown, second by Trent Jensen to approve and adopt policies as presented on 2nd Reading. Motion passed 5-0.

- 19.** Mr. Selvig (Boulder Elementary School), Mr. Kloker (Montana City School), and Mr. Mikesell were approached by parents requesting renewal of the cooperative agreement with Boulder Elementary School (BES) to allow our 7th and 8th grade students to participate on the BES junior high football team. The three administrators have requested that MTSBA draft the agreement with the understanding that operational costs for the team will be assumed by the host school (BES), transportation will be the responsibility of the participating student's parent/guardian, and liability will rest solely with the host school. A draft agreement was not available at the meeting; it is recommended the Board authorize Mr. Mikesell to approve the agreement due to the upcoming practice start date of September 2nd.

Motion by Trent Jensen, second by Marci Parks to grant Mr. Mikesell the authority to approve a cooperative agreement with BES, provided the agreement does not assign any fiscal responsibility, transportation obligations, or liability to Clancy School. Motion passed 5-0.

- 20.** Ms. Milton and Mr. Mikesell presented the TFS for Board approval. Motion by Sarah Brown, second by Marci Parks to approve the Trustee's Financial Summary as presented. Motion passed 5-0.

- 21.** MTSBA was unable to establish a quorum for their annual meeting in June, resulting in the meeting being canceled due to a lack of registrations. As an alternative, MTSBA has distributed a ballot to each member of the Board of Trustees to complete and submit to support their continued operations.

The board reviewed and completed each item on the ballot together. Jennifer will submit their votes to MTSBA on their behalf.

Motion by Marci Parks, second by Sarah Brown to approve the MTSBA ballot as completed at the August meeting. Motion passed 5-0.

- 22.** Mr. Mikesell presented a list of district property items that are not being used due to being obsolete or undesirable. Per policy, we must advertise for 2 weeks prior to disposing of any items. Once the 2-week period ends, items can be disposed of or sold. Motion by Sarah Brown, second by Marci Parks, to approve the list of items to be disposed of. Motion passed 5-0.

23. Motion by Trent Jensen, second by Sarah Brown, to approve FY2026 budgets:

- a. General Fund: \$3,088,643.53
- b. Transportation Fund: \$287,442.52
- c. Tuition Fund: \$166,035.06
- d. Retirement Fund: \$428,141.60
- e. Technology Fund: \$100,573.53
- f. Flexibility Fund: \$20,699.36

CORRESPONDENCE – none

FUTURE ISSUES

NOTIFICATION OF NEXT MEETING – Tuesday, September 16, 2025, 5:30 p.m.

Meeting adjourned at 7:19 p.m.

Board Chair

District Clerk

**CLANCY SCHOOL DISTRICT #1
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 16, 2025
CLANCY SCHOOL MULTI-PURPOSE ROOM**

Present Board Trustees: Sarah Brown, Aaron Ward, Bob Gallagher, and Marci Parks. Also present were Superintendent/Jr. High Principal Daryl Mikesell, Elementary Principal Jesika Fisher, and District Clerk/Business Manager Jennifer Milton. One visitor, Tona Iwen.

CALL TO ORDER – Sarah Brown called the meeting to order at 5:30 p.m.

1. AGENDA –

A. Four trustees were present; Trent Jensen absent. Quorum established.

2. PERIOD OF PUBLIC COMMENT –

None

STAFF

- 3. Teacher Report** – Librarian Tona Iwen said the start of the year has been good; kids are enthusiastic. They've been tweaking the permission forms for the library. Next year they hope to collect completed forms before school starts (at Open House). She said an author is coming on October 1 to speak with Cougar Cubs and then hold an assembly with grades K-2. She wrote a book called "Buffalo Fluffalo" and will be bringing some signed copies to give away.
- 4. Administration Report** – Mr. Mikesell gave a quick recap of the first three weeks of school and thanked Tona for sharing her thoughts on how the first few weeks of school have gone.

