

BOARD MINUTES

February 12, 2020

A regular meeting of the Board of Trustees for Shepherd School District #37 was held Wednesday, February 12, 2020 in the Board Room of the Administration Building. Chairman, Carl Openshaw called the meeting to order at 6:30pm.

Pledge of allegiance was recited.

Members present: Jeff Branson, Shane Flowers, Julie Hinkle, Carl Openshaw, Carl Parker, Shane Rekdal, and Shayne Vandivort.

Superintendent/Curriculum Director – Drea O’Donnell, Clerk – Janice Ripley, HS Principal – KJ Poepping, and MS Principal/AD – Rich Hash were present for the entire open session meeting.

CONSENT AGENDA

An Elementary motion was made by Julie Hinkle, seconded by Shane Rekdal, to approve the Elementary business claims and accounts, to include January claims 129725– 129792.

A High School/Joint motion was made by Shayne Vandivort, seconded by Carl Parker, to approve the High School business claims and accounts, to include January claims 129725 – 129792, and the January regular and special meeting minutes.

Both motions passed unanimously.

HEARING OF THE PUBLIC

None

COMMUNICATIONS

INFORMATIONAL

- 1) Building use requests: As posted in the agenda.
- 2) Nurse’s Report
- 3) Water Report
- 4) Resignations: Monty Harrison – HS Business Teacher
- 5) Missing Children
- 6) Spring ANB Count

No action.

OLD BUSINESS

Superintendent Search

The Board Chair stated that he was moving this agenda item to the last item on the agenda.

Bond / Building Update

Travis from Collaborative Design advised the Board that Phase 1 is on schedule. Jason from Langlas stated that they are planning to advertise the bids for phase 1 the 24th of February and probably looking at bid opening the around the 10th or 17th of March. They will advertise in the YCN, with the exchanges, and also send out bid invites. They plan to hold the pre-bid meeting at the school as well as the bid opening. A Groundbreaking Ceremony is planned for March 23, 2020.

The Board decided to move the March meeting from 3/11/2020 to 3/18/2020, allowing time for the bidding process to be completed, and bids accepted by the Board at the March meeting.

Board Policies 2161P, 3310, 3650

A High School/Joint motion was made by Shane Flowers, seconded by Julie Hinkle to approve policies 2161P, 3310, and 3650 for final reading.

Motion passed unanimously.

NEW BUSINESS

Human Resources

Asst. Golf Coach – Todd Rose and the substitute list.

A High School/Joint motion was made by Shayne Vandivort, seconded by Jeff Branson to approve the golf coach and the substitute list as presented.

Motion passed unanimously.

Out-of-District Students

One Elementary out-of-district student and one Middle School student.

An Elementary motion was made by Jeff Branson, seconded by Shane Rekdal to approve the out-of-district students for the 2019-2020 school year.

Motion passed unanimously.

Adult Education – Workout Classes

It was recommended to approve the addition of workout classes to our Adult Education Program.

A High School/Joint motion was made by Carl Parker, seconded by Julie Hinkle, to approve the addition of workout classes to the Adult Education Program.

Motion passed unanimously.

MS Library Variance

It was recommended to approve the Middle School Library variance with the State, to not add the extra .5 librarian position. The school has 2 separate districts, the K-8 and the 9-12 districts. For purposes of library, OPI goes by schools and not by districts.

A High School/ Joint motion was made by Julie Hinkle, seconded by Shayne Vandivort to approve the MS Library variance be submitted to the State for the school years of 2020-2021 and 2021-2022.

Motion passed unanimously.

SRO Contract with Yellowstone County

It was recommended to enter into a contract with Yellowstone County Sheriff's Office so the school can have a SRO for the next three years. The plan is to share this officer with Huntley Project.

A High School/Joint motion was made by Shane Rekdal, seconded by Jeff Branson, to approve hiring an SRO for the next three years through a contract with the Yellowstone County Sheriff's Office.

Motion passed unanimously.

2021-2022 School Calendar

A calendar for the 2021-2022 school year was discussed. Usually, the school calendars are not approved this far in advance. However, this one was prepared so the construction company would have a couple more weeks in the summer of 2021 to complete the proposed remodeling inside the school buildings.

