

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

January 19th, 2022

4:00 PM

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St. Pat's BCS/BCSF Conference Room

Minutes

OPENING – This meeting will be recorded

Opening Prayer	Shaun
Attendance	<p>Rick McCann, Joe Sylvester, Nate Haney, Jason Mueller, Shaun Harrington, Angel Turoski, Jenn Beckwith, Bobby Beers, Lisa Bruno, Donovan Kelly, Toby Maack, Brittney Souza, Stella Ziegler, Adam Liberty, Deb Hayes, Jim Stanton, Michelle Trafton, Danielle Watson, and Kathy Harris.</p> <p>Guests – See Sign in sheet for public comment guests Nolan Trafton</p>
Approval of Minutes	Minutes from 1/5/22 – <i>Motion made by Bobby and 2nd by Brittney, all in favor, motion passed.</i>
Public Comment Period	Rick
COVID Data	<ul style="list-style-type: none">• UHC Data Charts –<ul style="list-style-type: none">▪ Data is trending worse – seeing more red indicators again.▪ Capacity for healthcare and public health is yellow and trending worse.▪ Over 1000 cases that haven't been updated in data metrics yet, and data is pouring in quickly, per John Felton.▪ All school-age groups saw a big jump in cases.▪ The count per 100k went above red last week.▪ Positivity rate is trending worse, 26% positivity rate. This comes from Riverstone and local hospitals – not home tests/data.• BCS Data –<ul style="list-style-type: none">▪ Shaun shared the attachment and recapped cases per week since September.▪ 5 staff members positive this week and 22 students, and that includes only 4 days of the week so far.▪ Some staff members have had it twice.▪ 24% of staff and 9% of students have had covid. Before Christmas, students were at 5% and staff was at 15%.▪ Omicron makes up most cases at this point, Delta has trended down. Omicron level of illness isn't as severe but is more contagious.▪ Concern is for too many staff to get covid/which would lead to an issue in coverage. Contingency plans are in place for situations where they can be.

	<ul style="list-style-type: none"> ▪ Subs and parent volunteers were discussed. Shaun explained the process for them to go through Safe and Sacred and the willingness to help.
<p>Ad Hoc Committees</p>	<ul style="list-style-type: none"> • COVID Advisory Committee – Nate/Shaun/Ashley <ul style="list-style-type: none"> ▪ A doctor joined the committee ▪ Still looking for an administrator once Shaun leaves, and a nurse. ▪ 2 recommendations from last meeting – one is to get responses to parent letters, Rick is going to follow-up on that. the 2nd is the parent survey which has been disseminated at the meeting. ▪ Survey will determine parent concerns and the need for the covid sub-committee. ▪ Revamped survey asks questions about guidelines, familiarity, and parent satisfaction. ▪ Brittany reworded the survey so that it was more open-ended, and parents could have a voice – and it could lead to action from the board. This was changed from yes/no questions. ▪ Mental health issues for students were discussed. It is hard to provide resources for them, but something the committee wants to be aware of so that counselors could try to refer parents somewhere. ▪ Adam mentioned using 211 as a resource from United Way – there are several resources through this site for varying issues. ▪ Shaun suggested putting resources on the survey. ▪ Brittney will make corrections and edits to survey that have been discussed and suggested. ▪ <i>Motion made by Nate to make discussed corrections and additions to survey and send it out, Donovan 2nd, all in favor – motion passed.</i> ▪ Timeline to send this out is next week. • President Search – Joe <ul style="list-style-type: none"> ▪ Waiting for additional applicants in next week or two. ▪ Nate asked if there is a closing date for applications – Joe said there is not at this time – tentative date for further interviews is Feb. 3rd, but only if there are qualified candidates in that time.