As of August 27, the overall enrollment is listed below. We have our first official "count day" in October. ****Ratios do not factor paraprofessional support during portions of the day.*

- Cougar Cubs: 20 (2 sections) 10:1 Ratio
- Kindergarten: 33 (2 sections) 17:1 Ratio
- First Grade: 26 (2 sections) 13:1 Ratio
- Second Grade: 50 (3 sections) 17:1 Ratio
- Third Grade: 47 (2 sections) 24:1 Ratio
- Fourth Grade: 46 (2 sections) 23:1 Ratio
- Fifth Grade: 37 (2 sections) 19:1 Ratio
- Sixth Grade: 42 (2 sections) 21:1 Ratio
- Seventh Grade: 37 (2 sections) 19:1 Ratio
- Eighth Grade: 42 (2 sections) 21:1 Ratio

Elementary (CC-5th):	259 (15 sections) 17:1 Ratio
Middle School (6th-8th):	121 (6 sections) 20:1 Ratio
	380 (21 sections) 18:1 Ratio

Mr. Mikesell said he and Ms. Fisher have committed to regularly attending Clancy Parent Council (CPC) meetings to further strengthen our partnership with this important organization. CPC has already begun planning its annual fundraising and community engagement events for the upcoming school year.

For fundraising purposes, CPC aims to target specific programs or areas within the school. This allows them to clearly communicate where donated funds are being directed—an approach that not only enhances transparency but also increases community investment in the success of our students. These efforts provide significant benefits to Clancy School by helping offset costs for projects that would otherwise impact the General Fund. As a result, district funds can be reallocated to other priorities, accelerating the improvements and opportunities we can offer our students and staff.

CPC is planning to host a series of fundraising events in partnership with area businesses, where a portion of proceeds will be donated back to the school. Clancy School will support these efforts by promoting the events to our community through various communication channels.

This year, CPC will focus its major fundraising efforts on supporting the music program, while continuing its support of the Family and Consumer Science (FACS) class and the Flex Farm initiative. Going forward, district administration will participate annually in CPC fundraising planning to help identify areas of focus that serve the entire student body—not just specific grade levels—ensuring equitable impact across the school.

Ms. Fisher said she has begun learning about MECC (Montana Education Curriculum Consortium) and did a presentation to staff at the first staff meeting of the school year. She said this year MECC is focusing on ELA (they rotate through subject matter every couple of years). It helps teachers know what students must learn in each grade. She plans to take some staff to trainings in the next couple of weeks. Sarah Brown said she is excited about MECC and that it gives staff some direction.

She has been helping get curriculum rolling for the year. We have completed benchmark MAP and DIBEL testing. She meets next week with the K-2 and 3-5 teams to review that data.

Mr. Mikesell said he will also be meeting with Middle School staff to review data. They will share the information with the board at October's meeting.

Ms. Fisher said she will hold a monthly “Coffee with the principal,” the first of which is scheduled for Thursday, September 25, at 8:45 a.m. in Mrs. King's room (110).

COMMITTEE REPORTS

5. **Audit/Finance** – We received notification last week that our FY26 REAP (Rural Education Achievement Program) funds have been awarded. Mr. Mikesell and Ms. Milton plan to allocate approximately \$16,000 of these funds to cover consultant expenses, with the remaining balance designated to support paraprofessional compensation. They will provide an update on the timeline for REAP fund allocation and expenditure as more information becomes available.

Clancy School was recently allocated Title II-A and Title IV-A funds, totaling approximately \$20,000 to support our Title I program. We have submitted our application for these funds to the Office of Public Instruction (OPI), and we anticipate they will be available for use in early October. All Title I funds received by Clancy School are used to help cover a portion of the salaries and benefits for our Title I

teaching staff. Currently, Clancy School employs 2.1 FTE (full-time equivalent) positions within the Title program.

6. Facilities -- Mr. Mikesell and Mr. Kramer have completed the initial walkthrough of all summer projects with the contractors and identified the remaining loose ends that still need to be addressed.

