

## 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:** Lake

**DISTRICT:** #23

#### LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Polson 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.**

10.55.709: Library Media Services - 1.5 FTE for schools with 501-1000 students

10.55.1801: Library Media Program Delivery Standards

- 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.**

The sign-in sheet for the February 22, 2021 meeting of the Polson School District Board of Trustees will be submitted with this application. The agenda and draft minutes for the meeting, including approval of this application, are attached. The official minutes will follow upon approval of the Board.

- 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.**

The sign-in sheet for the February 22, 2021 meeting of the Polson School District Board of Trustees will be submitted with this application.

**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.**

We would like to continue staffing the Polson High School Library with 1 FTE certified teacher librarian and 1 FTE para-professional library assistant. This staffing arrangement allows us to offer flexible scheduling, co-teaching, expanded hours and services to students and staff, and keep the library open during the lunch hour.

The current standard requires 1.5 FTE certified staff for a school with over 500 students. To follow this requirement the Polson High School Library would lose one highly qualified full-time para-professional staff member. This para-professional provides coverage and supervision of the library while the teacher librarian is administering the library, collaborating with staff, and teaching students in the library and classroom. The full-time para-professional is also able to complete many of the clerical and technical tasks needed during the workday. This position's replacement with a half-time certified staff position would limit the access to the library and the supervision of students during part of the school day. Services and support would be reduced.

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

The Polson High School Library is a curriculum-oriented facility which provides information and resources in a variety of formats and technologies, and is committed to supporting all members of the school community. The library environment encourages student and staff productivity and collaboration, as well as recreational reading and relaxation.

The library is staffed by the teacher librarian and para-professional from 7:45 am until 3:45 pm each school day. The role of the library para-professional is to support the teacher librarian, staff and students. Working together, the teacher librarian and para-professional provide a strong library program that includes consistent hours of operation and flexible scheduling. Staff are able to schedule classes for research in print and non-print resources, selection of books, computer-based testing, and group projects. Students and staff receive training in the use of technology, audiovisual and technical equipment. Students are able to use the library before school, after school and during their lunch period and other free time.

The presence of the full-time FTE para-professional provides skilled assistance to patrons and access to the library while the teacher librarian is collaborating with staff and teaching students. The teacher librarian is also supported in fulfilling the administrative duties of the library outlined in Standard 10.55.1801.

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

Polson High School Library fulfills the Montana Content Standards for Library Media/Information Literacy Grades 9 -12 adopted on November 5, 2020, which include the essential functions of a teacher-librarian; information and research skills instruction, inclusion and respect for diversity, problem solving and working with others, communication skills through a variety of formats, reading advocacy, and digital citizenship. The teacher librarian also performs in a leadership role as a teacher, instructional partner and program administrator. The librarian will follow the newly adopted Library Media/Information Literacy Standards. During the 2020-2021 school year, the following standards will be addressed more fully; Standard 1.a. Formulating essential questions. Standard 4. c. Selecting a format to communicate. Standard 4.e. Independently pursuing answers to questions. Standard 5. a and c. Reading for personal interest and enjoyment. The Polson K-12 Librarians are working on a Digital Citizenship curriculum to address Standard 6. a.-d. These skills are taught during Freshmen and Sophomore Library Skills and reinforced in the upper grades through teacher collaboration and student work on assigned term paper research and classroom projects. The proposed Alternative Standard allows the librarian to co-teach with the Freshmen and Sophomore English teachers in the classroom and library. The librarian delivers content on the skills needed to access the library's print and electronic resources, Internet search skills and evaluating resources in the classroom through demonstrations, activities, on-line content and video content, while the para-professional staffs the library

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

\* The number of hours of collaboration with each core department and the library/media staff was recorded using Google Calendar. The Google Calendar link on the PHS webpage informs staff of availability of library space and computer workstations. Calendars of department use are attached.

\* The number of total patrons (students and staff) using the library either individually or with classes was logged using a "people counter" that records the number of visits each day. Patron visits were recorded on each day of the Google calendars.

\* Circulation statistics were retrieved from Destiny Library Manager software. Monthly circulation statistics are attached.

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

**a. Workable.**

The presence of the FTE library para-professional allows the teacher librarian to collaborate with staff and teach students throughout the day in the classroom or the library. The library's daily schedule is posted on Google Calendar through a link on the Polson High School webpage ([www.polson.k12.mt.us/phs](http://www.polson.k12.mt.us/phs)). Teachers can access the link to check availability of the library classroom areas and computer workstations.