A High School/Joint motion was made by Jeff Branson, seconded by Julie Hinkle, to approve the 2021-2022 school year calendar.

Motion passed unanimously.

Policy 5228 First Reading

5228- Drug and Alcohol Testing Policy

A High School/Joint motion was made by Shane Flowers, seconded by Carl Parker to approve policy 5228 for first reading.

Motion passed unanimously.

Out-of-State Trip – National Speech and Drama

Speech and Drama would like approval to participate in the NSDA National Tournament in Albuquerque, NM June 14-19, 2020. Mr. Moore is planning to apply for a grant, as well as fund raise to pay for the trip.

A High School motion was made by Julie Hinkle, seconded by Shane Rekdal, to approve the out-of-state trip to Speech and Drama National Tournament.

Motion passed unanimously.

Principal Re-hires and Administrative Salaries

It was recommended to re-hire the following:

- Mr. Richard Hash as the Middle School Principal
- Mrs. Autumn Arlian as the Elementary Principal
- Mr. KJ Poepping as the High School Principal

All three have been evaluated. It was also recommended that they receive the same percentage of salary increase as the certified teaching staff.

An Elementary motion was made by Shane Flowers, seconded by Julie Hinkle, to re-hire Mr. Richard Hash as the Middle School Principal and Mrs. Autumn Arlian as the Elementary Principal and provide them with the same percentage salary increase that the District provides to the certified teaching staff.

A High School motion was made by Shayne Vandivort, seconded by Carl Parker to re-hire Mr. KJ Poepping as the High School Principal as well as provide him with the same percentage salary increase that the District provides to the certified teaching staff.

Both motions passed unanimously.

Trustees Call for an Election

In February, the Board of Trustees are required to pass a resolution calling for a school election in May. The resolution must state the purpose of the election. The Trustee positions that are open and a mill levy to support the general funds are the normal items on the resolution. The resolution also states, "any portion of the election that is not required, the Board of Trustees authorizes the election administrator to cancel that

portion of the election". At a later date the Board of Trustees will pass another resolution that would set levy amounts, if it is decided they need to run a mill levy.

An Elementary motion was made by Shane Rekdal, seconded by Jeff Branson, to approve the resolution calling for an election.

A High School motion was made by Julie Hinkle, seconded by Carl Parker to approve the resolution calling for an election.

Both motions passed unanimously.

Student Discipline Hearing – Possible Executive Session to Protect the Individual's Right of Privacy

This item was moved to after the Administrator's reports.

STANDING COMMITTEE REPORTS

- Facilities Committee – The design team and facilities committee will meet every Monday in the Board Room at 4:00pm from now until March. Each week there will be areas of the construction project that will be discussed and designed with the construction and architect groups. They are planning on breaking ground March 23, 2020.
- Policy Committee – The policy committee will continue to meet and bring policies to the Board that need review. A policy committee meeting needs to be scheduled for March.
- Negotiations Committee – The negotiations committee met with the SEA on January 29, 2019. No agreement was made at that time, so we will continue with negotiations. Mr. Openshaw asked for opinions from all the Board members on random drug testing of all certified staff. Classified staff, administrators, and Board members are already on a list for random drug testing. The general consensus at this time is that the Board would like to move forward with school-wide random drug testing.

ADMINISTRATION REPORTS

Mrs. O'Donnell asked the Board if they would be willing to re-schedule the April 8, 2020 board meeting. A decision was made to move the April meeting Wednesday, April 15, 2020, at 6:30pm.

Mr. Hash advised the Board that MHSAA is planning to add Girls' Wrestling as a new sport. This may force schools to add an additional Boys' sport to stay in compliance. He is to keep the Board apprised of the situation as it progresses.

Mr. Poepping stated that he is considering offering two different diplomas to graduation seniors. The normal diploma would require the current 24 credits for graduation. He is considering an honors diploma, which would require 26 credits and participation in some of the honors programs. No decisions have been made at this time.

EXECUTIVE SESSION

Student Discipline Hearing – Possible Executive Session to Protect the Individual’s Right of Privacy

At 7:35pm Carl Openshaw closed the meeting for an executive session to conduct a student discipline hearing.