Last summer, we faced challenges in accurately forecasting the staffing levels and hours required to complete both our planned projects and annual maintenance. As a result, we incurred higher-than-anticipated costs for summer workers. However, we were able to offset some of these additional expenses by utilizing end-of-year funds instead of drawing from excess reserve funds. For example, \$17,000 worth of lockers were purchased using end-of-year funds.

Ms. Milton and Mr. Mikesell will provide further details during agenda item 11, including a review of lessons learned and the strategy for improving staffing efficiency and controlling expenditures for the upcoming summers.

Summer 2026 Preview: Looking ahead to Summer 2026, we have a comprehensive plan in place to continue improving our building as part of our ongoing 4-year renovation initiative. The upcoming projects will be funded through excess reserve funds and end-of-year funds, as previously presented and discussed. We remain steadfast on using Metal Mines funds for bigger, more expensive projects, and will not consider a Bond Levy to complete this initiative.

Planned Projects Include:

- Classroom Renovations: An additional 8 classrooms will be renovated.
- Main Office and Nurse's Office: Renovations are scheduled for both spaces to improve functionality and appearance.
- Gymnasium Updates: This includes painting the gym, replacing the bleachers, updating the main basket winches, and installing new scoreboards.
- HVAC Upgrades:
 - o We plan to transition our air handler controls from pneumatic to digital—a project that was deferred during Summer 2025.
 - o Improvements to air conditioning and heating in the kitchen area are also scheduled, ensuring a more consistent and comfortable climate for both staff and equipment.
- Playground Redesign Discussion: The committee will explore potential redesigns to maximize the use of playground space and enhance ADA accessibility to both the playground and the building.

To prevent delays like those experienced last summer, Mr. Kramer and Mr. Mikesell have already met with contractors for the classroom renovations. The goal is to ensure all necessary materials are delivered or stored and on site prior to the June 2026 start date, allowing work to begin without interruption. All classroom renovations are scheduled to be completed by August 1, 2026, providing teachers ample time to prepare their rooms for the 2026–27 school year. This deadline is part of our commitment to minimizing disruptions and avoiding the last-minute project completions that affected this year's Open House. Our goal remains clear to provide the best possible learning environment for all students while minimizing stress on our staff throughout the renovation process.

7. Personnel – All certified, classified, and administrative staff received their updated position descriptions electronically on September 6, 2025.

8. Policy – We have received notification from the Montana School Boards Association (MTSBA) that additional recommended policy additions and revisions are forthcoming. Currently, the policies are still in draft form and are being finalized by MTSBA. Once these policies have transitioned out of “DRAFT” status and are formally released to member districts, we will schedule a Policy Committee Meeting to review and discuss them.

Below is a summary of the policy areas MTSBA is currently working on for potential revision or addition:

- Update to Policy 2335-NF(1)- Human Sexuality Instruction - Annual Notice
 - Update to Policy 2335-NF (2)- Human Sexuality Instruction- 5 to 14 Day Notice
 - Adoption of Policy 2335-NF (3)- Human Sexuality Instruction
 - Update to Policy 1014FE- Intent to Increase Non-Voted Levy ([Currently ready for review/adoption consideration](#))
 - Update to Policy 1111- Election
 - Update to Policy 1210- Qualifications, Terms, Duties of Board Officers
 - Update to Policy 1310- District Policy and Procedures
 - Update to Policy 1700- Uniform Complaint Procedure
 - Update to Policy 2132- Student and Family Privacy Rights
 - Update to Policy 3410- Student Health ([Currently ready for review/adoption consideration](#))
 - Update to Policy 3510- School Sponsored Activities
 - Update to Policy 3612- School-Provided Access to Electronic Information, Services, Equipment, and Networks
 - Update to Policy 2162- P(2)0 Section 504 Procedures
9. School Relations – It would be beneficial to host a School Relations Committee Meeting soon so the committee and administration could coordinate final plans for community engagement opportunities that had been discussed in the past. It would be ideal to host this either in the morning or soon after dismissal so Mrs. Robson could be there to assist.

