

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

November 17th, 2021

4:00 PM

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St. Pat's BCS/BCSF Conference Room

Minutes

OPENING – This meeting will be recorded

Opening Prayer	Rick
Approval of Minutes	Minutes from 11/03/21 – Motion was made by Jason and 2 nd by Toby, all in favor.
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, Stella Ziegler, Debra Hayes, Danielle Watson, Amelia Bergum.
No Public Comment Period	
COVID Data	<p>Shaun</p> <ul style="list-style-type: none">• Our Why: The girls took state championship in Volleyball. Won 12 of 13 matches, Shaun shared their trophy presentation video and pride in our girls/coaches & Families hard work.• UHC Data Charts - see attached:<ul style="list-style-type: none">▪ All 4 indicators are red but trending improvement.▪ 0-19 about even percentage of positive cases, but count was down.▪ Avg. case count/day is trending down.▪ Positive direction in data has been showing – they are hopeful numbers will continue trending down.• Overall hospital numbers from St. Vincent Hospital were 169, less than 202 in August 2020 (which was a yellow indicator). Similar trend is being seen with Billings Clinic. People want answers to why a smaller number is showing red and how they get that.• Speculation was made that possibly it is due to fewer staff available at hospitals.• Various discussion and speculation took place about data trends and questions that will need follow-up.• Clarification was made that data would need to be “yellow” for 2 weeks before it was updated on the report.• BCS Data – Shared attachment attached<ul style="list-style-type: none">▪ Week of Nov. 7-13:▪ 6 positive cases at SFC, 4 close contacts.▪ 1 close contact at BCCHS.• Overall, numbers have stayed fairly low in our schools.• We look for exposure, where the case came from, how we can mitigate risk.• COVID vaccinations and new medications were discussed.

Ad Hoc Committees	<ul style="list-style-type: none">● COVID Advisory Committee – Nate/Ashley<ul style="list-style-type: none">▪ Notes were disseminated to Shaun, which are enclosed with today’s meetings attachments & printed.▪ Parents want to be heard – biggest take away.▪ Ashley tried to convey intention as much as possible in the notes.▪ Nate and Ashley will be meeting to specify who is on the committee.▪ The committee is beyond masks – it is for COVID discussion as a whole, advocating for parents to be kind to the administration/staff.▪ Specific guidelines are being overlooked, per Ashley. Hopes are to review the guidelines and make changes going forward.▪ No masks and masks all the time are not the right answers. Committee is looking for a happy medium that works when there are higher cases, etc.▪ Ashley wants a diverse range of opinions and perspectives on the committee so that it isn’t one-sided.▪ Lisa brought up concerns that the committee is too broad and needs to be more focused and set parameters for the committee.▪ Ashley cautioned the board that families are considering leaving, Stella acknowledged that families on both sides of the masking debate have those feelings and there is no way to appease all families.▪ Rick asked Ashley to have an administrator at the meetings.● President Search – Joe<ul style="list-style-type: none">▪ Search committee hosted a panel discussion with 2 groups – variety of administration, teachers, etc.▪ DHR Position Specification attached with meeting materials.▪ It was brought to Joe’s attention that we are rushing this process and trying to get someone in the seat. Joe clarified that is not the case and it is a structured process that DHR is working through.▪ There have been 80 initial applicants who are being filtered down.▪ 2 applicants are being explored further to see if they have the right credentials to move forward in the process.▪ Job position will be posted on OPI and various sites. Angel confirmed it is on OPI and Montana Catholic Schools website. Joe will get it to Kathy to put up on our website.
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	<ul style="list-style-type: none"> ▪ Timeframe: 2 applicants to look at and make decisions on, then by December 1st there should be 5-7 that fit within guidelines. Committee will look at that sampling and move forward into interviews in late December/early January. Initial interviews will be virtual, then bring the final 2-3 on site.
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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 Financials – sent and distributed at meeting • Dulcey made year-end assessments, and there may be more once audit is complete. All is complete as possible at this time. • Nate made motion to approve June financials as presented, 2nd by Jenn, all in favor. • July Financials – not completed yet <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • 19-20 Audit Questions <ul style="list-style-type: none"> ○ Dulcey will talk with Jerry regarding questions, who is in the BCS office this week doing Foundation audit. ○ Gergen trust account statements are quarterly – auditors asked for monthly information on this. Shaun talked to Jerry, and he confirmed quarterly statements will be fine. • PPP 2 Forgiveness Application <ul style="list-style-type: none"> ○ Kaitlin is working with Leah on required documents. ○ Shaun’s hope is submittal can be this week. • Bank fees: <ul style="list-style-type: none"> ○ Shaun is still working with FIB. ○ Still clarifying particulars on charging fees on debit cards since they are essentially similar to writing a check. ○ PayPal or Stripe are being discussed as avenues to collect payments/fees. Stella cautioned against PayPal fees. <p><u>New business</u></p> <ul style="list-style-type: none"> • Tuition Discussion: <ul style="list-style-type: none"> ○ Shaun shared charts with tuition discounts by grade level and number of children. ○ ACE scholarships, sibling grants, and parish grants all make up discounts. ○ 620 families in K-12; 55 students received ACE (34 SFC & 21 BCCHS); 404 students received Parish Grants (\$345k). ○ Shaun explained how parish funds work and where they are allocated from the parish support. ○ Sibling grants are for families with 3+ children attending the schools. ○ Numbers on the charts do not include parish discounts or ACE. ○ Scholarships are fully based on income (AGI).
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	<ul style="list-style-type: none"> • Langlas Update – BCCHS Project: <ul style="list-style-type: none"> ○ Update provided with attachments. ○ Price has gone up due to material costs, etc. ○ \$660k is the estimate for elevator project. ○ Money is built in for possible foundation issues at BCCHS. ○ Asbestos abatement will be going forward at Sacred Heart. ○ Langlas will start ordering materials now for projected timeline of March 2022-Summer 2022. ○ Some things can be assembled offsite prior to March, to be ready to start the project. ○ Sale of houses on Broadwater should get us closer to our total cost. ○ \$55k short – Adam has been talking to entities who may want to come in and finish the project. ○ Foundation has \$863k in place – adding in sale of houses and extra help, they feel confident the project is fully funded and ready to go with the “Best” scenario.
<p>Strategic Enrollment</p> <p>Next Meeting: Pending – Report in November</p>	<p>Brittany</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> • Sent email for dates of availability. Will be meeting on 1st and 3rd Monday or Tuesday of every month. • Shaun cautioned against 1st and 3rd weeks due to other meetings, they will re-evaluate. <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • Enrollment Update: • When families leave, they work to find out why they left, and follow-up after if they didn’t get the information upon departure. • Moving, public school choice, etc. listed on attachment shared at meeting. Several families were due to financial reasons. • Some families never called back or set up a payment plan, per Jenn. • Often times when families go back to public school, they don’t give a specific reason, or they say the child chose to. • Grades 3-8 all have a waiting list. • 3 phone calls this week for families wanting 6th grade. • They are working to get families that can enroll started in January. • Board discussed enrollment goals and capacities, clarifying data from Jenn.
<p>Education</p> <p>Next meeting: Pending</p>	<p>Jenn/Danielle</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"> • WCEA Accreditation – Last Accreditation for SFC was 6 years ago.

