

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: Missoula County

DISTRICT: Target Range School District #23

LIST EACH SCHOOL THAT IS REQUESTING THE VARIANCE:

Target Range Elementary / Target Range 7-8

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.**

Standard 10.55.709 Library Media Services

Standard 10.55.1801 Library Media Program Delivery

- 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 Target Range Parent Teacher Organization (PTO) maintains a strong partnership with the Librarian and library program. They support the district's efforts to find a more sustainable solution for meeting the needs of students in this area. A meeting took place on Wednesday, February 2, 2021 where the Superintendent and Principal were available to answer questions about the requested variance as well as share how the Library program will function if approved.

Target Range School is also extremely fortunate to have a long standing volunteer within the Library. She is not only dependable and hardworking, she holds a Master's Degree in Library Sciences; therefore, she has a thorough understanding of the importance of cataloging and circulation.

- 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.**

When preparing the request, the school Principal and Librarian collaborated on the program proposal and then shared the information and gathered feedback with staff in a weekly meeting. Follow up conversations and questions were addressed separately, after the meeting with the appropriate staff members.

In addition to sharing information with staff, the school Superintendent, Principal and Librarian met with the long-standing volunteer to discuss all avenues for meeting this accreditation requirement as well as each individual's role within the Library if the requested variance is approved as well as next steps if not approved.

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.**

The mission of the Target Range Library is to create a space "where students become effective users and producers of ideas and information." The goal of the requested variance is to provide a full-time instructional aide who would support and assist the licensed Librarian with materials check-out, data entry, the organization processes and shelving of books. This support would provide opportunity for the Librarian to support the information Literacy and Library Media Standards through direct student instruction. This would also allow time to collaborate with classroom teachers in support of their curricular goals. The District's student population remains stable enough that in order to meet the standards of accreditation, we need to employ an additional .5FTE licensed librarian. In previous years, Target Range has struggled to recruit and maintain staff in this half-time position. Budgetary constraints keep the district from creating a full-time position, which in turn has been a detriment to the library program. The additional support of a full-time instructional aide, who would serve under the direction of the licensed librarian, would ensure consistent assistance for the teacher as well as the students and program as a whole.

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

The mission of the proposed variance is to create consistent, dependable support for our certified librarian, students, and teachers within the Library program. The ability to recruit an individual that is eager to be in this position and enjoys supporting the work of our Librarian will be invaluable and appreciated by many within the district.

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

Objective 1: Resource Availability - The resources available to teachers and students will increase and be available on a more consistent basis because there will be a dedicated individual conducting those duties daily. The additional time of a support employee will also make the licensed librarian available to help teachers prepare resources for their lessons. Success will be measured by data generated by our circulation system and logs of resources being made available.

Objective 2: Master Schedule Coordination - The addition of an instructional aide will maximize the amount of time two people will be available in the Library. This will allow for more classes to be scheduled to visit the library to receive instruction as well as check out books. For example, the instructional aide could keep the Library open during the lunch hour so middle school students could read while they eat their lunch or check out a new book. Success will be measured in feedback received on the master schedule as well as in the check out logs of the Library and review of previous master schedules and contact time calculation.

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

Objective 1: The objective will be met if more books and resources are in circulation throughout our school. This will be measured by using the data received from the library circulation system.

Objective 2: This objective will be met if we are able to provide Library class or consistent Library time to all students within the building. This will be measured by a comparison of previous years masters schedule and contact time circulation.

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

a. Workable.

The requested variance is workable because as a district we would be able to successfully recruit an employee that not only has interest in library services but also can assist in other areas of our school. This opportunity is also very fiscally responsible for our district in light of budgetary losses we are facing in the upcoming school years due to enrollment related to the COVID-19 pandemic.

b. Educationally sound.

The requested variance is educational sound because it allows the district to provide more consistent support to the Library program as well as the students and teachers within the school. The increased access to the Library space by having someone available more regularly will be of great value and open up many possibilities within our scheduling process.

