



Faith, Family Spirit, Academic Excellence

Billings Catholic Schools
Administration Office
215 North 31st Street
P.O. Box 31158
Billings, MT 59107
406.252.0997 Fax 406.252.5697

Billings Central
Catholic High School
3 Broadwater Avenue
Billings, MT 59101
406.245.6651 Fax 406.259.3124

Saint Francis Catholic School
2202 Colton Boulevard
Billings, MT 59102
406.259.5037 Fax 406.259.9119

Saint Francis Early Childhood
Education Center
1734 Yellowstone Avenue
Billings, MT 59102
406.656.2300

Shaun Harrington, President
Billings Catholic Schools
215 North 31st Street
P.O. Box 31158
Billings, Montana 59107
406-252-0997
sharrington@billingscatholicschools.org

Dear BCS Community,

As we approach another school year, we are looking for interested people to serve on our school board. Our school board is a “board of local jurisdiction”. Which means that the board functions as a regular school board, responsible for decisions concerning; budgeting, facilities, curriculum and assessment, marketing and enrollment management, and maintaining our Catholic culture and identity.

The school board meets twice a month (first and third Wednesday’s at 4:00 PM), with sub-committee’s meeting once or twice a month depending on need. All board members are asked to be on at least one sub-committee. The sub-committees are:

Business – members have a strong background in finance/business and support every aspect of budget development, tuition structure and scholarship structure. *We especially need someone on Business with a CPA or very strong accounting background.*

Catholic Culture and Identity – members have a strong commitment to our Catholic faith and engage in activities that help support our identity as a Catholic school system.

Marketing and Enrollment Management – members have a background in marketing, social media, or public relations and engage in activities to encourage enrollment. This committee informs the public about the opportunities and world class education provided by Billings Catholic Schools.

Education – members of this committee work with our Education Director, staff and parents in developing curriculum, looking at assessment data, and classroom instruction.

Technology – members of this committee work with our Technology Director to plan for technology adoption and implementation. A strong technology background would be helpful.

We understand that being on the board is a time commitment but it is a wonderful opportunity to share your faith and talents with our school community. If you are thinking about applying and have questions, please contact me at the email or phone number listed above. Feel free to share this information with others you think may be interested and an asset to our school board. All applications will need to be returned by September 2nd. Applications will be available on our website starting Tuesday, August 27th or may be picked up at the BCS office.

Thanks for your consideration.

God Bless,

Shaun



Billings Catholic Schools

The Diocese of Great Falls-Billings
www.billingscatholicschools.org
 PO Box 31158 – Billings, MT 59107



Billings Catholic Schools Board/Committee Application

Candidate Name: _____

Address: _____

Phone: _____

Email Address: _____

Profession: _____

Employer: _____

Please Rate Your Expertise, Involvement, and/or Experience On The Following:

| | | Outstanding | Above Average | Average | Less Than Average | None |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Spirituality / Vision of the School | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Education Process, Policies, & Programs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Human Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Financial Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Community Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Legal Affairs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Personnel Management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Fundraising and/or Development Programs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Child Care / Early Education / Preschool Programs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Public Relations / Marketing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Strategic Planning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Facility / Plant Maintenance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Publications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | The Business Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | The Financial Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | The Media | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | The Government | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | Other Non-Profit Organizations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | The Diocese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | The Local Catholic Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Candidate Name: _____

I Am Active In

(Offer Time, Talent, & Treasure):

| | | Outstanding | Above Average | Average | Less Than Average | None |
|---|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1 | The Diocese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | The Local Civic Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | The Local Faith Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | My Parish Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | The Catholic Schools | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Other: Various Fundraising Endeavors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I Am:

| | | |
|---|---|---|
| 1 | A Member of a Catholic Parish | Parish: |
| 2 | A Non Catholic | Church: |
| 3 | Related to a School / Foundation Employee | Name: |
| 4 | An alumni of the local Catholic School | Year: |
| 5 | Parent of Student(s) in Catholic Schools | Grades: |
| 6 | Attended a Catholic School | School (s): |
| 7 | Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female |

Please state why you would like to become a member of the BCS Schools Board or a Committee:

Signature: _____

Date: _____

Please return to: sharrington@billingscatholicschools.org.