

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

February 16th, 2022

4:00 PM

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St. Pat's BCS/BCSF Conference Room

Minutes

OPENING – This meeting will be recorded

Opening Prayer	Rick
Attendance	<p>Rick McCann, Joe Sylvester, Nate Haney, Fr. Steve Zabrocki, Angel Turoski, Jenn Beckwith, Bobby Beers, Lisa Bruno, Donovan Kelly, Toby Maack, Brittney Souza, Stella Ziegler.</p> <p>Guests – See Sign in sheet for public comment guests Adam Liberty, Michelle Trafton, Shel Hanser, Danielle Watson, Bruce St. Clair, Nikki Burke, and Kathy Harris.</p>
Approval of Minutes	Minutes from 2/2/2022 – <i>Nate made motion to approve minutes, Toby 2nd, all in favor, minutes approved.</i>
Public Comment Period	Rick - Yes
COVID Data	<ul style="list-style-type: none"> • UHC Data Charts – <ul style="list-style-type: none"> ▪ Danielle attended meeting with Felton and received positive news. ▪ Current recommendation is Yellow – capacity is good – over 50% drop in cases last week. ▪ New cases of school-age have dropped. ▪ 53/100k is down from 142/100k. • BCS Data – thru 2/15/22 – <ul style="list-style-type: none"> ▪ Total school count – 1 close contact at ECE. ▪ 0 positive cases at any building for staff or students. • Final Approval: <ul style="list-style-type: none"> • BCS Board Confirmation of vote for Optional Masking • Vote was taken via email last week to move to masking optional sooner than the scheduled meeting. • Affirmative vote was received via email – Rick requested the board confirm the vote of last week. (4 members did not reply to the email-vote). • Bobby made motion to ratify the action made last week to move from mandatory masks to optional masking effective February 14th – Angel 2nd motion – all in favor – motion carried.
Ad Hoc Committees Covid Advisory – 2/21/22 @ 5pm	<ul style="list-style-type: none"> • COVID Advisory Committee – Ashley/Nate <ul style="list-style-type: none"> ▪ Discussion from 2/10/22 Meeting – ▪ Ashley is still searching for an Administrator to join her committee, also the doctor on the committee could not commit to the time – so she is looking to fill both roles. ▪ 1,022 responses to Covid Survey – data may have been received multiple times from some of the same people, Ashley cautioned.

	<ul style="list-style-type: none"> ▪ Many parents asked if a link could be added to the website for the Covid guidelines & the specific instructions for close contacts. ▪ Committee discussed looking at how other schools across the country determine their masking requirements. ▪ Ashley asked if they are meeting the board's needs and/or if something else needs to be addressed. ▪ Toby wants the committee to reexamine the parameters and make sure all data is scientific and factual – not subjective. ▪ Ashley stated there was concern at the meeting on the 10th that teachers were not clear if their masking was optional (this was prior to the masking optional change which went into effect 2/14/22). <ul style="list-style-type: none"> • President Search – Joe <ul style="list-style-type: none"> ▪ 2/28/22 scheduled date for onsite interviews. ▪ Currently 2 candidates, 1 has withdrawn. ▪ Committee meeting this Thursday 2/17/22 – will discuss steps moving forward and the upcoming interview date. DHR is still screening candidates for the committee. • Transition Update – Rick <ul style="list-style-type: none"> ▪ Final stages of account transitions and authorizations should be completed this week. ▪ All requests made in regard to personnel reviews of direct reports were completed when Shaun left – referencing his transition list that was to be completed prior to 1/31/22.
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SCHOOL REPORTS

Billings Central Catholic	<p>Shel –</p> <ul style="list-style-type: none"> • Great Catholic Schools Week – concluding with all Schools Mass with Bishop Warfel and several priests. • Swim team went to Great Falls and won State championships and individual swimmers did fantastic. • National Merit Finalist – Christian Kay – Senior and Valedictorian this year.
Saint Francis Catholic	Deb and Jim – NA
Early Childhood Center	<p>Michelle –</p> <ul style="list-style-type: none"> • PTC – March 9th-11th • Registrations coming in still – 20 3-year-old spots still open and 8 4-year-old spots. • 9 children on waitlist for daycare • Preschool spots may take longer since daycare is full.

FOUNDATION REPORT

President	<p>Adam</p> <ul style="list-style-type: none"> • Foundation Update • Mayfair 2022 BCS Board Raffle – Nikki <ul style="list-style-type: none"> ○ Nikki asked School Board to do Whiskey Wagon
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	<ul style="list-style-type: none"> ○ Board members would donate their favorite bottle of alcohol and \$100 – this will be used to fund the wagon purchase and other Mayfair needs. ○ Nikki said they are also gearing up for the Art Gala on March 8th – looking for volunteers to help with this event. 5:00-7:30pm ○ Adam thanked the board for their support and the importance they make to Mayfair. ○ Adam said the sponsorships for Mayfair are coming in strongly and gave credit to Nikki, Heather, and the Chairs of this year’s event.
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COMMITTEES AND TASK FORCE REPORTS