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

10.55.1101 Communication Art - Access to Materials: This variance to standard would allow students as well as teachers to have access to materials not only in print, but also non-print. It allows the Librarian and the Instructional Aide the opportunity to ensure that the resources available are diverse and represent many perspectives and include the importance of the American Indian population represented in our school as well as in our state.

10.55.1201 Arts Program -Material Acquisition: This variance would create support for our current art teacher and the acquisition of materials to share with students.

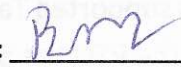
10.55.1601 Social Studies Programs - Access to Materials: This variance, would again, create support for teachers. When learning about primary and secondary resources, the Librarian is a wealth of knowledge. With a second individual available to support library functions, more time can be allotted for the research of sources and support of the social studies programming throughout the school.

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

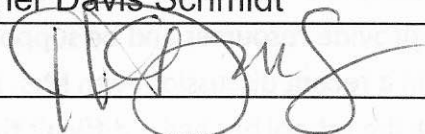
The requested variance is applicable in the support of all area content standards found in Chapters 53 and 54. Although resources can be easily found through current technologies, the time and attention needed to research and examine the resources for appropriateness, fact and relevance is important. The addition of a dependable, vested, consistent person in the Library will ensure that the program can continue to grow and provide assistance to all curricular areas within the school.

Required school district signatures:

Board Chair Name: Thomas Buchholz

Board Chair Signature:  Date: 02/07/2022

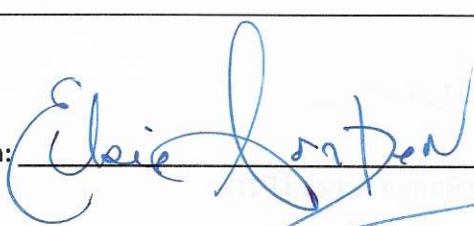
Superintendent Name: Heather Davis Schmidt

Superintendent Signature:  Date: 02/07/2022

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: April 13 2022

Approve Deny

Board of Public Education Chair:  Date: 5/13/22

Approve Deny

February 2, 2022

To Whom It May Concern,

The Target Range Parent Teacher Organization has supported Target Range Library programs in many ways through the years. The PTO has provided volunteers, put on book fairs, and done other programs. The PTO stays committed to helping to provide resources and be supportive to the Target Range students and their staff. In a recent discussion with Mrs. Droessler about the library, it was shared that the school has had a difficult time maintaining a consistent employee for the half-time position. It would be a great benefit to the school to hire a full-time employee, and now there might be a possibility of that happening with an applied standard variance. The school board would need to provide approval for the administration to apply for the variance with The Office of Public Instruction, then The Office of Public Instruction would need to approve the variance for Target Range School.

The PTO and I appreciate the efforts of the administration to find ways to improve programs and to continue to support the Library programs as they have in the past. As we all know a student's love of reading can inspire them to explore the world, and fuel a great imagination. Thank you for taking the time to read my letter of support for the library while keeping the best interest of the students and teachers at the heart of your decision.

Sincerely,


Amy Frandsen

President, Target Range School PTO

General Board Meeting (Monday, February 7, 2022)

Generated by Jessica Pyette on Monday, February 7, 2022

1. OPENING ITEMS

Action (Consent), Procedural: A. Call to Order/Pledge of Allegiance

Board Chair Buchholz called the meeting to order at 6:01 p.m.

Procedural: B. Roll

- Thomas Buchholz, Chair
- Jennifer Long, Vice Chair
- Sharon Sterbis, Trustee
- Bob Carter, Trustee – joined at 6:05
- David Wright, Trustee

Action: C. Board Approval of Agenda

Motion: Trustee Sterbis moved to approve the agenda

2nd: Trustee Wright

Call for public comment: none

Vote: 4-0

Procedural: D. Official Guests

- Heather Davis Schmidt, Superintendent
- Jessica Pyette, District Clerk
- Barbara Droessler, Principal
- Megan Hopper, Assistant Principal
- Elaine Higuera, Technology Director

Information: E. Board Correspondence

[Board Correspondence](#)

Procedural: F. Public Comment on Items Not on the Agenda:

Amy Frandsen – reported about the PTA, they received the request to help volunteer and fill in for some duties, staff and parents are both trying to do a lot. Parents are not comfortable filling in for staffing shortages but will try to volunteer in the best ways they can.