COMMITTEES AND TASK FORCE REPORTS

<p>Business Committee Next meeting: 01/18/22 and 02/01/22 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"> • October/ November Financials <ul style="list-style-type: none"> ○ October financials were presented. November not available at this time. ○ Collections, enrollment, and expenses were all reported as good.
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- Advertising sales budget was off, due to timing of invoicing.
- Next meeting Dulcey will have November finalized, and hopefully December. This would bring us to Dulcey's final date of Jan. 31st and hopefully all financials through December will be caught up.
- Nate stated we cannot project where we will be at the end of the year because of collections, but we are consistently on track to end in the black.
- ACE check was received which wasn't in previous financials.
- Extra cash has not been allocated and is not usual for us, so there is no process in place for that yet.
- *Nate made motion to approve October financials, Toby 2nd, all in favor, motion passed.*
- 22-23 Proposed Budget
 - Tuition and compensation are big items for 22-23 budget.
 - \$250 increase on tuition is based on assumed enrollment of 915 students.
 - Tech fees stay the same.
 - Parish and Foundation support have been renewed.
 - Nate went item by item on the budget to explain the details.
 - Rental income is not being included in 22-23.
 - Leadership recommends 3% increase, plus step/lane increase for matrix employees.
 - Stella voiced an opinion against raising tuition, since we have good financial standing.
 - Going forward there is a plan to have a revenue source for compensation raises that will not have to raise/affect tuition.
 - The point was raised that inflation on most things is up 6-7% and \$250 is not that high of a percentage on the current tuition rates. It is the same increase as 21-22.
 - Employee benefits are going up about 8%, estimated from PayneWest, on the high end.
 - Plant operations has been historically over-budget and it has been budgeted too low. It has been increased to \$385k for 22-23.
 - Athletic stipends increased 3% as well – they had not received raises in many years.
 - Tuition review budget from Foundation will be able to absorb some uncollectible items.
 - The committee recommends approval of the 22-23 Budget - *Nate made the motion to approve it as presented, Bobby 2nd motion, all in favor, motion passed.*

	<ul style="list-style-type: none"> • Tuition for 22-23 • See Proposed budget for \$250 increase information. • Personnel Compensation <ul style="list-style-type: none"> ○ 3% increase as discussed above. ○ Using PPP Loan funds, Shaun and the committee brought forward a proposal to give staff bonuses. ○ \$1000 for frontline, full-time workers and \$500 for more part-time and misc. workers. ○ This would be \$123,650 – including taxes and retirement contribution. ○ This would be announced during Catholic Schools Week and would go on the February Payroll. ○ <i>Motion made by Donovan to approve bonuses as presented, 2nd by Toby, all in favor, motion passed.</i> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • Smart Tuition to School Admin <ul style="list-style-type: none"> ○ Concerns were expressed by Joanna Brailer. She came from a system that used School Admin financial and Shaun has just received the information and will have to bring a recommendation to the board after investigating further. ○ Ransomware was discussed and policies around that. Toby is going to get information for Shaun on formalities and how to move forward with School Admin. <p><u>New business</u></p> <ul style="list-style-type: none"> •
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<p>Strategic Enrollment No Meeting Next Meeting: 01/24/22 – BCS Conference Room/Virtual – 4:00PM</p>	<p>Brittney</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"> • Committee Update from 1/10/22 Meeting <ul style="list-style-type: none"> ○ Committee wants to focus on long-term goals. ○ They plan to lay things out for 22-23, but also discussed short-term goals that could be easily met. ○ Future RAM – would be a ticket to give to preschoolers and high schoolers to help recruit in grades K-2 and 9-12. This would be a recruiting program. It is not for sure if it would work out in 21-22 or be better for 22-23. ○ Referral program would include a \$250 tuition credit for established families who recruited a family who enrolled in the system. ○ Brittney asked how the \$250 credit would be established and if it would need to be built into the budget. Brittney said this program was implemented in the past but hasn't been utilized in a while. ○ Boundaries and limitations to the program were discussed and suggested.
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	<ul style="list-style-type: none"> ○ There are grade levels that are full which we would not want to target.
Education Next meeting: Pending	Jenn/Danielle <u>Final Approval Items</u> <ul style="list-style-type: none"> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • Danielle met with all science teachers to discuss the special project. This will be for PreK-12th. • Report cards printed and going out – no issues. • WECA is moving along for accreditation. • PIR day last week – preliminary training over the new boards coming in for the classrooms.
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"> • NA
Catholic Culture Next meeting: February 10, 2022 @ 4pm, BCS Board Room	Bobby <u>Final Approval Items</u> <ul style="list-style-type: none"> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • Bobby will be taking over this committee. • Meeting sched Feb. 10 @ 4pm.
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"> • Committee Report from 1/6/22 Meeting <ul style="list-style-type: none"> ○ 5-year plan has been updated and will be presented at next meeting. ○ Will be requesting Dorothy Porter funds to move forward on projects. • Broadwater Properties Sale <ul style="list-style-type: none"> ○ After inspection came back, buyer backed out due to feeling the price was too high. ○ Buyer decided they would buy it if price came down from \$225k to \$210k. ○ The buy-sell was amended and sent to the bishop who signed it, Shaun has not heard officially if the buyer has signed off on their part. ○ No other update on the other Broadwater properties.