At 8:02pm the meeting resumed in open session.

A High School motion was made by Shayne Vandivort, seconded by Julie Hinkle to expel Lucas Phillips. He will be allowed to petition the Board in August to see about returning to school for the 2020-2021 school year, for violating policy 3310.

Motion passed unanimously.

Superintendent Search

This last agenda item is for discussing the upcoming Superintendent interviews. Therefore, Mr. Openshaw excused Mrs. O’Donnell from the meeting.

A list of interview questions and how the interviews should be conducted were discussed.

OPEN SESSION TOPICS FOR NEXT MEETING

None.

EXECUTIVE SESSION TOPICS FOR NEXT MEETING


None.


ANNOUNCEMENTS

None.

ADJOURNMENT

Time of adjournment: 9:15pm.


Chairman Carl Openshaw


Clerk Janice Ripley

VARIANCES TO STANDARDS APPLICATION

Initial Application (two years)

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

DUE DATES (check one)

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

COUNTY: Yellowstone County

DISTRICT: Shepherd Public Schools

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Shepherd Middle School

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

10.55.709 - Library Media Services, K-12

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

We held a variance committee meeting on October 21, 2019. The people who were in attendance were; Drea O'Donnell (Superintendent), Rich Hash (MS Principal), Robin Hofmann (Science Teacher), Natasha Zabel (Parent), Becky Anderson (Parent), Kate Anderson (Student), Carson O'Donnell (Student). Rich Hash explained to the committee members the situation we were in with OPI, and why we need a variance. He also explained to the committee why he made the decision not to fill the half-time library position for the past couple years, and how we are using the money to help educate students in other areas. We explained that through discussions with teachers and students, everyone involved felt the needs of the students were being met with the current FTE of 1 for the elementary and 1 for the MS/HS to share. The community stakeholders agreed with this and thought applying for the variance was the best option.

- 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.**

This is the third year that we have not employed a half-time librarian position for the middle school. We were not deficient until this past year. The middle school principal met with our superintendent, administration team, as well as the certified teachers in the building and explained the need for the variance. The reasoning at that time was there were not any applicants; we were meeting the needs of the students without the extra half-time FTE, and we could use that money to help in areas of intervention for MS students. This group agreed this was the best way to move forward. The enrollment in the high school and middle school varies, and sometimes we are over the numbers required for one librarian, and sometimes we are okay with just one librarian according to our student enrollment. In a meeting on November 13, 2019, our board of trustees agreed with the assessment of not hiring a half-time librarian at the end of the 2017 school year and for subsequent years.

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.**

Shepherd Middle School/Shepherd High School is requesting a variance to not hire a half-time Librarian per the 10.55.709- Library Media Services, K-12 expectations of the Office of Public Instruction. According to these standards, we are required to have a half-time (.5 FTE) librarian position for the middle school if the high school enrollment is over 250 students at the time of the student count in October. If the enrollment number is under 250 students, then we are in compliance with the full-time (1 FTE) librarian that we have for both MS and HS. When we are deficient in this area, it is usually because the high school enrollment is around 5-7 students over the 250 student count. In most cases, by the February student count they are under the 250 as we will be this current year.

According to the standards: (1) The school library shall be housed in a central location, and each school shall have a licensed and endorsed library media specialist at the following ratio: (a) .5 FTE for schools with 126-250 students; (b) 1 FTE for schools with 251-500 students; Our total fall enrollment for the MS (205) and HS (259) was 464. In other districts if this were one school, 1 FTE would be adequate.

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

Our goal is to continue to provide an education in library media to our students. We have been capable of doing this for the past 20+ years. Our elementary (K-5) will continue to have scheduled library/media time to cover the standards they are required to meet. Our MS/HS librarian will then continue to serve our 6-12 students and cover the standards required in 10.55.1801. We have tracked the amount of books that are being checked out by the high school students, as well as the middle school students. After the first semester of this year, there were only 200 books checked out by high school students, and roughly 2,100 books by the middle school. We have shared the librarian with the high school, and they have been able to provide us instruction in our classrooms, as well as maintain the library without any difficulty. Our 1FTE librarian currently has our library open all day. In fact, our librarians open the library at 7:45 (15 minutes before school) and close it at 4:00 (30 minutes after schools) to allow students adequate time to access the library. During her lunch period, we have an aide cover the library so it is continually open and available to students. We will continue to provide someone to staff the library during the day so that it is available to meet the needs of all our students.