Action: G. Board Approval of Minutes

Motion: Trustee Buchholz moved to approve the January 10th, 2022, minutes

2nd: Trustee Sterbis

Call for public comment: none

Vote: 4-0

2. CONSENT AGENDA

Action (Consent): A. Accounts Payable and Payroll

Action (Consent): B. UChicago Impact Data Privacy Agreement

Action (Consent): C. University of Montana Cooperating Teachers Payment Agreement

Action (Consent): D. Semester 1 Bus Route Reimbursement Claim TR-6

Motion: Trustee Wright moved to approve the consent agenda.

2nd: Trustee Long

Call for public comment:

Vote: 4-0

3. PRESENTATIONS

Information: A. 2022-2023 Budget Study Session (Pyette)

Business Manager/District Clerk Jessica Pyette shared the 2022-2023 Budget Study projections based on information that we have as of now. Enrollment, ANB, and budget projections for the 2022-2023, 2023-2024, and 2024-2025 school year are estimates.

Discussion: B. Trustee Handbook (Wright)

Trustee Wright shared a draft of the Trustee Handbook. The Trustee Handbook Committee (Trustees Wright and Sterbis, Superintendent Davis Schmidt) worked over the last several weeks to develop this draft for the Board of Trustees to consider. At the March 15, 2022, General Board Meeting the Board will again discuss this document and approve the final version.

Discussion: C. Reflex Protect for School Safety (Hopper)

Assistant Principal and facilitator of the Target Range School District Safety Team, Megan Hopper, along with other members of the District's safety team will share [a presentation about Reflex Protect](#), a product that many schools in Montana and across the country are using in the event of an active threat within the school setting. This product is also used in many hospitals and was developed here in Missoula. Please see the [Reflex Protect](#) website for more information. The TRSD Safety Committee is considering this product and a [corresponding policy](#) for recommendation to the Board of Trustees at the March 14, 2022 General Board Meeting.

4. COMMUNITY ENGAGEMENT

Reports: A. TREA Update (Swentik/Smart)

- Everyone is working incredibly hard to do all they can to keep the school open and running - we appreciate everyone's hard work
- Met with TREA/TRCA/TRSD to problem solve solutions created by the short staffing
- MAP testing is in full swing
- Teachers are prepping for conferences
- Enjoying the delicious new breakfast and lunch menus. Thanks Devin and crew!

Reports: B. TRCA Update (Mangan)

This month the paraeducators at Target Range School have been working very hard: filling in for duties and absences due to the surge in COVID cases, planning future trainings, and training on our new Raptor system for school emergencies. While it has been a challenging time, the paras have really risen to the challenge and proved to be a great support to the teaching staff.

We have been happy to welcome two new paraeducators and they seem to be settling into the TRS family. TRCA is also hoping to recruit some new members. We are meeting and discussing strategies to add more members.

5. DISCUSSION ITEMS

Discussion: A. Strategic Plan Update (Davis Schmidt)

Superintendent Davis Schmidt shared the current progress on the [Strategic Plan Action Steps Timeline](#).

Discussion: B. Update on Added Bus Route #4 (Droessler)

Principal Droessler provided an update on ridership of the new bus route #4 added in the 2021-2022 school year. The new route has been greatly utilized and is very popular.

6. ACTION ITEMS

Action: A. Review TR Safe Return to Schools and Continuity of Services Plan (Davis Schmidt)

The TR COVID-19 Task Force met on Monday, January 31st.

