



## 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."

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**DUE DATE:**

First Monday in March

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**COUNTY:** Lincoln

**DISTRICT:** Troy Public Schools

**LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:** Troy Junior High School

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

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

The library shall be housed in a central location, and each school shall have a full-time or part-time licensed school library media specialist with a K-12 library media endorsement at the following ratio:

(c) 1.5 FTE for schools with 501-1000 students

At Troy Public Schools, we serve 405 students, and we currently have one full time librarian who works in our elementary library and in our high school library. The variance requested is outlined as follows:

- WF Morrison School – enrollment of 213 – 0.5 FTE librarian required
- Try 7-8 – enrollment of 62 – minimum of 0.001 FTE librarian required
- Troy High School – enrollment of 131 - 0.5 FTE librarian required

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

Minutes from the January 9, 2017 Board Meeting are attached.

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





Minutes from the January 9, 2017 Board Meeting are attached.

4. **Attach Board of Trustee meeting minutes that show the Board of Trustees approved the application for a renewal variance at an official, properly noticed meeting.**
5. **Reflection upon initial variance:**
  - a. **Describe the specific measurable objectives that were listed in the initial variance application that demonstrated how the proposed variance was to meet or exceed the results under the current standard(s).**

The measurable objective that demonstrates that the proposed variance will meet or exceed the results under the current standards:

We will increase the use of the library/media centers by 20%. We will measure this by how many visitors come to the libraries. We will also measure this by monitoring and evaluating the amount of materials that are checked out.

We will increase the overall perception of the library by 20%. A survey will be conducted at the beginning of the school year of the students and also at the end to determine the student perception of the library. This will allow us to ensure that the librarian is being used in the most effective efficient manner and is able to service all the students and teachers that visit.

We plan to continue with the previously improved variance in the following ways:

1. Troy Public Schools have collaborative teams (our school improvement teams) that meet monthly and oversee the implementation of the Library Variance. These teams also make recommendations to improve the Library Media program. Further, a Library Collaboration Team will meet quarterly to discuss library facilities, equipment, student access, and curriculum integration. The team consists of a variety of stakeholders, including, but not limited to, the technology coordinator, the librarian, at least two teachers, a counselor, and administration. We require English and Reading teachers to participate on the collaborative team.

2. Staff is invited to attend these meetings. This meeting is intended to promote collaboration between the Library staff and content area teachers and discuss implementation, services offered, and to monitor services provided.

3. Troy Public Schools employs one full-time librarian, one half-time paraprofessional. The librarian and technology director work in conjunction with all teachers to obtain the information literacy/library media standards and technology standards through direct instruction and guided instruction of all students in the building. The library utilizes the aide and student assistants throughout the day to assist with daily library needs including checking books in/out, book repair, and additional duties as needed.





4. Research skills are taught to all students. This will provide an introduction to information literacy/library media standards 1, 2, 3, and 4. Grade level teachers will schedule this in conjunction with the librarian throughout the school year.
5. The librarian collaborate with teachers on a regular basis to train students, assist with research projects, pull supporting material to assist with lessons, and provide information related to library resources (LM Standard 2 and T Standard 1).
6. Five computers and thirty Chromebooks in the library are designated as a Research Center. This is an open lab that students can access anytime during the school day and gain assistance from the librarian (LM Standards 1, 2, 3, 4 and T Standards 1 and 2).
7. A bulletin board-is-posted in the library with a featured book updated on a regular basis. Featured books are of different genres. This is intended to draw students into the library and promote reading appreciation (LM Standard 5 and T Standard 2 and 3).
8. Book talks are conducted by the librarian and/or student assistants to promote leisure reading (LM Standard 5).
9. The annual book fair will continue to be held by the librarian in the fall and spring to promote reading among families (LM Standard 5).
10. Technology instruction is delivered in our computer curriculum throughout each grade level in the district to address all Technology Standards. Basic Computer Science is a required course offered to all junior high students.

We seek to improve upon our variance if renewal is granted in the following ways:

1. The librarian will continue to explore ways to increase reading appreciation. Strategies may include scavenger hunts, March Madness, and Battle of the Books to promote interest in reading at Troy Public Schools.
2. The librarian will continue the process of identifying books by Lexile range. This will assist students in checking out books that are at the appropriate reading level.
3. The librarian will continue to implement a collection development procedure that meets the expectations of ARM 10.55.1801, Part C 1-6.
4. The librarian will pursue collaboration with the Troy Public Library through sharing of resources and the provision of extra resources through, for example, the Montana Homework Help tutoring services, e-book services, etc.