<p>Business Committee Next meeting: 3/1/22 & 3/15/22; 4:00 p.m.</p> <p>-BCS Conference/ Boardroom/Virtual</p>	<p>Nate/Joe</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> ● December Financials <ul style="list-style-type: none"> ○ Finalized and Committee recommended approval as presented. ○ <i>Bobby moved to approve the December financials with Toby as a 2nd – all in favor – motion carried.</i> ● SFC Saints Fees <ul style="list-style-type: none"> ○ Kylie and Deb presented information and proposed new numbers: Fees, cutoff grade level/age, and number of spots available for 22-23. ○ Space is limited and may not have an open classroom to use next year, as well as issues with the older grades being bored in the program, were reasons they give for reducing number of spots. ○ To reserve spots for next year they have proposed a deposit system – which will be applied to 1st month’s balance. ○ 48 of 50 spots are already spoken for, for 22-23 year. ○ Kylie has 3 staff members intending to return including herself – will need to do some hiring. ○ Handbook rules will be changing a bit. ○ <i>Joe made motion to accept Saints program fees, numbers, and deposit requirement changes, Toby 2nd, all in favor – motion carried.</i> ● Scrip Program using Square <ul style="list-style-type: none"> ○ Kylie presented a plan to start taking debit/credit cards using the square program. ○ She stated she lost around 20 sales over Christmas due to not taking cards. ○ The square would include a 3% fee; if families don’t wish to pay that they still have the option to use cash, check, or use the Raise Right app. ○ Business committee recommended all parties taking card payments need to agree upon a uniform amount they are taking for transactions. i.e. 3% - regardless if
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the card is taken for scrip, spirit wear sales, etc. This is expected to be uniform and implemented as we enter the new school year July 1st, 2022.

- *Nate made a motion to accept Scrip program using Square for card payments, Joe 2nd, all in favor, motion carried.*

Discussion and Updates

- AR Spreadsheet Update – Russ
 - Russ presented outstanding AR at Tuesday’s meeting.
 - Russ will be meeting with building Admin on 2/18/22 to draft a collection policy and how to move forward with taking action and putting those actions into practice.
 - On March 1st meeting they will have an update and something to hopefully approve no later than the meeting on March 15th business committee.

New business

- January financials should be ready by first meeting in March – per Dulcey. She hopes to be back on schedule for reviewing financials going forward after that.
- Dulcey will remain as our interim Financial officer through tuition season.

Strategic Enrollment No Meeting Next Meeting: 2/28/22

Brittney

Final Approval Items

- Referral Tuition Credit
 - Brittney shared her Tuition Referral Credit Proposal
 - \$250/family – Only new families into BCS System. If family has left for over 1 year and returns – they qualify if they are returning in good standing.
 - Referring family needs to be identified in registration system.
 - Available for Tuition only – no other fees, non-transferrable (but can go back to scholarship fund if family declines the assistance), no cash.
 - If tuition is paid in full, it can carry to the next year’s tuition.
 - Grades K-2 and 9-12 only due to 3-8 being full.
 - No-limit on credits one family can receive – this has not been an issue in the past and they don’t foresee this being a big issue by allowing it.
 - Credit applied after child has started the year and financial arrangements are in place.
 - BCS employees who receive free tuition are not eligible.
 - This would be a budget of \$5000 – therefore \$250 in credits maxed at 20 total credits. This will be tracked for effectiveness and decision making for future school years.
 - Stella said she did not think it should be limited to \$5000 if we would be restricting potential families from

	<p>enrolling. Kathy stated that they can track the success of the program and always come back and ask for more room in the budget.</p> <ul style="list-style-type: none"> ○ <i>Nate made motion for approval of the tuition referral credit program as proposed, Bobby 2nd, all in favor, motion carried.</i> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> ● Kathy gave update on recruiting season – it is going well. ● 3rd-8th grades are full. Waiting list only. ● 3 inquiries and 23 applications for kindergarten and 35 intents to enroll from ECE. ● 20 combined inquires and applications for 9th grade. 56 intent forms for 8th grade to come over. ● 760 out of 920 intent forms have come back already – great numbers per Kathy. ● Next step is to target grade levels and make sure everyone has intent forms in. ● Graduating class is relatively small and classes from SFC are larger. If international students are maintained, Kathy projects growth in students at BCCHS.
<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"> ● Danielle and Adam continue to work on Science Curriculum Special Project for Mayfair.
<p>Technology</p> <p>Next meeting: Pending</p>	<p>Toby/Bruce</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> ● SchoolAdmin Due Diligence Update – Toby/Nate <ul style="list-style-type: none"> ○ Tech meeting took place 2/14/22. ○ Software and financial platform currently used were discussed – which is causing redundant entries. ○ SchoolAdmin platform would reduce redundancy – current contract with them lasts until 11/2024. ○ If SchoolAdmin would agree not to extend the current contract but add addendum to add financial services side of software, tech committee would be more comfortable moving forward with trying SchoolAdmin over Smart Tuition (current software company for tuition payments). ○ This would be a cost savings of \$30/family with SmartTuition and only \$20/family with SchoolAdmin. ○ <i>Nate made motion to approve the modification of SchoolAdmin contract to include financial platform – 2nd by Toby – all in favor – motion passed.</i> <p><u>Discussion and Updates</u></p>