	<ul style="list-style-type: none"> • Key outcomes are the assessment of Catholic Identity, involvement of shareholders, affirming strength and ongoing improvement in the system, and the clarification of our mission and student learning environment. • Leadership team is put in place including teachers, admin, secretaries, etc. • Data is being collected; multiple messages have gone out to collect parent surveys – to date Danielle has 153 filled out. • Faculty and staff have been surveyed as well. • Long timeline for this process -
<p>Technology</p> <p>Next meeting: 11/1/21 – 3:30@ St. Francis</p>	<p>Toby/Bruce</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"> • Server Protection • Toby discussed the 4 UPS surge protectors needed for SFC and BCCHS. • Toby broke down costs of multiple items to replace. • Request is for 4 UPS for \$6800 which would minimize the cost of the other items listed, reducing future issues. • Business committee voted for board approval at meeting 11/16/21. • Shaun looking to see if we can file this under E-rate which will give us 40% of the cost back. Bruce had confirmed server cost is part of e-rate. Shaun will follow-up. • Bruce’s emergency fund is only \$3k. There is no budgeted source for these funds. • Committee recommends approval with the funding source being Porter, and if e-rate refund is possible it will go back to the Porter allocation. Shaun will have Porter allocation at next meeting. • Nate recommended approval of purchase of 4 UPS’ est. at \$6800 with the noted details above, 2nd by Joe – motion carries. • Inventory <p><i>Danielle and Angel worked on Diocesan Grant for \$300k for smartboards. If the grant is funded this will finish off replacement of all smartboards in last year and a half.</i></p> <p><i>Angel has updated us that the grants are being reviewed and should likely be funded, at least partially.</i></p>
<p>Catholic Culture</p> <p>Next meeting: Pending</p>	<p>Stella</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"> •
<p>Facilities Task Force</p> <p>Next meeting: Pending</p>	<p>Joe</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"> • Broadwater Properties Sale <ul style="list-style-type: none"> ○ Realtor Katie Scheetz looked at income, conditions, roof hail damage, etc. Check will be coming for roof repair of \$15k. ○ Recommendation is to sell the house “as-is” without fixing the roof. ○ On duplex committee suggested listing at \$234.9k ○ On single family home suggested listing is \$224.9k ○ Hope is to come up with about \$430k for elevator project. ○ Recommendation is to list the houses at the suggested prices, motion by Joe, and Nate 2nd – motion carries.
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FOUNDATION REPORT

President	<p>Adam</p> <ul style="list-style-type: none"> • Day of Giving Follow up – Shaun said the goal was \$60k and they made \$108k. • Process for fund allocation was decided with Adam and Leadership Team and will be spent the way it is planned. • Upcoming Events
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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"> •

UPCOMING DATES:

Next School Board Meeting:

December 1st, 2021 @ St. Pat’s/Virtual – 4:00

Executive Session:

Yes