

## VARIANCES TO STANDARDS APPLICATION

### Initial Application (two years)

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

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#### DUE DATES (check one)

- First semester implementation; first Monday in March  
 Second semester implementation; first Monday in July
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**COUNTY:** Silver Bow

**DISTRICT:** Ramsay Elementary

**LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:** Ramsay School and Ramsay 7-8

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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.

See Attached Sheet for responses to requests for items 1-10

2. Provide evidence that local community stakeholders were involved in the consideration and development of the proposed variance. Community stakeholder groups include parents, community members, and students as applicable.
3. Provide evidence that local school stakeholders were involved in the consideration and development of the proposed variance. School stakeholder groups include trustees, administrators, teachers and classified school staff.
4. Attach Board of Trustee meeting minutes that show the Board of Trustees adopted the application for a variance at an official, properly noticed meeting.
5. Describe the variance requested.
6. Provide a statement of the mission and goals of this proposed variance.

7. List specific measurable objectives that demonstrate the proposed variance will meet or exceed the results under the current standard(s).
  
8. What data or evidence will be gathered to document progress toward meeting the measurable objectives?
  
9. In what way does this variance meet the specific needs of the students in the school(s)?
  
10. Describe how and why the proposed variance would be:
  - a. Workable.
  
  - b. Educationally sound.
  
  - c. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.2101.
  
  - d. Where applicable, aligned with content standards under ARM Chapters 53 and 54.

**Required school district signatures:**

Board Chair Name: Janis C. Torpey

Board Chair Signature: Janis C. Torpey Date: 1-17-18

Superintendent Name: Cathy Maloney

Superintendent Signature: Cathy F. Maloney Date 2/21/18

**Mail the signed form to:**

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

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**OPI USE ONLY**

Superintendent of Public Instruction: Elsie Arntzen Date 5/15/2018  
 Approve  Disapprove

Board of Public Education Chair Susan Carroll Date 5/10/2018  
 Approve  Disapprove



1. Ramsay School is requesting Variance on Standard 10.55.709, Library Media Specialist.
  
2. The Ramsay Administrator will attend the Parent Group meeting to be held in March. To relay the information gathered in the survey questionnaire sent home to students on Wednesday February 14<sup>th</sup>. Parents will have a window of one week to return feedback to the variance requested by the district.
  
3. Attached please find the variance memo sent to parents and the summary of the results to the Variance.
  
4. See attached. Completed by Cindy Lasalle, Clerk of The Board of Trustees.
  
5. Ramsay Elementary currently serves 160 students in a K-8 school. We are required to employ an approximately .5 FTE Librarian for which we are requesting a variance. Ramsay is an independent district outside of Butte. Due to budgetary limitations we do not have funds to employ a person with a Library Media Specialist Degree, half time. There are nine classrooms, K-8, and all students participate in Library classes once per week with the Library Paraprofessional, Mrs. Schelin, that has worked closely with our current .2 FTE District Librarian. She is experienced with check-out, data entry, and organizational processes. Mrs. Schelin has spent time training under our previously employed full time Librarian Mrs. Shelly Fortune, retired. Ms. Venturelli is a certified Library Media Specialist, currently employed on an .2 FTE basis. Mrs. Venturelli is currently using the district Library Media Standards to develop lessons and she works with Mrs. Schelin and the classroom teachers to align these lessons to the other curriculum standards that are covered at each grade level. Our students at Ramsay receive the required amount of Library instructional time provided by the current combination of staff.
  
6. The mission of Ramsay Elementary Library is to provide an excellent class and resource site to our students and community. The goals are to continue providing reading materials for enjoyment and instructional purposes, maintain access to computers and internet services for instructional purposes, information and as research tools, and to continue providing Library instruction that aligns with the Montana Standards for our students.



7. Ramsay School will continue to assign a .2, Certified Library Media Specialist and a library Paraprofessional that will provide weekly services for our students. The schedule will consist of one fifty-minute class per week for each classroom. Classes will be dedicated to exploration of literature through read-aloud and selection of books for checkout, skill building activities in research and all other lessons needed to cover the library Media Standards. Ramsay School's Library Paraprofessional will continue to Work with our Certified Librarian for any training as needed, sharing of information in materials and teaching techniques, and to be updated in Library Media standards.