	<ul style="list-style-type: none"> • Toby is working on an NDA to distribute when working with companies, etc. • Toby is working to make sure there is standard legal protection for the tech dept. when doing purchases with other companies. • Toby is working on RFP and Due diligence request too, to make sure due diligence is done when making decisions. • Working to have documents finalized and ready for final approval within the next month.
<p>Catholic Culture Next meeting: 2/22/22 @ 4pm – BCS Boardroom/Virtual</p>	<p>Bobby</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 meeting 2/10/22 • 3 teachers joined the committee meeting. • They revisited past success of the committee – as well as utilization of PIR days to make sure teachers are well-informed in Catholic traditions and how to bring Catholicism into the classroom – not just Religion class. • Teachers felt the use of a retreat over PIR days to implement better practices has been successful in the past – this will be revisited. • They will be working on a 1-page handout to propose this idea going forward. • Nolan Trafton, Mary Lague, and Michaela Neiter are going to pass out handouts and circulate information. • Mass is unable to be held at SFC due to lacking equipment. Donor was located this week so moving forward they can celebrate Mass at SFC.
<p>Facilities Task Force Next meeting: Pending</p>	<p>Joe</p> <p><u>Final Approval Items</u></p> <ul style="list-style-type: none"> • 5-Year Facility plan <ul style="list-style-type: none"> ○ Meeting held with Admin and Committee in January. ○ Typical annual operational maintenance items were removed from the plan. ○ Plan is broken down to 5 years – focusing on largest priorities first. • Porter Fund Allocation by building <ul style="list-style-type: none"> ○ Regarding the 5-year plan, the committee is asking to allocate Porter funds to the buildings to take care of their most imperative needs. ○ \$30K would be allocated to ECE and BCCHS and \$10k to SFC for year 1 needs. ○ Joe made the motion to approve the allocation of the funds, Toby 2nd the motion. ○ Nate explained where funds have gone so far with \$118k left. This would only use \$70k with \$48k left in the budget for unplanned emergencies.

- Current Plant operations is over budget, so if there are remaining monies, they could cover some of that line item.
- This plan would be for the remaining year of 21-22 only. Money being spent by June 30, 2022.
- Nikki clarified that verbiage of Porter funds states it can be used for janitorial use because it lends to building maintenance. Stella also reinforced the use of Porter funds is only for building maintenance type needs – nothing else such as raises, etc.
- *Motion was brought back to the floor, all in favor, motion carried.*

Discussion and Updates

- TDS Fiber Box at SFC
 - TDS and Joe met to discuss adding fiber boxes at BCCHS and SFC.
 - The site at BCCHS is not going to work well regardless of the options discussed/explored.
 - Recommendation is to allow the box to be installed at SFC only. This would be installed along Woody on the corner between the Parish and SFC.
 - Area requested to be used at SFC is 16x20.
- Broadwater Properties Sale – 41 Broadwater
 - 41 sold, check in hand with the Diocese. Net proceeds were \$189k.
 - Closing costs and roof repairs were reserved at 1.5x the estimate and is reserved for now.
 - Total with fees, commissions, taxes, etc. was \$20,810.
- Repairs on Broadwater Duplex
 - On eastside there is cracking inside the unit.
 - Joe speculated on the original build and foundation of the unit and what construction may have happened since.
 - There are newer support beams in the unit.
 - The foundation is older/cracking, but Joe does not foresee huge issues there.
 - Electrical is also older, the build of the home was 1907.
 - Insurance claim monies were received – once a buyer is interested, Joe foresees repairs that will need to be made with those funds.
- ECE Repairs
 - Boiler thermostat and kitchen exhaust fan are being replaced.
 - 2 chimneys are rusted, and need replaced as well.
 - Michelle is focusing on these new priorities on top of the year-1 plan.
- Elevator project at BCCHS – Adam

	<ul style="list-style-type: none"> ○ Fencing will go up around the property as the project gets underway, by late February. ○ Light pole against building will need to be removed by NWE. ○ Asbestos abatement has begun at Sacred Heart which will be taken down – this will go until late May. ○ Time frame of beginning of next school year is on track for elevator, parking lot, and taking down Sacred Heart. ○ Mid-August the elevator shaft should be completed with the elevator – pending no issues arise, etc. ○ Expenses are climbing and the window to finalize the project is very tight. Adam is not confident the final number of \$1.3mil will be final – will likely be higher. Adam is working on more Grants for this project.
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President	<p style="text-align: center;"><u>Final Approval Items</u></p> <ul style="list-style-type: none"> • <p style="text-align: center;"><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> •
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UPCOMING DATES:

Next School Board Meeting:

March 2nd, 2022 @ St. Pat's/Virtual – 4:00 pm

Executive Session:

Yes – Motion made by Nate and 2nd by Joe