

**BILLINGS CATHOLIC SCHOOLS BOARD MEETING**

**February 2<sup>nd</sup>, 2022**

**4:00 PM**

[Click here to join the meeting](#)

**St. Pat's BCS/BCSF Conference Room**

**Minutes**

**OPENING – This meeting will be recorded**

<b>Opening Prayer</b>	Fr. Steve
<b>Attendance</b>	<p>Rick McCann, Joe Sylvester, Nate Haney, 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, Bruce St. Clair, and Kathy Harris.</p> <p>Guests – See Sign in sheet for public comment guests Nolan Trafton</p>
<b>Approval of Minutes</b>	Minutes from 1/19/22 – <i>Motion made by Stella, 2<sup>nd</sup> by Donovan – all in favor – motion carries.</i>
<b>Public Comment Period</b>	Rick - Yes
<b>COVID Data</b>	<ul style="list-style-type: none"><li>• UHC Data Charts – Danielle<ul style="list-style-type: none"><li>▪ Data through 1/31/22 –</li><li>▪ Montana is 13<sup>th</sup> per 100k sitting at 202.</li><li>▪ January 29<sup>th</sup> it was 201/100k for case by day and Omicron is marking spikes in data. They are hopeful for a fast drop in cases as quickly as they have climbed.</li><li>▪ 27.8% Positivity rate</li><li>▪ Fewer hospitalizations and stays are shorter with Omicron cases.</li></ul></li><li>• BCS Data – thru 2/1/22 – Danielle<ul style="list-style-type: none"><li>▪ Updated numbers afternoon of 2/2/22</li><li>▪ Danielle showed graph of how numbers have changed. There were large spikes in January.</li><li>▪ Numbers have slightly decreased this week compared to last – hopeful our spike is on the decline.</li><li>▪ Cumulative cases: 33 staff and 116 students for the year so far.</li><li>▪ Donovan asked how staffing is going due to covid. Deb said things have been a little rough, but things are evening out. Deb said it can be tough not only due to covid but other sicknesses going around as well.</li><li>▪ Shel said they are doing ok case-wise, and staffing is good, especially this week.</li></ul></li></ul>
<b>Ad Hoc Committees</b> <b>Next Meeting: Thursday,</b> <b>2/10/22 @ 5pm – BCS</b> <b>Boardroom</b>	<ul style="list-style-type: none"><li>• COVID Advisory Committee – Nate/Ashley<ul style="list-style-type: none"><li>▪ Survey Data Discussion –</li><li>▪ Ashley will circulate all survey data to the sub-committee so they can address what to do moving forward.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>▪ Ashley asked that the survey not be able to be taken more than once per person, but that was not the case and Ashley is concerned about skewed data.</li> <li>▪ Ashley is hopeful the comments will be most helpful in making decisions but is not trusting the numbers.</li> <li>▪ Ashley said the survey did not go to employees – especially ones without kids – and the intention is for that to go to everyone, and Ashley would like that to go out again if possible.</li> <li>▪ Bruce explained unique identifiers would be needed to mitigate people taking it more than once. But if we tracked that data the survey would no longer be anonymous.</li> <li>▪ Danielle confirmed that the survey can be dispersed to staff without students.</li> <li>▪ Jessica and Rick will help set up teams meeting for the 10<sup>th</sup> and have boardroom available.</li> <li>▪ Rick told Ashley working on an Administrator to join the committee will need to be addressed later.</li> </ul> <ul style="list-style-type: none"> <li>• President Search – Joe <ul style="list-style-type: none"> <li>▪ Meeting with DHR – update is there are over 70 contacts they have reached out to – pool of 5 candidates they are screening one more time. This should hopefully lead to a couple more candidates, with 2 also waiting in the wing.</li> <li>▪ Committee wants at least 3 candidates for on-sight interviews. This has been pushed back to 2/28/22.</li> <li>▪ Nate asked if there is no 3<sup>rd</sup> candidate if they will still do the interview on the 28<sup>th</sup> – Joe said yes they would likely move forward with the 2 candidates who have been waiting but still entertain more if they come from DHR.</li> </ul> </li> <li>• Transition Update – Rick <ul style="list-style-type: none"> <li>▪ Admin office will be covered by Rick and Danielle.</li> <li>▪ Rick will be in 2-3x a week for a few hours.</li> <li>▪ Danielle will spend all day on Thursdays.</li> <li>▪ Rick and Danielle will be available to sign checks or answer questions/give direction to staff.</li> <li>▪ Bank/Signature cards done or almost done – should have FIB tomorrow.</li> <li>▪ Admin will work on community memos when necessary. Any emergencies will be covered at building-Admin level as well.</li> <li>▪ Rick will follow up with Shaun to ensure the checklist of duties and things to finish is completed.</li> </ul> </li> </ul>
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**SCHOOL REPORTS**