**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.**

Troy Public Schools has monitored the library/media centers usage over the past two years and have noticed a steady increase of student and faculty use at the elementary. At the high school we have seen a consistent stream of student use. The high school library is not getting used as much for non-fiction use since each student has recently been issued a Chromebook. However, at the elementary school, non-fiction checkouts have increased. Further, the library is





getting visited more often at both schools for material checkout--Chromebooks, research material, and pleasure reading books.

Further, the library/media center curriculum has recently been updated to ensure students are learning the skills they need as they move to the next grade level and post-secondary activities (a copy of this curriculum is available upon request).

Meetings and discussions have been held with administration, staff members, and our district improvement team on how to continue to improve the library/media center. The library improvement and accessibility is a goal that the board of trustees have established for the next two years. In this evaluation and upgrade the materials will be evaluated, physical space will be changed, and overall accessibility will be improved.

**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).**

On reflection, the staffing variance in place at Troy Public Schools continues to meet the needs of our school, library program, students and staff. The current librarian has been working in the district for over twenty years and our part-time paraprofessional has been in the district for over ten years. Further, the district has a retired librarian who comes in regularly each month to volunteer her time and services. The volunteer and our library staff are highly valued as they provide an exceptional level of support to students and staff.

*(Use check boxes provided in items 6-11 if the information requested remains unchanged from the initial variance application.)*

**6. Describe the renewal variance requested.**

☒ *Renewal variance is the same as the initial variance.*

We serve 400 students at Troy Public Schools, and we currently have one full time librarian. Accreditation Standard 10.55.709 requires an additional 0.1 part-time librarian. We have implemented a variance for many years, which we believe allows us to provide exceptional library services through the use of a half time paraprofessional, and student teacher assistants in the library. The variance exceeds previous library services in a variety of ways.

We currently deliver far more direct instruction in the library to develop research skills among students than we were able to prior to the variance. The library and library staff are used in an exceptionally collaborative manner by the entire school. We will increase reading appreciation by using a multi-media, multi-faceted approach facilitated by the teachers.

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

☐ *Mission and goals are the same as the initial variance.*

Troy Public Schools Mission Statement: "Empowering students to develop responsibility, achieve academic excellence, and succeed as lifelong learners."





The goals of this proposed variance are to continue to provide the best quality education as possible. It would be very difficult to hire a 0.1 part-time librarian to meet this standard. We feel that we meet the district mission and the needs of the district with a full-time librarian.

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

☒ *Measurable objects are the same as the initial variance.*

The measurable objective that demonstrates that the proposed variance will meet or exceed the results under the current standards:

We will increase the use of the library/media centers by 20%. We will measure this by how many visitors come to the libraries. We will also measure this by monitoring and evaluating the amount of materials that are checked out.

We will increase the overall perception of the library by 20%. A survey will be conducted at the beginning of the school year of the students and also at the end to determine the student perception of the library. This will allow us to ensure that the librarian is being used in the most effective efficient manner and is able to service all the students and teachers that visit.

We plan to continue with the previously improved variance in the following ways:

1. Troy Public Schools have collaborative teams (our school improvement teams) that meet monthly and oversee the implementation of the Library Variance. These teams also make recommendations to improve the Library Media program. The team consists of a variety of stakeholders, including, but not limited to, the technology coordinator, the librarian, at least two teachers, a counselor, and the principal. We require English and Reading teachers to participate on the collaborative team.
2. Staff is invited to attend this meeting on a monthly basis. This meeting is intended to promote collaboration between the Library staff and content area teachers and discuss implementation, services offered, and to monitor services provided.
3. Troy Public Schools employs one full-time librarian, one half-time paraprofessional. The librarian and technology director work in conjunction with all teachers to obtain the information literacy/library media standards and technology standards through direct instruction and guided instruction of all students in the building. The library utilizes the aide and student assistants throughout the day to assist with daily library needs including checking books in/out, cataloging library resources, book repair, and additional duties as needed.
4. Research skills are taught to all students. This will provide an introduction to information literacy/library media standards 1, 2, 3, and 4. Grade level teachers will schedule this in conjunction with the librarian throughout the school year.