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

1. We will continue to establish flexible scheduling to ensure that libraries respond to information needs and support learning. We will keep the library open and available to all students from 7:45-4:00 except on early out days. 2. We will ensure collaboration with classroom teachers of all disciplines to implement content area standards and to assist students in engaging in the inquiry/research process. Our librarian will continue to go into classrooms and work with not only our language arts teachers but our science and social studies teachers as well to ensure they have adequate resources available. 3. We will continue to develop and maintain a library collection that is current, balanced, and reflects authentic contributions of Montana's American Indians. The district just supported our library with \$1500 in Indian Ed for all funding to help enhance the selection of books and materials available to students. 4. We will engage in comprehensive long range to ensure financial and physical resources of the library and to allow access. We currently passed a bond to building a new building on our campus. Half of the second floor of the new building will be a new dedicated library space that is accessible to students and community. 5. Our 1 FTE librarian will continue to collaborate with classroom teachers of all disciplines to create links between and among the curricular areas. 6. We have planned PIR days with surrounding school districts in order to allow our librarians the opportunity to cooperate and join with other school libraries to encourage partnerships and promote its integration into all instructional programs.

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

Shepherd School District will continue to support our libraries in providing adequate facilities, funding as well as professional development to our staff to ensure student needs are being met. According to our goals in question 7, we will gather evidence based on each of those goals. We will look at classroom data, MAPS scores in the area of language and reading, as well as SBAC scores to determine if students are receiving an adequate education in the area of Library Media Standards. We are currently have Accelerated Reader and are looking at ways to be able to better meet the ELA standards of promoting literacy and integrating reading, literature, with a balanced approach through more independent reading. Our libraries have received generous donations over the past few months and along with a grant we will be adding books that are of high interest across all reading levels, along with a subscription to Montana Digital Libraries to allow students to check out electronic books on their own devices to support more independent reading among our MS/HS students.

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

a. Workable.

If this variance is given; it will allow us to continue to share our full-time librarian as we have the past. We were not able to find a half-time librarian several years ago, and it has allowed us to use this money to educate students in other areas. We will continue to meet the students' needs and have the library open and accessible during our school day.

b. Educationally sound.

We currently employ 2 FTE librarians for our 833 K-12 students. We are meeting the needs of those students with the current employment. If it were one school, only 1.5 FTE would be required for that number of students. Educationally our students are receiving the appropriate education in the area of Library Media and meeting the program standards.

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

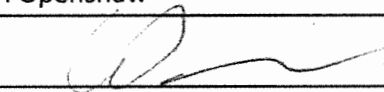
Our current set up, employment and access to the library allows our students to be educated to meet the program standards of 10.55.1801.

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

Our classroom teachers work closely with the library to ensure that standards in both ELA as well as other areas such as science standards of Chapter 53 are being met. The librarians also attend PLC meetings with other curricular areas to guarantee they are helping meeting standards in Chapter 54 in the area of Information Literacy/Library Media Performance Descriptors as well.


Required school district signatures:

Board Chair Name: Carl Openshaw

Board Chair Signature: 

Date: 2-12-2020

Superintendent Name: Drea O'Donnell

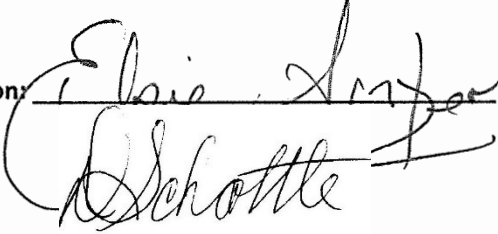
Superintendent Signature: 

Date: 2-14-2020

Mail the signed form to:


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

OPI USE ONLY

Superintendent of Public Instruction: 

Date: 4/23/2020

Approve Deny

Board of Public Education Chair: 

Date: 5/7/2020

Approve Deny