8. Our Library use will be documented by the schedule that is maintained for instruction, and a record of student checkout will be maintained to monitor increases or decreases in circulation, and for areas of interest so inventory can be increased or replaced as needed. Data provided by Accelerated Reader will also be used to monitor the progress of students taking comprehension tests after each book read. Lesson plans will be maintained to document implementation of Library Media standards by grade level.

9. This variance will provide Ramsay School's students the appropriate lessons, designed to help the students obtain appropriate reading level materials that support their rigorous academic core research needs, as well as their leisure time reading material, through hard copy and online source materials. The variance also provides continued support service for intervention work in our reading programs and enrichment for our writing programs.

10.

a. This model has been in effect for many years at Ramsay. with a Library Media Specialist certified staff member providing, standards based, required curriculum that is delivered by our Paraprofessional that has been working at Ramsay for her entire tenure.

b. The model of delivery has been proven educationally sound in providing standards based curriculum, remedial and enrichment opportunities and support for all ELA related programs.

c. Our current library model promotes language excellence in spoken written and visual form. Our program supports many forms of non-print and print materials covering all types of genre, including fiction, non-fiction, classic and contemporary works with diverse perspectives and includes works of Montana Native American literature.



Our current licensed .20 Librarian is certified to develop this curriculum and our paraprofessional has spent her entire career at Ramsay under the direct supervision of a certified librarian and delivers the curriculum with fidelity.

d. Ramsay School is continually reviewing and updating curriculum, aligning it to the common core standards. The language arts curriculum is currently under review at this time and we will include the library standards during this review.



February 14, 2018

To: Ramsay School Parents and community members

From: Maurice Cook, Principal

**Ramsay School's growth pattern, the changing personnel landscape, and budgetary limitations have made it necessary for The School Board to Procure a variance for the school Library program. In the past Ramsay employed a full time teacher that possessed a Library Endorsement. This person provided guidance in producing Curriculum for the School's Library program that was then delivered by the School's Paraprofessional. Unfortunately, we no longer have a permanent staff member with this endorsement.**

**Ramsay's student population requires that we carry a half time (.5 FTE -full time equivalence) Librarian on staff, and we currently employ a .2 (FTE) with a Paraprofessional with many years of service as the Library Supervisor. The Office of Public Instruction allows school districts to apply for a variance. Part of the application for variance requires input from local community stakeholders be included in the consideration and development of the proposed variance. Community stakeholder groups include parents, community members, and students as applicable.**

**Your assistance is greatly appreciated. Please list any input or feedback that you may have that is pertinent to this variance. The variance application process has been approved by the Board and final approval will be made after feedback is reviewed at the February 21<sup>st</sup> Board meeting.**

Sincerely

Maury Cook, Principal

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Parent/ Community Member Comments:

Due by 3:00 pm February 21<sup>st</sup> 2018

Maurice Cook, Principal



Lucinda Lasalle, Business Manager

Lure

Example

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Sincerely

Maury Cook, Principal

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Parent/ Community Member Comments:

Due by 3:00 pm February 21<sup>st</sup> 2018

My Kids love the library and reading new books. They love learning new things they find in these books. We would love to keep the library staffed so they can continue increasing their knowledge and love for books.

Brandie Gunderson



MINUTES OF THE PROCEEDING OF THE  
REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
SCHOOL DISTRICT NO. 3  
RAMSAY OF SILVER BOW COUNTY, MONTANA

A duly called regular meeting of the Trustees of School District No. 3 of Silver Bow County, a district of the 3<sup>rd</sup> class was held on **Wednesday, the 17<sup>th</sup> day of January 2018 at 5:30 p.m.**

The following trustees were present throughout the meeting:

Jan Torpey, Chairperson  
Gayle Hunt, Vice Chairperson  
Anya Hazlett, Board Member  
Henry Klobucar, Board Member  
Tracy McGrath, Board Member

The Principal, Maury Cook, and the Clerk of the School District, Lucinda, were in attendance throughout the proceedings.

Also in attendance were:

Members of the community (see attached list)

The meeting was called to order at 5:30 p.m. by Chairperson Jan Torpey. The Pledge of Allegiance was led by the Chairperson.