5. The librarian collaborate with teachers on a regular basis to train students, assist with research projects, pull supporting material to assist with lessons, and provide information related to library resources (LM Standard 2 and T Standard 1).
6. Five computers and thirty Chromebooks in the library are designated as a Research Center. This is an open lab that students can access anytime during the school day and gain assistance from the technology director and librarian (LM Standards 1, 2, 3, 4 and T Standards 1 and 2).
7. A bulletin board-is-posted in the library with a featured book updated on a bi-weekly basis. Featured books are of different genres. This is intended to draw students into the library and promote reading appreciation (LM Standard 5 and T Standard 2 and 3).
8. Book talks are conducted by the librarian and/or student assistants to promote leisure reading (LM Standard 5).
9. The annual book fair will continue to be held by the librarian in the fall and spring to promote reading among families (LM Standard 5).
10. Technology instruction is delivered in our computer curriculum throughout each grade level in the district to address all Technology Standards. Basic Computer Science is a required course offered to all junior high students.
11. The district curriculum director facilitates K-12 meetings with librarians and technology integration specialists twice per year to review data and align curriculum.

We seek to improve upon our variance if renewal is granted in the following ways:

1. The librarian will continue to explore ways to increase reading appreciation. Strategies may include scavenger hunts, March Madness, and Battle of the Books to promote interest in reading at Troy Public Schools.
  2. The librarian will continue the process of identifying books by Lexile range. This will assist students in checking out books that are at the appropriate reading level.
  3. The librarian will implement a collection development procedure that meets the expectations of ARM 10.55.1801, Part C 1-6.
  4. The librarian will pursue collaboration with the Troy Public Library through sharing of resources and the provision of extra resources through, for example, the Montana Homework Help tutoring services, e-book services, etc.
- 9. What data or evidence will be gathered to document progress toward meeting the measurable objectives of the renewal variance?**
- ☒ *Data or evidence gathered in the same manner as the initial variance.*
- FORMATIVE:**
- The Library and Research Center Usage documentation will be used to measure the number of hours each department works in collaboration with the librarian each quarter.
  - Book check-outs will be tracked on a quarterly basis to determine if library usage for reading appreciation has increased.





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- Lexile levels will be monitored by classroom teachers to track individual student progress and growth relating to reading appreciation.

**SUMMATIVE:**

- An annual review of the state mandated test results for reading will be used as an evaluative measure for reading proficiency.

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

- ☒ *The renewal variance will meet the specific needs of the students in the same manner as the initial variance.*

This variance meets the needs of our students because it allows them more access to technology and additional guided support from the librarian. This enables students to be well-prepared to access and use technology in a safe and responsible manner. With the implementation of the ELA component of the Common Core standards, we are better able to meet the emphasis on research skills and support research writing across the curriculum.

**11. Describe how and why the proposed variance would be:**

**a. Workable.**

- ☒ *Renewal variance is the same as the initial variance.*

There are sufficient district resources available to continue to implement this variance; we currently employ one full time librarian, a half-time paraprofessional specifically dedicated to the library. We will simply continue staffing the library in this manner.

**b. Educationally sound.**

- ☒ *Renewal variance is the same as the initial variance.*

As shown through the data and evidence section of the application, the variance has worked well in supporting student learning outcomes in our school.

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

- ☒ *Renewal variance is the same as the initial variance.*

We are better able to deliver a Library/Media Program in accordance with 10.55.1801 through implementation of this variance. The library has truly become a flexibly scheduled, multi-purpose media center for students and staff. The collaborative teams that meet regularly have increased our ability to incorporate Library Media and Technology standards into the content area. Our librarian makes a concerted effort to keep our library balanced, current, and culturally representative. The library is a valuable resource for teachers in implementing Indian Education for All. The physical changes in the media center have made it multi-faceted in use accommodating leisure reading, independent research, use of resources, and classroom instruction. We also use student helpers in the library by scheduling them in semester long blocks as teacher assistants. The library currently utilizes three scheduled teacher assistants each day. We have made it a priority to streamline library reservations and ensure that the library is being used in purposeful ways. The library collection has







been greatly expanded and improved this year. The addition of five computers and several Chromebooks, as a research center, has increased student access to technology including before school, at lunch and after school. This access is supervised and support is always available. Many positive changes have been made in the Troy Public Schools' media centers. If this variance request is granted, we have additional plans for future improvements.