- See the current Missoula City-County Health Department's data dashboard [HERE](#).
- Recommended updates to the *Safe Return to School and Continuity of Services Plan*, including metrics for moving between universal masking and masks recommended. See the proposed plan metrics and data [HERE](#).
- Recommended updates to TR COVID-19 Safety and Health Protocols [HERE](#).
- See the District's 2021-2022 COVID-19 information website page [HERE](#).
- See parent, staff, and community feedback and other guidance related to COVID-19 received since the January 7, 2022 General Board Meeting [HERE](#). (All Board correspondence is also attached in the Board correspondence section of the agenda).
- See the TR COVID Task Force Overview [HERE](#), including links to Task Force Meeting agendas and other resources.

Motion: Trustee Sterbis moved to approve the updated plan as presented.

2nd: Trustee Buchholz

Call for public comment: none

Vote: 5-0

Action: B. Declaration of Unforeseen Emergency School Closure for Wednesday, January 12 (Davis Schmidt)

Motion: Trustee Buchholz moved to approve the declaration.

2nd: Trustee Wright

Call for public comment: none

Vote: 5-0

Action: C. Garden City Little League and Target Range School District Agreement (Davis Schmidt/Ries)

Motion: Trustee Sterbis moved to approve the agreement.

2nd: Trustee Buchholz

Call for public comment: none

Vote: 5-0

Action: D. Science Olympiad Field Trip Request to Bozeman (Paulson/Swentik)

Motion: Trustee Carter moved to approve to approve the field trip.

2nd: Trustee Long

Call for public comment: none

Vote: 5-0

Action: E. Comprehensive School and Community Treatment Program, OPI, DPHHS Memorandum of Understanding (Pyette)

Motion: Trustee Buchholz moved to approve the MOU.

2nd: Trustee Sterbis

Call for public comment: none

Vote: 5-0

Action: F. Library Program Variance to Standards (Droessler)

Motion: Trustee Sterbis moved to approve the library variance request.

2nd: Trustee Buchholz

Call for public comment: none

Vote: 5-0

Discussion was held we need to work toward increasing the number of hours the para-educator spends in the library.

Action: G. Proposed temporary substitute bonus (Davis Schmidt)

Due to COVID-19 and recently the Omicron variant, Target Range School is again experiencing significant staffing shortages. We appreciate the many TR parents and family members who are stepping in as substitutes on a regular basis. In addition to our parents/TR family members, we also have substitutes with which we are competing with other area school districts. We wish to continue to recruit and retain high quality substitutes, while also recognizing that we still do not have longitudinal data to help us determine whether or not we can financially sustain a long-term increase in substitute pay.

Proposal: beginning Wednesday, February 1, 2022 any substitute for Target Range School District will receive a \$165 bonus for every 75 hours of substituting at Target Range School District. This bonus

will remain in place through the remainder of the 2021-2022 school year, ending on June 9, 2022. Administration recommends the Board of Trustees approve this proposal.

Motion: Trustee Buchholz moved to approve the proposed bonus for the remainder of the 2021-2022 year.

2nd: Trustee Carter

Call for public comment: none

Vote: 5-0

Discussion was held the hourly rate would not exceed any current staff hourly rate.

Action: H. Personnel Report (Davis Schmidt)

Recommendations for Hire:

- Alyssa Jurgensmeier, Speech Pathologist .20 FTE
- Isaac Gjefle - short term Extra Duty Kitchen Assignment (stipend)

Recommendations for Hire - Extra Curricular:

- Elaine Higuera, Girls Basketball Head Coach

Recommendations for Hire - Substitutes:

- Magda Podlipny
- Kira Allen
- Amy Baier

For information only, Resignations/Retirements

- Caitlin Boyer, part-time Assistant Cook
- James Bergman, Custodian
- Tara Anderson, Girls Basketball Head Coach

Motion: Trustee Carter moved to approve the personnel recommendation as presented.