**MINUTES OF PREVIOUS MEETING**

**Approve Minutes of December 18, 2017 Regular Meeting**

The Chairperson asked Members of the Board if there were any questions or changes to the minutes of the December 18, 2017 meeting. Tracy McGrath made a motion to approve the minutes and Henry Klobucar seconded the motion. The Chairperson of the Board of Trustees put the question to a vote.

The following trustees voted (aye):

Jan Torpey, Chairperson  
Gayle Hunt, Vice Chairperson  
Anya Hazlett, Board Member  
Henry Klobucar, Board Member  
Tracy McGrath, Board Member

None voted (no). The Chairperson declared the motion duly passed and adopted.

**FINANCE REPORTS**

The November 2017 Revenue and Expenditure Reports, the December 2017 Warrants/Claims List, the November 2017 Cash Reconciliation Reports, the 2016/2017 and 2017/2018 Financial Comparison Report, and the Activity Account Reconciliations were presented to the Board for approval. The Chairperson asked the Board if there were any questions and requested a motion and a second. Anya Hazlett made a motion and Henry Klobucar seconded the motion. The Chairperson of the Board of Trustees put the question to a vote.

The following trustees voted (aye):

Jan Torpey, Chairperson  
Gayle Hunt, Vice Chairperson

Anya Hazlett, Board Member  
Henry Klobucar, Board Member  
Tracy McGrath, Board Member

None voted (no). The Chairperson declared the motion duly passed and adopted.

## **PRINCIPAL'S REPORT**

Current Enrollment – 162.

Discipline Report – Since December 17<sup>th</sup>, we have had 2 warnings for a total of 20 year-to-date. We have had 3 write-ups for a total of 44 year-to-date. Last year at this time, we had 28 warnings and 24 write-ups.

Upcoming Events –

- End of the quarter is Friday, January 19<sup>th</sup>.
- Report cards will be issued on Friday, January 27<sup>th</sup>.
- Awards Ceremony is scheduled for February 1<sup>st</sup>.
- Spelling Bee will be held on February 2<sup>nd</sup> at 1:00 p.m.
- The second ski day is scheduled for January 25<sup>th</sup>.
- Ramsay School Science Fair is February 28<sup>th</sup>.
- School will be dismissed early on Valentine's Day – February 14<sup>th</sup>.

Unfinished Business – Val Baur with Computech of Montana will be performing IT services.

New Business –

- We are in the middle of winter benchmark testing. Results will be forthcoming at the next meeting.
- The 2018/2019 calendar is in a preliminary stage.
- Building Use Permits have been submitted for the Basketball tournament scheduled in February.

## **LEVY REPORT**

The Levy Report was presented to the Board for review. Hardware expenses through December 31<sup>st</sup> are \$156,764.58, software expenses are \$41,222.27, and IT Services are \$3,150.00 for a total of \$201,895.36 with shipping. The remaining reserved amount is \$28,104.64.

## **UNFINISHED BUSINESS**

IT Support – Previously discussed in the Principal's Report.

Certified Staff Leave of Absence MOU – Input was received from the Ramsay Federation of Teachers Union and was forward to MTSBA legal for review.

Form 4330-F (Facilities Use Agreement) – Discussion was tabled until the next meeting.

Friends of Ramsay 501(c)(3) Fund – Transaction information was presented to the Board for informational purposes. A representative from the Friends of Ramsay School (FORS) gave the Clerk a check for \$1,040.35 with

instructions to reimburse two parents for winter outerwear that was donated to needy students at Ramsay. This expense consisted of \$263.75. Further instructions were to give PIE the balance (\$776.60). The transactions were processed within the Glacier Problem Solving account.

Classified Salary Structure – Information regarding Classified Salaries was given to the Board for review and informational purposes. There is a disparity in the salary structure for Classified personnel. The Board requested that the Clerk poll other schools for information regarding Classified salaries.

Foster Grandparent Program – The Memo of Understanding with the Rocky Mountain Development Council (Sponsor for the Foster Grandparent Program) was presented to the Board. There is an annual cost of \$220 per person to Ramsay School. The Clerk had confirmed that Ramsay would have no liability in regard to workers' compensation and she requested from the program sponsor that the Principal would interview any available volunteers. Board Member Anya Hazlett, indicated that she will pursue monetary sponsors.