BUSINESS

10. Motion by Bob Gallagher, second by Aaron Ward to approve the minutes from the August 19, 2025, regular board meeting and the minutes from the August 25, 2025, special board meeting. Motion passed 4-0.
11. Motion by Sarah Brown, second by Marci Parks, to approve warrants: Activity Account: 6296-6299; Claims 41125-41169; and Payroll: 53442-53450. Motion passed 4-0.
12. Mr. Mikesell has accepted the resignation of our full-time custodian, Kayla Egebjerg. In response, rather than hiring a single full-time replacement, it is recommended that the district hire two part-time custodians. The decision to shift to two part-time positions is aimed at increasing operational efficiency. Mr. Mikesell and Mr. Kramer will implement a zoned custodial system, assigning each custodian a specific section of the building. This structure allows for more focused coverage and ensures that, in the event of an absence, the remaining two custodians can more effectively share responsibilities—minimizing disruptions if a substitute custodian is unavailable.

Motion by Marci Parks, second by Sarah Brown to hire Aspen Hamman as a custodian for up to 4 hours per day and a rate of \$17.87 per hour for the remainder of the 2025-2026 school year (Aspen has completed her background check) and to hire Ron Zelenka as a custodian for up to 4 hours per day at a rate

of \$17.87 per hour for the remainder of the 2025-2026 school year pending the results of an approved background check. Motion passed 4-0.

In addition, we have received an application for a substitute kitchen & playground, Timothy Nickerson. It is recommended that this individual be hired for the remainder of the 2025–2026 school year. This substitute position will be compensated at the Board-approved substitute rate.

Motion by Sarah Brown, second by Marci Parks to hire Timothy Nickerson as a substitute for the remainder of the 2025-2026 school year, pending background check. Motion passed 4-0.

13. Boys basketball is scheduled to start practices on October 20. As we have done in the past, the recommendation is to hire a head coach for each grade level and no assistant coaches.

Motion by Sarah Brown, second by Marci Marks to hire Lindsay Wangerin as the head 7th grade boys basketball coach for the 2025-2026 season at a stipend amount of \$1,315. Move to hire Anthony Connole as the head 8th grade boys basketball coach for the 2025-2026 season at a stipend amount of \$1,315. Motion passed 4-0.

14. As part of our ongoing efforts to ensure flexibility while maintaining high-quality educational experiences for our students, we are preparing an application for a *Variance to Standards* in the areas of **administration** and **library resources**. This variance would allow our district to adapt specific requirements to better align with our current staffing structure, student needs, and available resources.

Each board member reviewed the variance application in its entirety. Trustees will have the opportunity to provide feedback and propose any revisions they feel are necessary. In addition, we are inviting input from the broader community and encourage all stakeholders to review the draft application and share their feedback or suggestions for improvement.

Following this review and any necessary revisions, the finalized application will be submitted to the Montana Board of Public Education for consideration during the second week of October.

Motion by Marci Parks, second by Aaron Ward to approve the application for a Variance to the Standard and advise Mr. Mikesell to submit the application to the Montana Board of Public Education for consideration. Motion passed 4-0.

15. Our Fall Benchmark Assessments are currently underway for all K–8 students. All students are being assessed using the DIBELS application to measure foundational reading skills. Last week, our Cougar Cubs began their early literacy screening using the new PELI assessment. Once PELI testing is complete, we will administer the TeLTED assessment to all Cougar Cubs and any K–2 students who showed below-benchmark performance on the DIBELS assessment. The TeLTED will help determine whether a student is experiencing challenges with language development, reading skills, or both. This information is critical in identifying targeted interventions needed to close achievement gaps before 3rd grade.

In addition, our Fall MAP Benchmark Assessments have begun for students in grades 2–8. Last week, students in grades 2, 6, 7, and 8 completed their assessments, and students in grades 3–5 are finishing their assessments this week. Once all assessments are complete, teachers and administrators will hold data meetings to analyze individual student performance, review projected growth, and develop instructional plans to help each student meet their growth goals.

The Middle School team will hold their data meeting this week, and the Elementary team will meet next week after 3rd–5th grade testing concludes.

