

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

October 20th, 2021

4:00 PM

St. Pat's BCS/BCSF Conference Room

Minutes

OPENING – This meeting will be recorded

Opening Prayer	Toby
Approval of Minutes	Minutes from 10/06/21 – Joe motioned, Stella 2 nd , Motion passed, with corrections.
Attendance	Rick McCann, Joe Sylvester, Nate Haney, Fr. Steve Zabrocki, Jason Mueller, Shaun Harrington, Brittney Souza, Angel Turoski, Jenn Beckwith, Bobby Beers, Lisa Bruno, Donovan Kelly, Toby Maack, Alex McCready, Adrienne Reynolds, Stella Ziegler, Adam Liberty & Amelia Bergum.
No Public Comment Period	<p>Rick – Rick discussed emails received from families and regarding follow-up to those things.</p> <ul style="list-style-type: none">• He explained approved board minutes have gone out from the last meeting but will not be online until Kathy returns to the office on the 25th.• Shaun did send out the agenda for this meeting, but for some reason not all parents received the information, he will look into what the issue was asap.
COVID Data	<p>Shaun</p> <ul style="list-style-type: none">• UHC Data Charts - see attached – Meeting with John Felton 10/20/21, indicators are still trending at red.<ul style="list-style-type: none">• 0-19 case percentage has been trending down.• Members asked questions about the data and interpreting the charts, Shaun described data as understood from John Felton.• Various discussion took place regarding Covid numbers, thresholds, and testing.• 1273 positive cases – not an increase over last week, typo on report.• Montana had the highest cases per 100k in the country.• Shaun showed vaccination reports and trends.• Close Contact & Quarantine• BCS Data<ul style="list-style-type: none">• 2 positive cases at ECE, 15-20 absences a day, compared to an average of 5, previously.• RSV and other diseases are circulating too.• SFC K-4: 13 positives (11 exposures outside, 2 inside)• SFC 5-8 unknow at this time.• BCCHS: 10 positive cases, 22 close contacts (20 from outside building) – numbers include staff and students.• Shaun compared DPHHS numbers reported for BCS, Lockwood and Laurel who are mask optional. Both reported more cases than BCS but that may be impacted by enrollment size.• ELC Grant<ul style="list-style-type: none">• \$36k Grant for Covid testing materials, PPE, etc.

	<ul style="list-style-type: none"> • Check came in 10/19/21. • Committee discussed various ways to use the funds, which will include a rapid covid test that nurses or parents could administer.
Ad Hoc Committees	<ul style="list-style-type: none"> • Activities • President Search – Headhunter Firm approved at last meeting. <ul style="list-style-type: none"> ▪ References came back and they were “stellar” according to Joe. ▪ Contract is drafted for Rick to sign, and Joe will be taking it to Denver Friday. ▪ First step is initial intake discussion, looking at job description. ▪ Thanksgiving timeline to have qualified candidates, interviews in December, and someone in the position by Shaun’s time ending in January (ideal timeline/estimate).