## **NEW BUSINESS**

Approve 2<sup>nd</sup> Semester TR-13's (Bus Inspections) – The clerk presented the TR-13's for the Board's approval. The Chairperson asked the Board if there were any questions and requested a motion and a second. Anya Hazlett made a motion and Tracy McGrath seconded the motion. The Chairperson of the Board of Trustees put the question to a vote.

The following trustees voted (aye):

Jan Torpey, Chairperson  
Gayle Hunt, Vice Chairperson  
Anya Hazlett, Board Member  
Henry Klobucar, Board Member  
Tracy McGrath, Board Member

None voted (no). The Chairperson declared the motion duly passed and adopted.

Employee Voluntary Life Insurance – The Clerk would like Board approval to allow MUST to offer additional Life Insurance coverage to eligible employees. Interested employees would be eligible for automatic deductions from their pay checks. There would be no cost to the School district. MUST is currently negotiating rates so current rates are not available. The Chairperson asked the Board if there were any questions and requested a motion and a second. Tracy McGrath made a motion and Henry Klobucar seconded the motion. The Chairperson of the Board of Trustees put the question to a vote.

The following trustees voted (aye):

Jan Torpey, Chairperson  
Gayle Hunt, Vice Chairperson  
Anya Hazlett, Board Member  
Henry Klobucar, Board Member  
Tracy McGrath, Board Member

None voted (no). The Chairperson declared the motion duly passed and adopted.

Approve Teaching Position Advertisement – The Clerk would like Board approval to advertise the teaching position that will be vacant for the 2018/2019 School Year. The position will require a Teaching Certificate. Advertising will be conducted in the Montana Standard, OPI, University of Montana Western, and PIE. In-house advertising will be conducted first. The Chairperson asked the Board if there were any questions and requested a motion and a second. Anya Hazlett made a motion and Tracy McGrath seconded the motion. The Chairperson of the Board of Trustees put the question to a vote.

The following trustees voted (aye):  
Jan Torpey, Chairperson  
Gayle Hunt, Vice Chairperson  
Anya Hazlett, Board Member  
Henry Klobucar, Board Member  
Tracy McGrath, Board Member

None voted (no). The Chairperson declared the motion duly passed and adopted.

State Requirement of Certified Librarian Hours – Ramsay School employs a Certified Librarian (one day a week) but due to increased enrollment, more hours are required. Mr. Cook has requested a variance from OPI for this requirement. He is requesting Board Approval for the Variance Application. The Chairperson asked the Board if there were any questions and requested a motion and a second. Henry Klobucar made a motion and Tracy McGrath seconded the motion. The Chairperson of the Board of Trustees put the question to a vote.

The following trustees voted (aye):  
Jan Torpey, Chairperson  
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Tracy McGrath, Board Member

None voted (no). The Chairperson declared the motion duly passed and adopted.

**PIE UPDATES**

No updates were presented.

**DISCUSSION OF ITEMS NOT ON THE AGENDA**

The Clerk informed the Board that the new convection oven will be installed January 25<sup>th</sup>. Employees from CCCS will help with moving the new one in and the old one out.

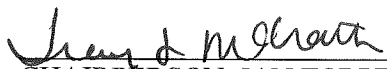
**ANNOUNCEMENTS**

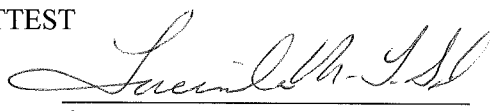
None were presented.

**CLOSED SESSION – PERSONNEL ISSUE**

A Closed Session was called at 6:30 p.m. and adjourned at 6:45 p.m. upon which time the regular Board Meeting adjourned at 6:47 p.m. The next Regular Board Meeting is scheduled for February 21<sup>st</sup> at 5:30 p.m.

ATTEST

  
\_\_\_\_\_  
CHAIRPERSON, JAN TORPEY  
RAMSAY SCHOOL DISTRICT NO. 3  
SILVER BOW COUNTY  
RAMSAY, MONTANA

  
\_\_\_\_\_  
CLERK  
RAMSAY SCHOOL DISTRICT NO. 3  
SILVER BOW COUNTY  
RAMSAY, MONTANA