

**POWELL COUNTY HIGH SCHOOL BOARD OF TRUSTEES  
REGULAR MEETING – June 12, 2023 – 6:30 p.m.**

**1. CALL TO ORDER:**

Board Chair Jennifer Nicholson called the meeting to order at 6:31 p.m.

**2. ROLL:**

Board Vice-Chair: Jennifer Nicholson.

Board Members: Amanda Bohrer, Baylee Brown, Will Graveley, Maureen Mannix, and Robert Rabel.

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

**3. PLEDGE OF ALLEGIANCE:**

**4. RECOGNITION OF VISITORS:**

Sean McConnaha, Frank Spring, and Luke Ulatowski.

**5. APPROVAL OF MINUTES:**

Action: Robert Rabel moved to approve the May 8, 2023 regular meeting minutes, and the May 8, 2023 reorganization meeting minutes as presented, seconded by Will Graveley.

FOR: Baylee Brown, Will Graveley, Maureen Mannix, Jennifer Nicholson, and Robert Rabel.

ABSTAIN: Amanda Bohrer.

**6. CORRESPONDENCE:**

Rick Duncan received the following resignation letters:

*May 22, 2023*

*Rick Duncan & Katie Crofutt,*

*First, I would like to express how much I appreciate the opportunity to be a part of the family at PCHS. Through the past few months, I have grown not only as an educator, but as a person as well. I will always cherish getting the opportunity to work with the students at PCHS.*

*I have received another job offer opportunity in Butte that I cannot turn down. At this time in my life, it would better suit me financially to work in my hometown. With that being said, this will be my two-week notice.*

*Again, thank you for this amazing opportunity and I am forever grateful to have the chance to work with the amazing students at PCHS.*

*Sincerely,  
Justin Best*

*June 9, 2023*

*Dear Powell County High School Board Members,*

*Please accept this letter as my formal resignation from the position as Head Football Coach. Effective immediately.*

*I would like to sincerely thank you for the opportunity of coaching this group of great young men over the past three years. I have loved working with them and truly appreciate their support. Unfortunately, the time commitment to this job is beyond what I can handle right now. I hope there is no inconvenience caused by my resignation and would be willing to help make this transition easier for everyone if necessary.*

*I wish the Wardens every success in the upcoming season and beyond. Thank you for understanding.*

*Sincerely,  
Andrew Verlanic*

*June 3, 2023*

*Dear P.C.H.S.*

*Please consider this my letter of resignation. I took this position (short-term) to help a program in need. I love the kids and Track and hope all the best in the future!*

*GO WARDENS!*

*Jody Walker*

*I want to thank assistant coaches David Phillips, Frank Spring, and Jace Felde – they were awesome. I wish I could have picked all my own assistants this year (like in the past). It would have been a much better year!*

*Thank you Bob Schalk – you are a great AD.*

June 6, 2023

Dear Mr. Duncan,

*Please accept this letter as my formal resignation from the assistant track position at Powell County High School. After examining my in-school and family commitments for the next few years, I do not feel it is in the best interest of myself, the school, or the track athletes to have a paid position. If I thought I could commit at the level the position needs, I would not resign, as my experience under Coach Walker has been very positive, and I have truly enjoyed the progress our young athletes have made.*

*I will continue to help with open practices this summer, assist with fundraising for the new track complex as time allows, and look forward to seeing the program grow.*

*Thank you,  
Frank Spring*

May 30, 2023

Dear Coach Clayton, AD Schalk, Supt. Duncan, & Board of Trustees:

*Please accept this letter of resignation for my position as Assistant Coach for the Powell County Lady Wardens Basketball program. It is in my best interest, professionally and personally, to step away from coaching the Lady Wardens effective immediately.*

*Thank you for the opportunity to begin my coaching career and to coach an amazing group of young ladies. I believe I had a positive impact on the development of the team this past year, and I hope you believe that as well. I'm confident the girls will continue to learn, grow, and develop into a respected, talented, and successful team.*

*Sincerely,  
Kate Simpson*

## **7. NEW BUSINESS**

### **Employment Contracts**

#### **School Counselor**

Action: Will Graveley moved to hire Miranda Van Beek as Guidance Counselor for 2023-24, seconded by Baylee Brown.