FOUNDATION REPORT

President	Adam <ul style="list-style-type: none"> • Foundation Update <ul style="list-style-type: none"> ○ BACET endowment will be coming ASAP, in the amount of \$38k. ○ Annual giving campaign went well and was budgeted for \$50k, Adam confirmed it will be more than that.
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	<ul style="list-style-type: none"> ○ Some funds have been used for special projects – i.e., sensory path at SFC. ○ Michelle has purchased security cameras – and installed a rail outside as required. ○ Audit came back and was accepted. ○ Mayfair: In full swing, solicitation letters to sponsors will go out this week. ○ Acquisitions letter will go out 2 weeks from now for items and table sponsors. ○ Art gala is slated for March 8th. ○ Saturday May 7th for Mayfair, which will be live and in person. This will be at Billings Hotel and Convention Center. ○ Bryan Meyer is doing asbestos abatement on Sacred Heart. This will cost \$180k, higher than initially expected, and this eats into the funds for the project. Adam is working on grants. ○ Elevator project also came in at \$669k – which was higher than originally thought, as well. All due to inflation. ○ Goal is to have elevator done by late May and have the rest done by the beginning of 22-23 school year. ○ Reserve policy has been put in place. The reserve is at \$330k and caps at \$400k. Foundation is not trying to restrict money from BCS, nor wants to be in position to be unable to pay BCS. ○ Excess dollars taken at end of June – if over \$400k and BCS line item is satisfied – it will go toward the BCSF Board. Proposals will be open from there that the board can present. ○ Heather Mueller was hired as the new Foundation Employee. Jason Mueller is stepping down from the BCSF and BCS boards. Adam recognized Jason’s time and commitment to the respective Boards and time given. ○ Jason will remain on the committees he serves on. ○ Adam recognized and thanked Shaun for his support, time, work, and overall accomplishments as BCS President over the last 6 years.
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SCHOOL REPORTS

Billings Central Catholic	Shel –
Saint Francis Catholic	Deb and Jim –
Early Childhood Center	Michelle –
President	Shaun <u>Final Approval Items</u> <ul style="list-style-type: none"> ● Board policy currently states that masking would be considered if 2 indicators are red and current data shows 3 indicators are red at this time.

	<ul style="list-style-type: none">• Joe made a motion to stick with current guidance and given the data we should go back to masking.• The board discussed sticking with their guidance which is why it is in place and questioned needing a motion.• The board discussed adjusting covid guidelines and which direction to take things in going forward. <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none">•
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UPCOMING DATES:

Next School Board Meeting: February 2nd, 2022 @ St. Pat's/Virtual – 4:00pm

Executive Session: Yes – *Lisa made motion for executive session and Brittney 2nd*