



VARIANCES TO STANDARDS APPLICATION

Renewal Application (three years)

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

DUE DATE:

Second Monday in October

COUNTY: Toole County

DISTRICT: Shelby Public School District #14

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

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

10.55.709 Library Media Services, K-12

2. 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.)



3. Describe the renewal variance requested.

Shelby School District has maintained three staff members in our two Libraries to exceed student needs. As of September 2025, Shelby Elementary School had 241 students. To exceed student needs we maintain a full-time paraprofessional and a .5 Librarian in the elementary library. We posted this variance to standards on our September Board meeting agenda as requested in #2 (see attached).

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

a. Workable.

Funding - No additional funding is needed to meet our current needs.

Staff - The .5 Librarian had over 25 years of experience in Library Education along with her K-12 Librarian certification, she also has a K-12 Reading Endorsement and a K-8 Elementary Endorsement.

Facilities - Our facilities meet the needs of our current student population

Scheduling - We already have a schedule designed to meet the needs of our K-5 students



b. Educationally sound.

Shelby School District has a 1.0 FTE certified K-12 Librarian who serves our K-5 building and our 6-12 building. We employ two paraprofessional that assist our librarian as stated above. All K-5 students are scheduled to receive 30 minutes per week of instruction in the Library Media Standards, that instruction is delivered by our K-12 certified Librarian with paraprofessional support when needed. The library is always open for student use.

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

1. We will continue to create a schedule that allows our Librarian to support student learning where and when it is needed. We will be able to measure this by reviewing the schedule and ensuring student contact time (30 minutes per week per student) is met.
2. Star reading data will be evaluated to determine future needs and opportunities for improvement
3. Shelby's yearly teacher evaluation system will evaluate the Librarian's ability to continue delivering effective instruction in meeting the Library Media Standards.



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

Shelby Elementary School aligns with 10.55.1801 in the following 2 areas:

1. develops & maintains a library collection that is current, balanced, and reflects authentic historical and cultural contributions of Montana's American Indians; and
2. engages in comprehensive long range planning to administer and manage, in a secure area, the human, financial, and physical resources of the library to locate, access, and use on-site resources that are organized and cataloged.

5. Reflection upon initial variance:

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

1. We will continue to create a schedule that allows our Librarian to support student learning where and when it is needed. We will be able to measure this by reviewing the schedule and ensuring student contact time (30 minutes per week per student) is met.
2. Star reading data will be evaluated to determine future needs and opportunities for improvement
3. Shelby's yearly teacher evaluation system will evaluate the Librarian's ability to continue delivering effective instruction in meeting the Library Media Standards.



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

1. We created a schedule that allowed our Librarian to support student learning where and when it is needed. We reviewed the schedule and students received 30 minutes per week for Library.
2. We have maintained our Star Reading Results throughout the variance.
3. The Librarian received satisfactory evaluations related to delivering effective instruction in meeting the Library Media Standards.

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

No additional changes need to be created to meet student needs.



Required school district signatures:

Board Chair Name: Angela Lamb
Board Chair Signature: Angela Lamb Date: 9/9/2025
Superintendent Name: Elliott Crump
Superintendent Signature: Elliott Crump Date: 9/9/2025

Email the signed form to:

OPIAccred@mt.gov



Shelby Public School District #14

1010 Oilfield Ave ~ Shelby, MT 59474
www.ShelbyPublicSchools.org
Phone: (406) 424-8910 ~ Fax: (406) 434-2959



SHELBY SCHOOL BOARD MEETING AGENDA

Location: Boardroom

Date: Tuesday, September 9, 2025

Time: 7:00 PM

- | | |
|------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Call To Order | Ms. Lamb |
| 2. Pledge of Allegiance | Ms. Lamb |
| 3. Review and Approval of Minutes | Ms. Lamb |
| 4. Review and Approval of Claims and Voided Checks | Ms. Flynn |
| 5. Public Comment | Ms. Lamb |
| 6. Reports | |
| a. Elem Principal Report | Ms. Miller |
| b. JH/HS Principal Report | Mr. Fisher |
| c. Superintendent Schedule | Mr. Crump |
| 7. Action Items | Mr. Crump |
| a. FFA National Convention in Indianapolis | |
| b. Resignation/Retirement | |
| c. Hire | |
| i. Admin Secretary - Angel Hanson | |
| ii. HS Assistant Wrestling Coaches - John Postma | |
| iii. E-Sports Coach - Arlyn Palmer | |
| iv. SSPP Hires - Addison Richman, Hadley Clary, Elly McDermott, Presley Flesch, Dylan Clark, Augusta Wray, and Morgan Porter | |
| d. Fire System Recommendation | |
| e. Big Sky Special Needs Coop Agreement | |
| f. Renewal of Variance to Standards | |
| g. Policy First Reading | |
| i. BP 2334 Release Time for Religious Instruction | |
| ii. BP 2600 Work-Based Learning | |
| iii. BP 3416 Administering Medicines to Students | |
| iv. BP 3650 Montana Pupil Online Personal Information Protection Act | |
| v. BP 5122 Fingerprints & Background | |
| vi. BP 5430NF Volunteers | |
| vii. BP 8301 School Safety | |
| h. Policy Second Reading | |
| i. BP 2335: Health Enhancement | |
| ii. BP 3310: Student Discipline | |
| iii. BP 5255 Disciplinary Action | |
| iv. BP 2158: Parent & Family Engagement & Educational Involvement | |
| v. BP 3110: Entrance Placement & Transfer | |
| vi. BP 3121: Enrollment & Attendance Records | |
| vii. BP 3551 Student Drug Testing | |
| viii. BP 2100: School Calendar & Day | |
| ix. BP 2450: Indian Education for All | |
| x. BP 2150: Suicide Awareness & Prevention | |
| i. Attendance/Transportation Agreements | |
| 8. Discussion Items | Mr. Crump |
| a. Online Training & Board Walk-Through | |
| b. MCEL in Helena | |
| c. Hiring Update / Open Positions | |
| 9. Correspondence | Mr. Crump |
| 10. Next Meeting of the Board - Tuesday, October 14, 2025, at 7 PM | Ms. Lamb |
| 11. Adjournment | Ms. Lamb |

MINUTES
September 09, 2025

CALL TO ORDER

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room at 1010 Oilfield Avenue. The meeting was called to order at 7:01 p.m.

Members present were: Angela Lamb, Chad Scarborough, Jay Hould, Jared Weishaar, Sara Benjamin, Eric Tokerud and Roy Benjamin. Member(s)absent: None. The superintendent, clerk, elementary and junior high/high school principals were present throughout the proceedings. Visitors present were Suzanne Hough, John Hough, Shannon Scarborough and Thad White.

The **Pledge of Allegiance** was recited.

APPROVAL OF MINUTES

A motion was made to approve the minutes of the August 8, 2025 regular board meeting.

Motion: Roy Benjamin

Second: Sara Benjamin- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 75567 through 75629. The student activity checks for this month were numbered 17858 through 17911. The claims approval list may be referenced in the claims approval file in the Administration office and the Student Activities accounts may be referenced in the Student Activities file in the Administration office.

Motion: Sara Benjamin

Second: Eric Tokerud- passed unanimously.

Voided Check

A motion was made to void student account check numbers 17858, 17859, 17860 and 17861 due to printer error.

Motion: Sara Benjamin

Second: Eric Tokerud- passed unanimously.

PUBLIC COMMENT

Kyle Fisher thanked the Marias Healthcare Clinic and the Lion's Club for their work during the vision screening for the 6-12 grade students.

REPORTS

Elementary Principal Report

Elementary school principal, Toni Miller reported on the enrollment at her school. She said that enrollment is down by 11 students compared to last year. She thanked the director of the Shelby Area Chamber of Commerce, Shane Adams for an amazing job promoting and organizing the Activity Fair during the Open House. She also reported that the kindergarten students are released at 1:00 p.m. at this time until the class schedule is finalized.

Junior High/High School Principal Report

Junior high/high school principal, Kyle Fisher reported that there is a total of 257 students from 6th-12th grade and he also reported on the upcoming activities that will be happening on the next month. He told the Board that the Open House was a success again this year. He thanked Carolyn Burns for setting up the Mbira in Montana Performance.

Superintendent Schedule

Mr. Crump reported that he will be attending the Fall Admin Conference in Bozeman and he will also be attending the TRS Board meeting in Helena.

ACTION ITEMS

FFA National Convention in Indianapolis

Mr. Crump made a recommendation to approve the FFA National Convention Trip to Indianapolis.