At the October board meeting, administration will provide a detailed breakdown of student performance data, projected growth targets, and a summary of planned intervention and enrichment activities—aligned with the goals discussed by the Board last spring. Additionally, we will conduct a mid-year check using the survey version of MAP to monitor student progress toward annual growth targets. This midpoint data will help instructional staff determine whether current strategies are effective or if adjustments are needed to better support student growth.

More assessment data and updates will be shared at the October meeting.

CORRESPONDENCE – none

FUTURE ISSUES -- none

NOTIFICATION OF NEXT MEETING – Tuesday, October 21, 2025, 5:30 p.m.

Meeting adjourned at 6:30 p.m.

Board Chair

District Clerk

**CLANCY SCHOOL DISTRICT #1
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 16, 2025
CLANCY SCHOOL MULTI-PURPOSE ROOM**

Present Board Trustees: Sarah Brown, Aaron Ward, Bob Gallagher, and Marci Parks. Also present were Superintendent/Jr. High Principal Daryl Mikesell, Elementary Principal Jesika Fisher, and District Clerk/Business Manager Jennifer Milton.

CALL TO ORDER – Sarah Brown called the meeting to order at 5:30 p.m.

1. AGENDA –

A. Four trustees were present; Trent Jensen absent. Quorum established.

2. PERIOD OF PUBLIC COMMENT –

None – there were no visitors at the meeting.

STAFF

3. Teacher Report – none; there were no teachers at the meeting.

4. Administration Report

Prickly Pear Cooperative Redistribution of SPED Funds: (Mikesell) At the September 18th meeting, the Prickly Pear Board approved a one-time \$100,000 distribution to member districts, prorated based on each district's share of Cooperative funding. These funds, originating from Federal IDEA Part B, must be used exclusively for special education services and accessed through a reimbursement request submitted to the Cooperative.

Clancy School is eligible to request up to \$7,467 in reimbursements. Mr. Mikesell and Ms. Milton will review special education expenditures either already covered by the general fund or anticipated—to identify eligible costs for reimbursement. This process will help offset expenses elsewhere in the district budget. (See MOE below as another factor in this decision)

Social Emotional Learning: (Fisher) In response to an increase in students demonstrating social-emotional or behavioral challenges, we are implementing a targeted Social Emotional Learning (SEL) intervention. A paraprofessional will deliver structured SEL lessons developed and coordinated by our SPED case managers and school counselor. These lessons will focus on emotional regulation, problem-solving, and relationship-building skills to better support students' overall well-being and classroom success.

In addition, we are planning to deploy a structured recess intervention to assist students who struggle in less structured environments. The goal is to help these students develop positive peer relationships, practice appropriate social interactions, and reduce the number of recess-related behavioral incidents. Together, these targeted supports aim to foster a more positive school climate and equip students with the skills necessary to be successful both socially and academically.

Superintendent Evaluation #1: As we did last year, Mr. Mikesell would like to conduct two evaluations this school year, since this is his second year as superintendent. He proposed holding the first evaluation during the November Board meeting, prior to Winter Break, and the second evaluation in the Spring.

Sarah Brown asked if he could make the evaluation a little shorter this time around. She would like to have the board evaluate the District Clerk in November as well.

Mr. Mikesell will send out the evaluation materials to trustees later this week.

COMMITTEE REPORTS

5. Audit/Finance –

Mr. Mikesell said our FY2025 audit was just completed. Auditors were here only 1.5 days this week and reported a clean audit with no findings.

Monthly Process of Reviewing Claims and Warrants: As we did last month, Mr. Mikesell highlighted specific expenditures or budget lines for discussion with the full Board during the open meeting. This supports our commitment to fiscal responsibility and transparency with the public regarding how taxpayer dollars are spent.

- 6. Facilities -- SMA & County Sanitation Meeting**: Mr. Kramer and Mr. Mikesell are coordinating a meeting with our new County Sanitation Officer and SMA to develop a plan for a possible playground redesign. The goal is to make the most of our limited space, improve ADA accessibility to the building, and ensure compliance with county codes related to the drain field located beneath part of the playground. SMA proposed a date of October 30, Mr. Mikesell will have Trent and Bob check their schedules to determine the time.