Discussion: Mr. Graveley said that Ms. Van Beek is very positive and has a clear understanding of the position, and work she'll do with Mrs. Crofutt and Mrs. Rivera-Kohn. Maureen Mannix asked if Ms. Van Beek is fully licensed, and Rick Duncan

responded that she will be fully licensed by next year, and that her overseer is Sara Novak.

The motion passed unanimously.

### **Science**

Action: Robert Rabel moved to hire Holly Sheldon as Biology Teacher, seconded by Jennifer Nicholson.

Discussion: Baylee Brown asked if Ms. Sheldon will use the school park for her classes. Maureen Mannix asked about her experience, and Rick Duncan stated that Ms. Sheldon has taught for 20 years. Jennifer Nicholson asked if AP science classes will be available, to which Katie Crofutt said yes.

The motion passed unanimously.

### **Certified Master Agreement 2023-2024**

Rick Duncan said that the Gaining Committee agreed on a 3% raise of the base salary, and to move FCCLA from an extracurricular level III to a level I.

Action: Will Graveley moved to approve the Certified Master Agreement as presented, seconded by Maureen Mannix.

Discussion: Rick Duncan discussed health insurance and that the Certified total was \$6,000 over the \$410,000 cap for a total of \$416,000. Baylee Brown asked questions regarding the increase in Athletic Director salary from 20% of base salary to 23% of base salary.

The motion passed unanimously.

### **Principal Contract**

Rick Duncan recommended a 4% increase in salary for the Principal.

Action: Maureen Mannix moved to approve a 4% increase in salary for Principal Katie Crofutt, seconded by Robert Rabel.

Discussion: Baylee Brown had questions about the budget and asked if we're within our allowance. Rick Duncan said yes, and that he will balance the budget for next year and discussed various cost decreases. Maureen Mannix pointed out decisions in salary increases are related to the possibility of unification and the resulting salary increases.

Amanda Bohrer asked if we should be making these decisions prior to possible unification. Jennifer Nicholson added that she doesn't have a problem with the 3-4% increases if unification doesn't pass, but then maybe increases should be held for a year. Maureen Mannix said that we have exceptional people in the Principal and Business Manager and she doesn't have a problem with the increases, but that we are stewards of the money.

The motion passed unanimously.

### **Classified Contracts**

Rick Duncan recommended a 4% increase in wages/salary for Classified Staff, which includes the Secretary, Custodians, Paraprofessionals, and Business Manager.

Action: Baylee Brown moved to approve a 4% increase in wages/salary for Classified Staff as recommended, seconded by Will Graveley.

The motion passed unanimously.

**Math Curriculum Textbooks**

Action: Baylee Brown moved to purchase new McGraw-Hill Math textbook/curriculum, as recommended by the Curriculum Alignment Committee, seconded by Jennifer Nicholson.

Discussion: Katie Crofutt said that a lot of work has been done and the high school and elementary districts will be fully aligned.

The motion passed unanimously.

**ELA Curriculum Textbooks**

Frank Spring said that the Curriculum Alignment Committee has been working with the elementary district since January on ELA (English Language Arts). Topics include fundamentals, learning patterns, success, needs, and meeting standards. Mr. Spring added that the committee prepared a 30-page document regarding where kids should be at certain grades; he said the SAAVAS series worked well.

Action: Baylee Brown moved to approve the SAAVAS Series text/curriculum as recommended by the Curriculum Alignment Committee, seconded by Maureen Mannix.