Billings Central Catholic	<p>Shel – All is well – semester ended fine.  Divisional Basketball in 3 weeks.  Speech and Debate ended, did well at State.</p>
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	<b>School is enjoying Catholic Schools Week.</b>
Saint Francis Catholic	<p>Deb and Jim –</p> <p><b>Fun activities going on for Catholic Schools week.</b></p> <p><b>Prayed the rosary with the school and did a prayer for the nation.</b></p> <p><b>Kids get to dress up as their future vocation tomorrow.</b></p> <p><b>All school Mass is coming up and everyone is excited.</b></p>
Early Childhood Center	<p>Michelle –</p> <p><b>Fr. John came and saw the classes.</b></p> <p><b>Celebrating neighbors across the street and thanking them tomorrow.</b></p> <p><b>Celebrated Vocation Day as well.</b></p> <p><b>Registration is going well – some classes over-filled and weren't turned off quickly enough. Some families are receptive to changing classes and some are not.</b></p>

## FOUNDATION REPORT

President	<p>Adam</p> <ul style="list-style-type: none"> <li>● <b>Foundation Update</b> <ul style="list-style-type: none"> <li>○ <b>Adam presented his last year with the Foundation and accomplishments that have occurred.</b></li> <li>○ <b>Data as of 12/31/2021, 12/31/2020, and 12/31/2019.</b></li> <li>○ <b>Active donors 2021: 1,031 (cash gifts only – not including in-kind items). Significant growth from past 2 years.</b></li> <li>○ <b>Total revenue 2021: \$1.748M which is up from 2020 but lower than 2019 due to a gift received in 2019. If the extra money in 2019 is removed, BCSF is on track.</b></li> <li>○ <b>Number of gifts for 2021 was up from previous 2 years as well.</b></li> <li>○ <b>Retained Donors up from 2020 and 60% Donor retention – which is a great percentage.</b></li> <li>○ <b>New donors 2021: 292 – also significantly up from previous years. New donor revenue up from 2020 but data in 2019 was higher due to one-time gift.</b></li> <li>○ <b>Younger donors typically give smaller amounts due to their life expenses, stage of life, etc.</b></li> <li>○ <b>Reactivated Donors – significantly higher than 2020. Most came back after Covid year, which data showed.</b></li> </ul> </li> <li>● <b>Teacher's Excellence Fund – Adam &amp; Donovan</b> <ul style="list-style-type: none"> <li>○ <b>Adam and Donovan presented plans at Business Committee on ways to use saved PPP funds and utilize funds from the Foundation and possibly set up a Teacher's Excellence Fund.</b></li> <li>○ <b>These plans would possibly help protect raises and other increases we are bound to run into.</b></li> <li>○ <b>This is going to move forward with the Business Committee, but no recommendation has been made yet.</b></li> <li>○ <b>BCSF would help with counsel and management of funds under some of the plans presented.</b></li> <li>○ <b>Stella spoke about a previous fund account that was strictly set up only for teacher raises.</b></li> </ul> </li> </ul>
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- Donovan assured Stella they want to make sure it is set up properly before any recommendations are made.

## COMMITTEES AND TASK FORCE REPORTS

### Business Committee

Next meetings: 2/15/22  
and 3/1/22; 4:00 p.m.

-BCS Conference/  
Boardroom/Virtual

Nate/Joe

#### Final Approval Items

- November Financials
  - **Joe made motion to approve November financials presented at Business, Donovan 2<sup>nd</sup>, all in favor, motion carried.**

#### Discussion and Updates

- December Financials – Dulcey Research
  - **Require adjustment and understanding before they can be approved.**
  - **Employee benefits and Daycare salaries are items that need clarified.**
- AR Spreadsheet Update – Rick
  - **Russ went over spreadsheet at Business meeting.**
  - **Specific incidences need further discussion – Rick talked with Russ about some of that earlier today before Board meeting.**
- Smart Tuition to School Admin – Russ
  - **Considering change from Smart Tuition to SchoolAdmin Financial for tuition collection and family school payments.**
  - **This would help streamline things.**
  - **Rick said there has not been due diligence done to make sure the new software would integrate with other systems.**
  - **Rick wants to readdress this decision after due diligence is done and there is a tight timeline. This may push implementation back to the next school year.**
  - **This decision will be turned over to Education and Tech sub-committees for further discussion and recommendation.**

#### New business

- SFC Saints Fees
  - **Before and After care program at SFC – looking to raise rates and change enrollment number allotment.**
  - **Kathy is going to follow-up on questions the committee had.**
  - **Recommendation coming from Deb Hayes and Kylie Johnson (Saints Director).**
  - **The after-care program is not entertaining older children and can cause issues, so they are looking to eliminate 5<sup>th</sup> and 6<sup>th</sup> grade – but committee wants to know if they will allow older students still in AM program.**
- Referral Tuition Credit