With the auxiliary gym now reopened featuring two restrooms and expanded use we want to confirm that the existing drain field can handle the increased load. If any expansion or redesign is needed, having that information in advance will help inform the Facilities Committee's discussions around a playground redesign.

- 7. Personnel – Maintenance of Effort (Informational)**: When considering expanding special education resources or staffing, it's important for both the administration and Board to keep in mind the federal Maintenance of Effort (MOE) requirement under the Individuals with Disabilities Education Act (IDEA).

MOE requires our district to maintain at least the same level of state and local funding for special education each year. Simply put, we cannot reduce spending below the prior year's level unless we qualify for specific federal exceptions.

This matters because when we add staff or services using state or local funds, that spending becomes part of our MOE baseline. In most cases, we must continue funding at that level moving forward—regardless of changes in enrollment or need. Today's staffing decisions can create long-term financial obligations.

Special education exists to ensure students have the support they need to access education and make measurable progress. That's why clear goals and assessments are essential—not just for compliance, but to ensure effectiveness.

Balancing MOE compliance with the need to provide appropriate services is key. We must be strategic in our investments to meet student needs while maintaining long-term financial sustainability.

8. Policy – October/November Meeting: MTSBA has completed the drafting of the policies shared at the September meeting. The policy committee will need to meet to go through these policies prior to the November meeting so the first reading can take place in November.

9. School Relations

Ms. Fisher supplied a document with a summary of the community relations activities we are pursuing this year, along with ideas for continuing and expanding them in the future. The committee recently met to discuss opportunities for increased community engagement and ways to enhance our traditional events.

Aaron Ward said we considered providing shuttle services at the Winter Programs to address parking challenges. Another idea is to expand our Open House into a block party-style event featuring food trucks and live music to create a more festive “welcome back” atmosphere.

We are also exploring opportunities to partner with the Clancy Parent Council (CPC) to further engage families and the broader community in these events, strengthening connections and support for our school.

Ms. Fisher shared these ideas in detail at the meeting. She is also keeping Facebook up to date with events.

BUSINESS

10. Motion by Marci Parks, second by Sarah Brown to approve the minutes from the September 16, 2025, regular board meeting. Motion passed 4-0.

11. Motion by Sarah Brown, second by Marci Parks, to approve warrants: Activity Account: 6300-6301; Claims 41170-41221; and Payroll: 53451-53447. Motion passed 4-0.

12. Part-Time Paraprofessional: This year, we have consolidated the roles of playground aides and instructional paraprofessionals to streamline responsibilities within our paraprofessional staff. Additionally, a paraprofessional who was full-time in FY25 has moved to a part-time schedule.

These changes have created a slight staffing shortage in some areas, impacting on our ability to best serve students while also meeting Maintenance of Effort (MOE) requirements.

To address these challenges, it is recommended that the Board approve the hire of Shari Mundaniohl as a part-time paraprofessional for the 2025–26 school year. Motion by Marci Parks, second by Bob Gallagher to hire Shari Mundaniohl as a part-time paraprofessional for up to 4 hours a day or 20 hours per week at a rate of \$17.37 per hour for the remainder of the 2025-26 school year. Motion passed 4-0.

New Substitute Teacher: We have received an application from Athena Mikesell to serve as a substitute teacher, and she has successfully completed her background check. It is recommended that the Board officially hire Mrs. Mikesell as a substitute to help expand our substitute pool. Motion by Marci Parks, second by Bob Gallagher to hire Athena Mikesell as a substitute teacher for the remainder of the 2025-26 school year. Motion passed 4-0.

13. ISAP Updates

New this year, we have strategically scheduled Parent-Teacher Conferences for earlier and later in the school year. The goal is to meet with parents soon after the Fall benchmark assessments are completed, data has been reviewed by grade-level teams, and teachers have set individualized goals for each student.