2nd: Trustee Carter

Call for public comment: none

Vote: 5-0

7. ITEMS FOR INFORMATION

Reports: A. Principal Report (Droessler)

Our school continues to be busy with the day-to-day activities of a typical school year. While we have exactly gotten back to "normal" the students of Target Range have had many more opportunities brought back into practice. Middle school athletics/activities are an ever-popular challenge for many students. Girls' basketball started for the 7th and 8th grades while boys' and girls' wrestling will begin on the 14th for all 6th through 8th-grade students. The Science Olympiad team has started practicing and preparing for their April competition. The yearbook club has started meeting and collecting photos and quotes for the yearbook and MathCounts is set to compete virtually in the next couple of weeks.

Students on the elementary end of the building have also been busy with activities. The kindergarten and first-grade classrooms invited families into the building for Reader's Theater and an Arctic Museum. Second graders have been learning to compose friendly letters as part of their writing curriculum and third graders have been working on opinion pieces. For every kind letter I receive from a second-grader, I receive another from a third-grader expressing their

opinion on why snow days should be more frequent. Either way, it is fun to see the written product that is coming out of our elementary classrooms. It is also important to note that all elementary classrooms were eager to report that Punxsutawney Phil did see his shadow, so we can plan for six more weeks of winter.

This month also includes the return of more field trips. Thanks to the approval from the Board of Trustees, the fifth-grade students are excited to embark on their first of two ski trips to Lookout Ski Resort. Sadly, the fourth grade trip to the Missoula Symphony has been postponed and may not be feasible for TR students to attend this year, so we will search for another adventure for those students to take as soon as possible. Creating experiences for students within our community and surrounding areas has been greatly missed and we are delighted to bring back these valuable pieces to our student's learning process.

Later in the month, the special education staff will be conducting the district's annual Child Find. For all those that might know of a future Target Range Tiger out there that could benefit from an early childhood screening, please encourage their family to call the school and make the necessary arrangements. This is a free service to all in-district families but does not indicate kindergarten readiness. Enrollment for the 2022-2023 school year is set to begin on Monday, March 28, 2022.

Reports: B. Business Manager Report (Pyette)

- W-2's and 1099's completed and uploaded
- Quarterly Reports October-December completed
- Budget Forecasting - most of January was working on projections for the next three years budget based on enrollment numbers from December 2021
- Spring Student count is February 7, 2022
- Preliminary Budget Data Sheets from OPI released March 1, 2022
- Attending Budget workshop sponsored by MASBO in Missoula on March 3, 2022
- Continue to work with OPI and DPPHS to implement new CSCT procedures
- Emergency Connectivity Funding was approved for 20 devices at \$400 each. We will use this funding for our replacement laptops (normally ordered at end of year)

Reports: C. Superintendent Report (Davis Schmidt)

Upcoming Events and Important Dates

- Wednesday, Thursday, Friday, February 16-18, Parent/Teacher Conferences
- Friday, February 17, Early Release for Students (K-3 released at 12pm; 4-8 released at 12:30pm)
- Friday, March 4, Trimester 2 Ends
- Monday, February 21, 2022 President's Day Holiday, No School
- Monday, March 14, 2022 @ 6pm, Next scheduled Board Meeting
- Monday, March 21-Friday March 25, Spring Break, No School

[Enrollment Report](#)

8. Discussion Items

Discussion: A. Superintendent Evaluation (possible Executive Session to be determined by the Board Chair pursuant to Montana law)

The Board entered executive session at 8:21 p.m.

The Board resumed regular session at 8:59 p.m.

9. ADJOURNMENT – without further objection the meeting was adjourned at 8:59 p.m.

gmto
Business Manager/Clerk

Bur
Chair

Attendance:

Anne Swentick

Michelle Glennon

Maggie Richardson

Tara Smart

Melody Paulson

Sandy Squillace

Jeffrey Serviss

Paige Judnich

Bob Carter

Shelby Midboe

Zonda Berry

Bethany Morris

Michal Farley

Dan Ries

Melody Paulson