Information skills, including the research process, ethical use of information, the use of school-wide resource databases and educational software subscriptions are taught in grades 9 - 12. The library staff work with classes and individual students to assist with information seeking strategies, giving proper credit for information sources and the synthesis and presentation of classroom assignments.

Through flexible scheduling, the library is used by all departments in the school including Math, Science, Physical Education/Health, Foreign Language, Business, Tech Education, Art and Music. We also work with the Special Services department and Study Support para-professionals.

**b. Educationally sound.**

The library para-professional ensures skilled assistance and access to the library when the teacher librarian is engaged in lesson planning and delivery. As well as many clerical and technical tasks, the library para-professional handles textbook management for the English Department.

The Alternative Standard of 1 FTE teacher librarian and 1 FTE para-professional fulfills the needs of our school, library program and patrons.

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

The teacher librarian is fulfilling the administrative duties of the library which are outlined in Standard 10.55.1801. Selection and management of the print collection and electronic resources, long range planning and program development, communication and cooperation with local and regional libraries and staffs, and participation in school-wide and district level committees are priorities, including the K-12 Librarians Professional Learning Community and the High School English Language Arts Professional Learning Community. The teacher librarian chairs the Polson High School Indian Education for All Committee and is a member of the Mentoring Committee which supports new faculty. The teacher librarian shares responsibility for ACT Aspire test administration. Polson Schools K-12 teacher librarians meet regularly to develop and implement curriculum, plan for teacher training, cooperative purchases and professional development. The teacher librarian has participated in the development and implementation of the Polson Professional Advancement System. Polson High School is compliant with Administrative Rule 10.55.1801.

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



Required school district signatures:

Board Chair Name: Chanel Lake

Board Chair Signature: Chanel Lake Date: 3-1-21

Superintendent Name: Tom DiGiallonardo

Superintendent Signature: Tom DiGiallonardo Date: 3-1-21

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: Craig Anderson Date 5/3/2021  
 Approve  Disapprove

Board of Public Education Chair: [Signature] Date 5/14/21  
 Approve  Disapprove



**SPECIAL BOARD MEETING**  
**February 22, 2021**  
**POLSON SCHOOL BOARD TRUSTEES**  
***VIA GOOGLE MEET and DISTRICT BOARD ROOM***

**CALL TO ORDER**

Board Chair Chanel Lake called the Special Board Meeting to order at 12:00 pm.

In attendance at the Polson School Board room were Board Chair Lake, Interim Superintendent DiGiallonardo, HR/Communications Director Boen, and Business Manager Clary.

In attendance via phone/online conference were Vice Chair McGinnis, Trustee Anderson, Trustee Dupuis, Trustee Bojorquez, Trustee McDonald, Trustee Muzquiz, Trustee Orien, Special Education Director Berg, IT Director Adam Fansher, and PEA President Crosby.

**WELCOME AND DIRECTIONS FOR PUBLIC PARTICIPATION**

**BOARD COMMENTS**      N/A

**PUBLIC COMMENTS**      N/A

**NEW BUSINESS**

**Item 1 - Recommendation to Approve Policy 1905-Face Coverings as Personal Protective Equipment - Tom DiGiallonardo, Interim Superintendent**

Mr. DiGiallonardo asked the trustees to approve policy 1905, and to have in place through the end of the FY21 school year. Trustee Dupuis made the motion to approve the policy. Trustee Anderson seconded the motion and it passed uncontested.

**Item 2 - Recommendation to Approve 2021-2022 Contract with PEA - Tom DiGiallonardo, Interim Superintendent**

Tom thanked the Polson Education Association Committee for smooth quick process. Crosby, PEA President also thanked everyone for the work involved with the agreement. Trustee Bojorquez made a motion to approve the contract. Trustee McDonald seconded the motion and it passed uncontested.

**Item 3 - Recommendation to Approve PHS Library Variance to Standards - Tom DiGiallonardo, Interim Superintendent**

Trustee McDonald made a motion to approve the three-year variance. Trustee Orien seconded the motion and it passed uncontested.

**Item 4 - Recommendation to Approve Personnel Report - HR/Communications Director, Scott Boen**

Boen made the recommendation to approve the Personnel reports as submitted. Trustee Dupuis made the motion to approve the Personnel Report for the Elementary District. Trustee Anderson seconded the motion and it passed uncontested.

Board Chair Lake adjourned the meeting at 12:09 p.m.



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Board Chair Chanel Lake



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Business Manager Pamela Clary