Discussion: Jennifer Nicholson discussed her personal review and said that the teacher edition matches the workbook; Mr. Spring responded that that was a big selling point, and that there is often a big difference between consumable workbooks and textbooks. Maureen Mannix asked if there are consumables for all. Mr. Spring said yes, as well as an online component for special education, and that the textbook series meets the needs of alignment. Rick Duncan stated that the alignment process has been extremely good and there is excitement for it in both school districts. Katie Crofutt said there has been some hard, deep work that's really going to benefit the students, and that is focused on priority standards. Jennifer Nicholson said the committee did a good job!

The motion passed unanimously.

**Staff Handbook**

Action: Robert Rabel moved to approve the Faculty Handbook for 2023-24, seconded by Jennifer Nicholson.

The motion passed unanimously.

**Athletic Handbook**

Action: Maureen Mannix moved to approve the Activities Handbook for 2023-24, seconded by Will Graveley.

The motion passed unanimously.

**MQEC Annual Renewal**

Action: Maureen Mannix moved to renew the \$1,250 MQEC membership for 2023-24, seconded by Jennifer Nicholson.

Discussion: Rick Duncan said the MQEC litigates on behalf of public schools – protecting public schools on Article 10 of the Montana Constitution.

The motion passed unanimously.

Baylee Brown was excused from the meeting at 7:40 p.m.

**MHSA Annual Renewal**

Postponed (waiting for invoice).

**Individual Transportation Contracts**

Action: Maureen Mannix moved to approve Individual Transportation Contracts for 2023-24 – 2 contracts with isolation status, and 3 regular.

The motion passed unanimously.

**District Authorized Representative**

Action: Will Graveley moved to reappoint Rick Duncan as District Authorized Representative for 2023-24, seconded by Robert Rabel.

The motion passed unanimously.

**8. PRINCIPAL'S REPORT**

Katie Crofutt reported the June 12, 2023 enrollment of 173 students (a decrease of 1 from last month), and consists of the following: 49 freshman, 55 sophomores, 37 juniors, and 32 seniors. Included in the count are 0 Job Corp students, and 0 Youth Challenge students. Mrs. Crofutt discussed a request for early graduation for a student that has worked fully online and has 10 credits left; he is a junior and would like to graduate in January. Mrs. Crofutt added that the student went from a potential dropout to early graduation, and already has a post-secondary plan in place! She said she would like this approved and is very proud! Mrs. Crofutt added that very few fully remote students are successful, but this one has worked hard! Mrs. Crofutt, and said that Narcan is now stored in each classroom rather than just a few locations. The director for the state DEA is scheduled to speak to staff on August 21<sup>st</sup>, and then either he or Rocky Herron will speak to the students in September. Mrs. Crofutt added that Andy Duran will speak to the student body about marijuana in October.

**9. SUPERINTENDENT'S REPORT:**

Rick Duncan informed the Board that the Adult Literacy Director resigned, and that for now the Powell County Literacy Program is moving the office to Butte. Mr. Duncan also provided a CRT (Critical Race Theory) update with updated policies and a letter from Kris Goss of the MTSBA. Mr. Duncan provided a Joint Board update and said that Debra Silk will be sending the results of the unification survey and that there could potentially be a Joint Board meeting in July.

**10. BUSINESS MANAGER**

Annette Galahan provided an updated revenues/expenditures spreadsheet through May 2023. A few questions were directed to Mr. Duncan about the Adult Literacy Program and its future.

Action: Robert Rabel moved to approve the June bills, seconded by Amanda Bohrer. The motion passed unanimously.

Action: Amanda Bohrer moved to approve the payment of additional June bills, and July bills, seconded by Maureen Mannix.  
The motion passed unanimously.

**11. FUTURE AGENDA ITEMS:**

- MHSA membership.
- PE teacher.
- Football coach.
- Final CRT update.

**12. PUBLIC COMMENT:**

None.

The meeting was adjourned at 8:10 p.m. by unanimous consent.  
The next regular meeting will be Monday, August 14, 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