COMMITTEES AND TASK FORCE REPORTS

<p>Business Committee No Meeting Next meeting: 10/19/21 and 11/02/21, 4:00PM</p> <p>Boardroom/Virtual</p>	<p>Nate/Joe and Shaun</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> • July Financials – Possibly – if finished – NA, Kaitlin unavailable for meeting. <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • 19-20 Audit <ul style="list-style-type: none"> ○ Nate will draft questions to take to Jerry/Auditors regarding the finalizing of the 19-20 Audit. ○ Nothing to present for approval at this time. Shooting for first meeting in November to have clarification and track down answers. • Bank Fees <ul style="list-style-type: none"> ○ Brayden Reisen, at FIB has been working with Shaun to discuss bank fees. ○ 3.4% + .15/transaction was our rate ○ 4.1% + .25/transaction for Foundation ○ New plan: 2.5% + .15/transaction (Starting Nov. 1st). For BCS & BCSF. • PPP 2 Forgiveness Application <ul style="list-style-type: none"> ○ Application for forgiveness is ready to be filled out. ○ Kaitlin and Shaun have been talking and he sent her the materials needed and where to find information. ○ Shaun will follow-up on a timeline when Kaitlin will have this done. He believes last time it was about a 2 week window after submission before we heard about forgiveness. <p><u>New business</u></p> <ul style="list-style-type: none"> • Business Department Intern <ul style="list-style-type: none"> ○ Olivia Smith from RMC has been hired and will start 10/21/21. Shaun shared high praise about her abilities and experience.
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	<ul style="list-style-type: none"> ○ Tuesdays and Thursdays she will be here full days, working in time MWF as possible. ○ Shaun, Jessica, Russ, and Leah all met 10/20/21 to realign and discuss duties in the office. ● A/R Report <ul style="list-style-type: none"> ○ Unpaid tuition AR from last year @ \$129k, reduced now to \$62.5k. ○ Still attempting collection and reaching out to families. ○ Plans are being put in place for some families and they have returned this year. ○ Total outstanding AR is about \$33.8k; \$20k being families without a payment plan yet so it is showing a balance of their total tuition due. ○ Policies Russ and Shaun have implemented for following up with families are proceeding well.
Strategic Enrollment Next Meeting: Pending – Report in November	<u>Final Approval Items</u> <ul style="list-style-type: none"> ● <u>Discussion and Updates</u> <ul style="list-style-type: none"> ● Shaun verified that Kathy, Jenn, and Nicky are working on Board report and will be at one of the November meetings.
Education Next meeting: Pending	Adrienne/Danielle <u>Final Approval Items</u> <ul style="list-style-type: none"> ● <u>Discussion and Updates</u> <ul style="list-style-type: none"> ●
Technology Next meeting: Pending –	Toby/Bruce <u>Final Approval Items</u> <ul style="list-style-type: none"> ● <u>Discussion and Updates</u> <ul style="list-style-type: none"> ●
Catholic Culture Next meeting: Pending	Need new chair <u>Final Approval Items</u> <ul style="list-style-type: none"> ● <u>Discussion and Updates</u> <ul style="list-style-type: none"> ●
Facilities Task Force Next meeting: Pending	Joe <u>Final Approval Items</u> <ul style="list-style-type: none"> ● <u>Discussion and Updates</u> <ul style="list-style-type: none"> ● Broadwater Properties Sale – The committee will list with the realtor the diocese used for their CMA and investigate listing the properties.

FOUNDATION REPORT

President	Adam <ul style="list-style-type: none"> ● Day of Giving – October 28th <ul style="list-style-type: none"> ○ Website is built and push will go into effect 10/21/21. ○ 24 hour giving day to raise funds for projects throughout the schools.
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	<ul style="list-style-type: none"> ○ Adam shared the website and the various projects. ● First Estate Planning Seminar was held today 10/20/21. <ul style="list-style-type: none"> ○ Discussed people’s legacies and how to be a part of helping the Foundation, etc. ● Nikki is back in the office, Jennifer Dowd’s last day was 10/15/21, search is back on to replace her.
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SCHOOL REPORTS

Billings Central Catholic	Shel –
Saint Francis Catholic	Deb and Jim –
Early Childhood Center	Michelle –
President	<p>Shaun</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> ● <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> ● Angel - Board Training: <ul style="list-style-type: none"> New Superintendent website for Diocese is up, not fully finished. www.mtcatholicschools-gfb.org ○ Angel gave information of where to find policies and navigate the site. ○ Sections 1000 and 2000 have been updated so far. Angel gave review of section 1000 and how it applies to the Board members specifically. ● Policies/Training Content/Highlights: <ul style="list-style-type: none"> ○ Safe Environment takes precedence over any policy and must always be followed. ○ Catholic Identity is the most important Principle. ○ The Bishop has reserved powers over all schools. Angel laid those rules out – section 1102. ○ Loans must go through the bishop and be signed off on. ○ Responsibilities of the Superintendent have changed – see sections under 1106. “Any HR, Safe Environment, or legal matters should come to the superintendent first”. ○ School Personnel and HR – Superintendent is the sole arbiter in matters of school personnel up to and including termination. ○ Serious student matters should come to Angel, as well. ○ See “Legal Services” – i.e., Litigations, Liaison. ○ School Affiliation with Diocese: All schools have local authority such as pastor or board chair (Rick). ● Bylaws shared – 11/2020 Revision date. ● Qualifications, rules, regulations, and other highlighted materials were reviewed. ● Committee Assignments

UPCOMING DATES:

Next School Board Meeting:

November 3rd, 2021 @ St. Pat’s/Virtual – 4:00

Executive Session:

Yes