

**POWELL COUNTY HIGH SCHOOL BOARD OF TRUSTEES  
REGULAR MEETING – December 12, 2022 – 6:30 p.m.**

**1. CALL TO ORDER:**

Board Chair Jennifer Nicholson called the meeting to order at 6:34 p.m.

**2. ROLL:**

Board Chair: Jennifer Nicholson.

Board Members: Baylee Brown, Will Graveley, Maureen Mannix, Robert Rabel, and Bart Smith.

Administration: Rick Duncan, Katie Crofutt, and Annette Galahan.

**3. PLEDGE OF ALLEGIANCE:**

**4. RECOGNITION OF VISITORS:**

Kim Biere, Jackie Greenwood, John Greenwood, Sean McConnaha, Bob Schalk, Frank Spring, and Luke Ulatowski.

**5. APPROVAL OF MINUTES:**

Action: Maureen Mannix moved to approve the November 14, 2022 regular meeting minutes as corrected, seconded by Bart Smith.

Discussion: Baylee Brown would like to make changes that reflect the conversation regarding coaches hired prior to a background check, and that Mr. Duncan had said the coach would be under the direct supervision of a head coach. The changes will be made under New Business in the November minutes.

The motion passed unanimously.

**6. CORRESPONDENCE:**

Rick Duncan received the following letter:

*November 28, 2022*

*RE: Employment Resignation*

*Dear Mr. Duncan,*

*As per our conversation, this letter is to inform you that I will be resigning my employment as Custodian at Powell County High School. My last working day will be December 19, 2022. I will be taking vacation days owed from December 20 through the end of the month.*

*Thank you for the opportunity to work at the school during the last 2 years.*

*Sincerely,  
Heather Gregory*

## **7. STUDENT COUNCIL REPORT:**

Rick Duncan gave a brief Student Council presentation on behalf of Jaina Meador. Mr. Duncan discussed OSHA training for 19 students over the course of 2 days, the Close Up Christmas Bazaar, holiday band/music concerts, and NHS to Miss Pam's Preschool for baking gingerbread cookies.

## **8. DEPARTMENT PRESENTATION: English**

Kim Biere, Sean McConnaha, and Frank Spring were present to discuss the English Department. The teachers reviewed classes they teach, assignments, classroom processes, vocabulary, books, etc. Several questions were asked regarding ability, time constraints, standards, etc. Robert Rabel commended the teachers and said that it sounds like they do a wonderful job.

## **9. ATHLETIC DIRECTOR REPORT:**

Bob Schalk was present to discuss activities. Mr. Schalk reviewed the various athletic contests that have been held thus far; he also stated that there are a lot of girls in wrestling, and they may have some meets that are held separately from the boys.

## **10. NEW BUSINESS**

### **MTSBA Dues**

Action: Maureen Mannix moved to renew the membership with the MTSBA (Montana School Boards Association) for 2023-24 which includes a 3.42% increase in fees, seconded by Will Graveley.  
The motion passed unanimously.

### **Board Policy Review**

Rick Duncan presented the following board policies, which are all required:

- **BP 2510: School Wellness**

Action: Baylee Brown moved to approve BP 2510: School Wellness, seconded by Robert Rabel.  
The motion passed unanimously.

- **BP 2420: Grading and Progress Reports**

Rick Duncan stated that policy no longer matches up from when we moved from a 7-period day to the immersion schedule. Katie Crofutt added that sending report cards 8 times per year is too much; she also discussed Infinite Campus which allows real-time viewing of student progress. Mrs. Crofutt stated that a revision is needed, otherwise we would have 16 progress reports and 8 report cards per year.

Action: Bart Smith moved to approve BP2420 as revised, seconded by Jennifer Nicholson.

Discussion: Baylee Brown asked about the numbers of parents that use Infinite Campus, and wondered if non-technical parents are being left out. Mrs. Crofutt replied that Infinite

Campus is used a lot, that teachers are encouraged to contact parents, and that it is way more efficient.

The motion passed unanimously.

## **11. PRINCIPAL'S REPORT**

Katie Crofutt reported a December 12, 2022 enrollment of 184 students, and consists of the following: 52 freshman, 61 sophomores, 39 juniors, and 32 seniors. Included in the count are 0 Job Corp students, and 0 Youth Challenge students. Mrs. Crofutt also discussed schedule changes, and a health internship which starts in January. She also discussed the choir and band holiday concert, and the NHS/Student Council/FCCLA's Angel Tree, meals for families, baked goods for senior citizens, and holiday pep rally on December 21<sup>st</sup>. The FFA is sponsoring help sessions for scholarship applications, fruit will arrive this week, and greenhand interviews are this week. Mrs. Crofutt also discussed scholarships on the school Instagram page, college recruiters, the ACT test on April 13, 2023, and student planning. An ICAC speaker is scheduled for January 26, 2023. Mrs. Crofutt also gave an update on the Cognia accreditation process.

Rick Duncan gave an informational presentation on Discipline Procedure from the Staff Handbook; he discussed formal and informal write-ups, and stated that procedure is in place for certified and classified staff. Mr. Duncan stated that there would not be a plan of improvement prior to tenured status, and that classified staff are on a 90-day probationary period per policy. Any letters stay in personnel files.

## **11. SUPERINTENDENT'S REPORT:**

Rick Duncan gave a Covid update and said that we continue to be in good shape with Covid (with no Covid cases), but that we have 30% of our students out due to influenza. Mr. Duncan talked about BP 1400 regarding board meetings and noticing, and stated that he isn't going to advertise in the newspaper for each board meeting, as each agenda and minutes are posted on our website, and physically posted in 3 public places; he also stated that unofficial minutes are not posted. Mr. Duncan gave a Joint Board Committee update and stated that Debra Silk from the MTSBA would attend on December 15, 2022. The committee is considering putting forth a recommendation for a resolution for a district unification ballot. Maureen Mannix added that each board would need to vote to unify, then Powell County High School would write a resolution to the County Superintendent of Schools for a ballot measure. Comments were made that there are many unanswered questions, and that Debra Silk will hopefully help us find concrete answers to some of the tax impact questions. Further comments included that there are many variables, it is contingent upon both district's boards, we haven't fully utilized sharing of resources, and there are a lot of things to figure out.

Rick Duncan also discussed the annual Superintendent Evaluation which will require a Joint Board Meeting. Mr. Duncan reviewed a memo that goes out to all staff, and will go to Scott Perkins, Chair of the Joint Board. Bart Smith said he'd like to see a greater number of staff participants this year. A tentative date for the Joint Board Meeting is

January 23, 2023. Annette Galahan reminded the Board that we need the minutes of past Joint Board meetings and that they need to be posted on both district's websites. The Board agreed that minutes should be approved at the next Joint Board meeting.

**13. BUSINESS MANAGER**

Action: Robert Rabel moved to approve the December bills, with a correction to Northwestern Energy, seconded by Baylee Brown.  
The motion passed unanimously.

**14. FUTURE AGENDA ITEMS:**

- Drug testing.
- Title IX update.
- BP 3122 – line 24 update.
- Possible unification presentation.

**15. PUBLIC COMMENT:**

Jackie Greenwood stated that she doesn't think we should have unisex bathrooms in the school; she believes they create havoc, like in Nevada.

The meeting was adjourned at 7:56 p.m. by unanimous consent.  
The next regular meeting will be Monday, January 9, 2023 at 6:30 p.m.

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s/Annette Galahan, District Business Manager/Clerk

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s/Jennifer Nicholson, Board Chair