Motion: Jared Weishaar

Second: Sara Benjamin- passed unanimously.

Resignation/Retirement

Mr. Crump made a recommendation to approve the resignation of the E-Sports coach, John Waters.
Motion: Jay Hould Second: Eric Tokerud - passed unanimously.

Hiring

All new hires are contingent on fingerprinting and background check results.

Admin Secretary- Angel Hanson at \$17.88/hour starting on September 16, 2025

Motion: Roy Benjamin Second: Eric Tokerud - passed unanimously.

High School Assistant Wrestling Coach- John Postma at \$3,600.00

Motion: Eric Tokerud Second: Jared Weishaar- passed unanimously.

E-Sports Coach- Arlyn Palmer at \$2,805.00

Motion: Roy Benjamin Second: Jared Weishaar.
Chad Scarborough opposed to the motion. The motion passed with 6-1 votes.

Student Paraprofessionals- Addison Richman, Hadley Clary, Elly McDermott, Presley Flesch, Dylan Clark, Augusta Wray and Morgan Porter at \$12/hr.

Motion: Sara Benjamin Second: Jay Hould- passed unanimously.

Big Sky Special Needs Cooperative Agreement

Mr. Crump made a recommendation to appoint him as the district's representative on the Big Sky Special Needs Cooperative Management Board.

Motion: Jay Hould Second: Roy Benjamin - passed unanimously.

Renewal of Variance to Standards

The Superintendent explained that the Shelby Elementary School's Library Variance to Standard has expired and that the enrollment numbers in the elementary school are up and we only have one librarian, so in order not to receive a deficient report from the Office of Public Instruction we have to complete the Variance and submit the document to OPI.

Mr. Crump made a recommendation to renew the Variance to Standard

Motion: Roy Benjamin Second: Jay Hould- passed unanimously.

First Reading of Board Policies

A motion was made to approve the first reading of the following policies:

BP 2334: Release Time for Religious Instruction

BP 2600: Work-Based Learning

BP 3416: Administering Medicines to Students

BP 3650: Montana Pupil Online Personal Information Protection Act

BP 5122: Fingerprints and Background

BP 5430NF: Volunteers

BP 8301: School Safety

Motion: Chad Scarborough Second: Roy Benjamin- passed unanimously

Second Reading of Board Policies

A motion was made to approve the second reading of the following policies:

BP 2335: Health Enhancement

BP 3310: Student Discipline

BP 5255: Disciplinary Action

BP 2158: Parent and Family Engagement and Educational Involvement

BP 3110: Entrance Placement and Transfer

BP 3121: Enrollment and Attendance Records

BP 3551: Student Drug Testing

BP 2100: School Calendar and Day

BP 2450: Indian Education for All
BP 2150: Suicide Awareness and Prevention
Motion: Sara Benjamin

Second: Chad Scarborough- passed unanimously.

Attendance/Transportation Agreements

A motion was made to approve the elementary student attendance agreements that were presented to the Board

Motion: Chad Scarborough

Second: Eric Tokerud- passed unanimously.

A motion was made to approve the high school student attendance agreement that was presented to the Board.

Motion: Sara Benjamin

Second: Chad Scarborough- passed unanimously.

DISCUSSION ITEMS

Fire System Recommendation

Mr. Crump informed the Board that he is intending to work with Systems Northwest to get the system functioning properly.

Online Training/Board Walk-Through

The board will have an online training on October 1st starting at 8:30 a.m. through 12:30 p.m. then lunch after the training and the board walk-through will follow.

MCEL in Helena

Mr. Crump informed the Board that MCEL will be in Helena on October 15th through the 17th.

Hiring Update

There are open positions for paraprofessionals and cafeteria staff.

Correspondence

The district thanked Hiline Redimix for their donation of labor and material for the football field.

Clinic Update

Teacher Orientation In-Service provided by Aly Raph, FNP.

Vision Screening on Tuesday at the high school building, then at the elementary on Wednesday of the following week.

Flu vaccines order will arrive next week and will deliver Flu Shot Clinic consent forms and letters to the school secretaries next week.

The meeting was adjourned at 7:52 p.m.

NEXT MEETING OF THE BOARD

Regular Meeting, Tuesday, October 14, 2025 at 7:00 p.m. Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana.

BUSINESS MANAGER/CLERK

CHAIRPERSON OF THE BOARD

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