	<ul style="list-style-type: none"> <li>○ Discussion was for referrals for new students to the system in K-2 or 9-12.</li> <li>○ This is under consideration and has been tabled at this time.</li> <li>● Bank Signature Cards <ul style="list-style-type: none"> <li>○ Western security is completed.</li> <li>○ Cards from FIB expected tomorrow.</li> <li>○ Signers are Nate, Joe, Rick, Deb, and Danielle.</li> </ul> </li> </ul>
<p><b>Strategic Enrollment</b>  <b>No Meeting</b>  Next Meeting: 02/14/22  – BCS Conference  Room/Virtual – 4:00PM</p>	<p>Brittney</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> <li>● Committee Update from 1/24/22 Meeting</li> <li>● <b>Discussed Referral credit – will work on questions Business Committee has.</b></li> <li>● <b>Referral credits will be limited and will only be for certain grades.</b></li> <li>● <b>Future RAM ticket idea was discussed at meeting as well. Tickets will be given out at games. These could be given out at youth nights at the Parishes, as well.</b></li> <li>● <b>Short- and long-term goals discussed. Long term goals are underway for where they want to be next year and how to get there.</b></li> <li>● <b>Short term goals are looking at the grades that are not full.</b></li> <li>● <b>Brittney will attend next Business meeting to address Referral ideas.</b></li> </ul>
<p><b>Education</b></p> <p>Next meeting: Pending</p>	<p>Jenn/Danielle</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> <li>● School Calendar 22-23 <ul style="list-style-type: none"> <li>○ School calendar results came back from teachers on which one they preferred.</li> <li>○ Preferred calendar was presented to the board.</li> <li>○ Spring day in March but not a “Spring Break” – would allow for 3-day weekend.</li> </ul> </li> </ul> <p><i>Motion to approve 22-23 Calendar made by Stella, 2<sup>nd</sup> by Joe, all in favor, motion carried.</i></p> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> <li>● Science Curriculum <ul style="list-style-type: none"> <li>○ Putting together a curriculum for Mayfair Special Project. To implement all wants/ideas it would be a big undertaking.</li> <li>○ Science labs, materials, etc. are a large cost – not just books.</li> <li>○ Danielle is working to get deals and materials teachers have requested to the best of her ability.</li> </ul> </li> <li>● Winter MAP testing <ul style="list-style-type: none"> <li>○ Focus in winter is on reading and math.</li> <li>○ Looking to fill gaps in those areas.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Newline Board Update <ul style="list-style-type: none"> <li>○ Being installed at Central</li> <li>○ Some training and several videos have been administered to help teachers learn the new boards.</li> <li>○ Will be installing at SFC – Saturday Feb. 12<sup>th</sup></li> <li>○ Old board will be recycled. Projectors in good shape will be kept.</li> </ul> </li> </ul>
<p><b>Technology</b></p> <p>Next meeting: Pending</p>	<p>Toby/Bruce</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> <li>• Newline Boards being installed</li> <li>• Recycled, good projectors will be donated to other churches and other who need them.</li> <li>• Bruce will try to sell the steel/aluminum from boards etc. and give money back to school.</li> <li>• Bruce has been working with Angel to ensure delivery of all Newline boards.</li> </ul>
<p><b>Catholic Culture</b></p> <p>Next meeting: 2/10/22 @ 4pm – BCS Boardroom</p>	<p>Bobby</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Facilities Task Force</b></p> <p>Next meeting: Pending</p>	<p>Joe</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> <li>• Broadwater Properties Sale – 41 Broadwater <ul style="list-style-type: none"> <li>○ Priced at \$210k for the sale and will repair the roof.</li> <li>○ Closing on 2/7/22 – Bishop will be here in town. Document signing will take place.</li> </ul> </li> <li>• Repairs on Broadwater Duplex <ul style="list-style-type: none"> <li>○ Was listed at \$234.5K – but offers were not coming in close to that.</li> <li>○ Roof damage and siding damage need repaired from hail. Weather damage to paint and fascia. On east side there is structural cracking – not too serious – it is an old build from 1907 and there will be some settling.</li> <li>○ Electrical panels are older, too. Concerns around that. but property is being sold as-is.</li> <li>○ Price has been lowered to \$220k and are hoping for interest at the lower price.</li> </ul> </li> <li>• ECE Repairs <ul style="list-style-type: none"> <li>○ Valve to boiler in gym needs replaced.</li> <li>○ Not sure if they can get parts to fan that needs fixed. May need replaced.</li> <li>○ Question was whether to use Porter funds or Plant repairs.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ 5-year plan will be presented at next meeting. With that proposal they plan to ask for some Porter money at each building to address some repairs.</li> <li>○ Bruce asked about what they are going to do with Sacred Heart. <ul style="list-style-type: none"> <li>▪ Adam explained it is being cleaned up – Shel has students as well as others cleaning up the basement.</li> <li>▪ There will be proper disposal of equipment, toner, etc.</li> <li>▪ Servers have been cleared. No compromising information will be out there – confirmed by Bruce.</li> <li>▪ Copiers contain print-job data but no other detailed information.</li> </ul> </li> </ul>
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President	<p style="text-align: center;"><u>Final Approval Items</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p style="text-align: center;"><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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**UPCOMING DATES:**

**Next School Board Meeting:**

**February 16<sup>th</sup>, 2022 @ St. Pat’s/Virtual – 4:00 pm**

**Executive Session:**

**No**