

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

November 3rd, 2021

4:00 PM

St. Pat's BCS/BCSF Conference Room

Minutes

OPENING – This meeting will be recorded

Opening Prayer	Bobby
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 McCreedy, Adrienne Reynolds, Adam Liberty.
Guests	Amy Hendrickson, Ashley Harada, Naarah Hastings, Lisa Martinez, Troy Shelton, and Craig VanNice
Approval of Minutes	Minutes from 10/20/21: Jason moved for approval, 2nd by Alex, all in favor, motion passed. (No changes)
Public Comment Period	Rick – 6 Visitors signed in on this date. Rick opened up a 15-minute window and the transcript of the conversation is on file.
COVID Data	Shaun <ul style="list-style-type: none">• Our Why – Hank Jagodzinski Rise Award• UHC Data Charts -• Discussion took place about the attached charts and data.• Shaun will attempt to get clarification on data and terms on the report.• Shaun explained that decrease and stabilization of decrease in numbers has to stay that way for 2 weeks for indicators to move from red to yellow.• BCS Data – none reported – problem with the spreadsheet
Ad Hoc Committees	<ul style="list-style-type: none">• COVID Advisory Committee – Rick –• Ashley Harada would like to head this up and open this up to all parents with a meeting Tuesday (11/9/21) at SFC at 515pm.• Rick asked that Board member regularly sit on this committee. Nate Haney volunteered to represent the Board on the Covid Advisory committee and attend meetings.• This committee is to allow parents and community members to voice their opinions about COVID and the committee will report back to the board. If Rick finds that there is no more purpose for this committee at any time, then he will cease to utilize this.• Ashley Harada said parents are feeling decisions are reactionary versus thought-out and with a plan in mind. Ashley said parents would like there to be plans that if “x” happens, then “y” happens, and so on.• President Search – Joe• Meeting held on 10/21/21 – since then engagement letter was signed and sent on 10/29/21.

	<ul style="list-style-type: none"> • DHR will have initial panel discussion and send a list of people who expressed interest. • Panel discussion should come soon (next week projected). • Job board postings will go up. • 4 potential interested parties have been given to Joe. He spoke to one and sent him the information for DHR. Other 2 have been left voicemails. Final person he didn't have a phone number for. • They will process it down to top candidates and then give those names to Joe/hiring committee and they will go into the interview process.
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COMMITTEES AND TASK FORCE REPORTS

<p>Business Committee No Meeting Next meeting: 11/2/21 and 11//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"> • June/July Financials – were not ready yet. • Looking to finalize June financials with Dulcey still, should be done at next meeting on 16th. <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • 19-20 Audit • Nate and Dulcey will meet to draft questions for the auditors. • PPP 2 Forgiveness Application: Application has not been submitted yet. Shaun to follow up with Kaitlin on the status. • Bank Fees: • Recommendation was made at Business meeting – Nate discussed history of bank fees and discussion that has been held around increasing bank fees related to credit card use which led to a recommendation. • In order to keep our fees lower, we want to pass the fee of using a card back to the customers but at a reasonable level. • Motion made by Joe, 2nd by Rick to reinstate a transaction charge of 3% for credit cards used to make payments online starting January 1st, 2022. None Opposed, Motion passed. • Shaun reminded that the 2.5% quote from the bank was for Visa, Mastercard, and Discover. AmEx cards may not be advised because those fees may still be as high as 7%. • Rick said the cost of bank fees and how to adjust it will be reassessed after this next year when we can compare notes. <p><u>New business</u></p> <ul style="list-style-type: none"> • Dulcey Eubank – has rejoined BCS to help the Business department get caught up and financials in order. • Olivia Smith – New intern, has only worked 2 days thus far due to being out sick. She is doing great so far and getting us caught up on credit card payments and posting things in Sage, etc. • Budget 22-23 Discussion: • Business committee discussed expected support from Parishes, Shaun hopes to have an updated number from them by the 16th.
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	<ul style="list-style-type: none"> • Shaun will meet with leadership regarding a recommendation on personnel compensation. • Bobby will talk with the enrollment team to project numbers for 22-23.
Strategic Enrollment Next Meeting: Pending – Report in November	Brittany <u>Final Approval Items</u> <ul style="list-style-type: none"> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • K-12 917 • ECE 161 • Alex asked for enrollment report monthly.
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"> • WCEA Accreditation – Shaun update: The Leadership Team has been established, and a survey sent to staff. They will be coming to the board for board membership on committees. • Anticipating a 6-year accreditation, with check-in reports due annually. • St. Francis is still interested in state accreditation, but the holdup is the certification of one of our counselors. They have an LCSW which certifies them to do more counseling, but OPI requires a school counseling certification. We will probably move forward and hope for a variance based on the counselors’ current certification.
Technology Next meeting: 11/1/21 – 3:30@ St. Francis	Toby/Bruce <u>Final Approval Items</u> <ul style="list-style-type: none"> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • 25 spare iPads available – Bruce is happy with these numbers – spares are important since usually 1/week gets broken. • Everything is running well, no major repairs going on right now. • Dire need of USP backups – servers are poorly protected. Proposal will be drawn up for business committee consideration. • Bruce is getting a bid request • Nate asked where in the budget we could offset some of the cost, Toby will chat with Bruce.
Catholic Culture Next meeting: Pending	Stella <u>Final Approval Items</u> <ul style="list-style-type: none"> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • <u>NA</u>
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: <ul style="list-style-type: none"> ○ Working on getting the properties listed and the realtor is going to hold a couple open houses. Hoping for a quick turnaround in selling them. ○ There will be some time and hurdles with the Diocese to get through. • ECE faculty bathroom toilet issue – Joe Clark working to see what the damage is and what needs to be done to move forward to fix this issue. Looking at floor joists and may need to replace subfloor.
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FOUNDATION REPORT

President	Adam <ul style="list-style-type: none"> • Day of Giving Follow up: \$106k gained vs. \$60k goal (Update from Jason). Kudos to Adam for trying something new and having such great success. • Upcoming Events – The Ladies Luncheon and Men’s Happy Hour at both on the 17th of November at Yellowstone Country Club
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SCHOOL REPORTS

Billings Central Catholic	Shel – At Parent Teacher Conferences
Saint Francis Catholic	Deb and Jim – At Parent Teacher Conferences
Early Childhood Center	Michelle –
President	Shaun <ul style="list-style-type: none"> • <u>Final Approval Items</u> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • Shaun gave updates at beginning.

UPCOMING DATES:

Next School Board Meeting: November 17th, 2021 @ St. Pat’s/Virtual – 4:00

Executive Session: Yes