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

☒ *Renewal variance is the same as the initial variance.*

Although our request for a variance is not specifically related to curriculum content standards, our team did consider how our variance would impact our ability to deliver the content standards. We chose to include standard alignment in items 7-19 on question #8 above to clarify how delivery and implementation of the variance would exceed our previous ability to deliver the curriculum content standards.







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Montana  
Office of Public Instruction  
Denise Juneau, State Superintendent

Required school district signatures:

Board Chair Name:

John Kanzen

Board Chair Signature:

John Kanzen

Date:

4/10/17

Superintendent Name:

Joseph Franco

Superintendent Signature:

J Franco

Date:

4/10/17

Mail the signed form to:

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

OPI USE ONLY

Superintendent of Public Instruction:

Cheryl Montez

Date:

5/15/2017

☒ Approve ☐ Disapprove

Board of Public Education Chair:

Sharon Carroll

Date:

5/11/17

☒ Approve ☐ Disapprove



A regular meeting of the Board of Trustees for School District #1 was called to order at 6:00 p.m. in Room #108 on January 9, 2017 by Chairperson Konzen. Others present were Trustees Boltz, Thompson, Huisentruit, Pierce, and Roesler-Begalke; Superintendent Francom; Principal Rewerts; Vice Principal Schertel; Clerk Todd and Student Council Representative Olivia Roach.

Guests present were Louise Roberts, Al Arpin, Nancy Prieve, Carl Peterson, Sheri Schweitzer, Rod & Kris Newton, Fran McCully, Heather McDougall, Nikki Ramirez, Larry Watt, Laura Crowe, Malachi Montgomery, Wendy Tunison, Emily Ramirez, Ed Hanson, Silvia Maffit, Kay Randall, Irmi Engall, Marilyn McDougall, Jackie Reichert, Betty Phipps, Lexi Tunison, Andrea Cummings, Bayleigh Nielson, Jayden Leighty, Izzy Tunison and Devynn Cummings.

The regular meeting was opened at 6:00 p.m.

Superintendent Francom recognized and honored students, staff and community members – list attached.

Pierce moved that the Board approve the December 2016 minutes AS READ.  
THE MOTION CARRIED.

Roesler-Begalke moved that the Board approve the Closed Session minutes.  
THE MOTION CARRIED.

Thompson moved that the Board approve the District Obligations for the month of December 2016.  
THE MOTION CARRIED.

Boltz moved that the Board approve the United Clubs of Troy High School balance for the months of December 2016.  
THE MOTION CARRIED.

Administration Report: Superintendent Francom provided a report with various updates – see attached. Transportation report: see attached. Elementary report: see attached.

Louise Roberts and Al Arpin provided an overview on 6<sup>th</sup> Grade teaching techniques.

Huisentruit moved that the Board approve the hiring of Robin Jenks as District Mechanic.  
THE MOTION CARRIED.

Pierce moved that the Board Consider and Approve the Purchase of New Bus.  
THE MOTION CARRIED.

Boltz moved that the Board Consider the Approval of Variance to Standard for Library Personnel (see attached application).  
THE MOTION CARRIED.

Board Chairman Konzen discussed the Adoption of Policies and Procedures.

Superintendent Francom discussed the Application for Troy High School to be on the National Register of Historic Places.

Principal Rewerts discussed the Kindergarten Program and the Board requested that administrators continue to look into offering a K-1 and K-2 program.

Superintendent Francom discussed the Board Evaluation.

Board Chair Konzen found that the right of privacy exceeded the public's right to know in the matter of Superintendent Francom's Evaluation and Legal Strategy with District's legal counsel, Jeff Hindoiem, in accordance with Section 2-3-203, MCA.

Regular meeting closed at 7:03 p.m. for executive session.

Meeting reopened to the public at 7:40 p.m.


Thompson moved that the Board Consider and Approve the Extension of Contract for Superintendent Francom for 2017-2020.

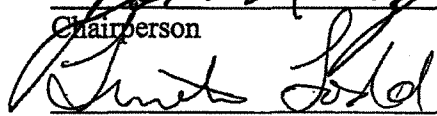
THE MOTION CARRIED.

Boltz moved that the Board adjourn until the next regularly scheduled meeting to be held on February 13, 2017 at 6:00 p.m. in the high school library.

THE MOTION CARRIED.

The regular meeting adjourned at 7:55 p.m.

  
Chairperson

  
District Clerk