During the Fall conference, teachers share each child's current data, projected growth, and goals, along with suggestions for ways parents can support their child's progress at home. Scheduling the second round of conferences later in the year provides enough time for meaningful growth to occur between meetings, while still allowing sufficient time after the Spring conferences to adjust instruction and support if a student is not on track to meet their goals.

As a "safety net," we continue to rely on our Teacher Assistance Team (TAT) process, which we have expanded this year by the Building Team (SPED, Title, Administration, and Counseling). Parents are now invited to participate in TAT meetings. These meetings serve as the first formal step when a student is struggling socially, emotionally, and/or academically, allowing the team and parents to determine whether more targeted interventions or evaluations for additional services may be needed.

Fall Benchmark Data Review

Mr. Mikesell reviewed the Fall benchmark data and goal-setting spreadsheets, including a breakdown of grade-level proficiency as measured by MAP and DIBELS.

Future Assessment Practices

Common questions that arise when reviewing our assessment data include:

- Is the data effectively driving instructional revisions?
- Are we over-assessing students?
- Is the volume of assessment an efficient use of student and staff time?
- Are we adequately assessing both literacy and numeracy across all grade levels?

Mr. Mikesell shared a summary of all assessments currently in use and the grade levels in which they are administered. As part of our ISAP, we are required to maintain a district-wide assessment that supports instructional decision-making and provides data for our TAT process. However, we can improve efficiency in our assessment practices.

One additional concern is the absence of a comprehensive, school-wide math assessment. With the recent revision at the state legislative level, numeracy has now been incorporated under the broader "literacy" terminology. This change has created some ambiguity in how schools measure and report math proficiency, highlighting the need for Clancy School to identify or adopt a consistent assessment tool that accurately captures numeracy growth alongside literacy progress.

For example, administering DIBELS to all 370 students consumes a significant amount of Title staff time and delays the start of intervention groups. Similarly, our use of the MAP assessment, which is administered to students in grades 2 through 8, provides valuable data but requires approximately three hours per administration, two to three times per year. Many districts have transitioned to alternative assessment tools that yield comparable data with less instructional disruption, aligning more closely with RTI principles that emphasize investing more time in interventions than diagnostics.

We have committed to continuing with MAP assessments for the 2025–26 school year, allowing both the Board and the Literacy Committee the remainder of this year to thoroughly review and refine our overall assessment practices before any changes are implemented. To streamline the process for this school year, the

Literacy Committee will determine whether to administer the Language Usage portion of the MAP assessment in the Winter and Spring. This adjustment could reduce overall testing time while maintaining the core data needed for instructional planning.

To explore additional improvements, the Literacy Committee will meet next week to review all assessment tools, evaluate their necessity, and streamline the overall process. Our goal is to reduce redundancy, maximize instructional time, and ensure that most of our efforts are focused on providing high-quality interventions and acceleration opportunities. These changes will not only benefit students directly but also strengthen performance in both district-wide and state assessments.

Next Steps

Following the Literacy Committee's review, the team will compile recommendations for potential adjustments to our assessment framework, including options for a school-wide math assessment and possible alternatives to the current MAP and DIBELS systems. These recommendations will be presented to the administrative team and then shared with the School Board at the November meeting for discussion and direction.

Because MAP will remain in place through the 2025–26 school year, the Board and Literacy Committee have the remainder of this year to engage in thoughtful review and discussion before adopting any new tools or approaches. This intentional timeline ensures that any transitions are well-informed, data-driven, and aligned with both instructional goals and state requirements.

Our aim is to establish a more efficient, balanced assessment system that supports instructional decision-making while preserving valuable instructional time for student learning and intervention.

CORRESPONDENCE – Sarah Brown read a note from Shelley Stanton thanking the board for the birthday card and gift certificate.

FUTURE ISSUES -- none

NOTIFICATION OF NEXT MEETING – Tuesday, November 18, 2025, 5:30 p.m.

Meeting adjourned at 6:45 p.m.

Board Chair

District Clerk