

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

March 16th, 2022

4:00 PM

St. Pat's BCS/BCSF Conference Room

[Click here to join the meeting](#)

Minutes

OPENING – This meeting will be recorded

Opening Prayer	Toby
Attendance	<p><u>Voting members:</u> Rick McCann, Joe Sylvester, Fr. Steve Zabrocki, Jenn Beckwith, Bobby Beers, Lisa Bruno, Donovan Kelly, Toby Maack, Stella Ziegler, Angel Turoski, Brittanie Paquette, & Brittney Souza.</p> <p><u>Non-Voting/Guests:</u> Adam Liberty, Danielle Watson, Deb Hayes, Shel Hanser, Bruce St. Clair, Nolan Trafton, Jason Mueller, Troy Shelton, & Ashley Harada</p>
Approval of Minutes	Minutes from 3/2/2022 – <i>Stella made a motion to approve minutes, Joe 2nd motion, all in favor, motion carried.</i>
Public Comment Period	Rick – Public comment period was opened up and offered – no comments were made.
COVID Data	<ul style="list-style-type: none"> • UHC Data Charts – <ul style="list-style-type: none"> ▪ There was no active meeting for Yellowstone County this week – and meeting will probably be fewer due to the improvement in cases. ▪ Danielle explained data discrepancy on the last report – which is noted on the handout provided. ▪ 7.4:100k for Montana and in Yellowstone County it is 5:100k active cases. • BCS Data – thru 3/15/22 – <ul style="list-style-type: none"> ▪ Last 3 weeks have had low numbers of cases. ▪ This week there were 2 close contacts at ECE and 0 positive cases.
Ad Hoc Committees Covid Advisory –	<ul style="list-style-type: none"> • COVID Advisory Committee – Ashley <ul style="list-style-type: none"> ▪ No active update or meeting has been held. • President Search – Joe <ul style="list-style-type: none"> ▪ <i>This will be held in executive session</i>

SCHOOL REPORTS

Billings Central Catholic	<p>Shel –</p> <ul style="list-style-type: none"> • Winter activities just wrapped up – 2 state championship wins. • Girls just finished state basketball, 2nd place. • Mya Hanson won “Gatorade Player of the Year” • 42 days left for seniors. • Halstyn Ryan and Christian Kay – both Valedictorians for 21-22 senior year.
Saint Francis Catholic	<p>Deb and Jim –</p> <ul style="list-style-type: none"> • Stations of the cross – 6th graders led it and did a great job.

	<ul style="list-style-type: none"> • Fundraiser for St. Vs went well – raised over \$3100 with a “jeans day” – Kristine Wagner’s class raised the most! • Welcomed 3 new students – 2 separate families. • Tours are booming and getting lots of students recruited for 22-23.
Early Childhood Center	Michelle – NA

FOUNDATION REPORT

BCSF President	<p>Adam</p> <ul style="list-style-type: none"> • Foundation Update <ul style="list-style-type: none"> ○ Mayfair season is main focus – in full swing. ○ Adam shared theme for this year – “Better Together” – design elements were passed around the room. ○ Jim and Christine Harris are the Mayfair Chairs for this year and are doing great. ○ Record-year for dinner sponsorships so far – 40 sponsors for \$132,400. Last year was around \$100k. ○ SFC Art Gala was on March 8th, great turnout, raised \$32k. BCCHS Art Challenge/Gala went well and beat records by raising \$2700. ○ Auction items for Mayfair are still greatly needed – big push has gone out to families. ○ Adam thanked board members who have provided for “Whiskey Wagon” MayFair item thus far. The ask from the BCS Board is for a bottle of whiskey and \$100.
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COMMITTEES AND TASK FORCE REPORTS

<p>Business Committee Next meetings: 4/5/22 & 4/19/22; 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"> • Workplan – Russ’ last day <ul style="list-style-type: none"> ○ Russell Dornisch’s last day will be April 15th – leaving to work for SchoolAdmin ○ No timeline in place for posting his position – but will be in the works ○ Ad hoc committee created to discuss business office needs and how to move forward with hiring and structure – will include Leah, Russ, Dulcey, Laurie, Clayton, and Rick. ○ Rick has previous job descriptions for Student Finance Coordinator and will be rebuilding a job description that fits the department needs. ○ <i>Lisa made motion to approve the need for an Ad Hoc committee for business office personnel needs and identification, Jenn 2nd the motion, all in favor, motion passed.</i> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • SchoolAdmin Conversion update <ul style="list-style-type: none"> ○ Finalized – will be transitioning to SchoolAdmin finance ○ Stripe account has been set up. • Employee benefit update
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	<ul style="list-style-type: none"> ○ 8% increase was originally budgeted but actual increase will be 10.5%. ○ Dulcey is still working to balance the options out for how to absorb the 10.5% and how to distribute to Employer v. Employees. ○ 2 years ago, rates were similar, but 20-21 was a very small increase, so the jump isn't as drastic as it seems, there are more people using insurance now due to COVID fizzling out. ● BCSF Operation Agreement <ul style="list-style-type: none"> ○ Matures June 1st and will be working on a more robust plan with Adam that will be presented at a later meeting. ● Cost Centers <ul style="list-style-type: none"> ○ Looking at breaking down budgets into cost centers based on buildings. ○ ECE, K-4, 5-8, BCCHS, and Admin building will be separated out. ● Teachers Excellence Fund – Donovan/Rick <ul style="list-style-type: none"> ○ Rick and Donovan have been working together on this. Nothing has been decided at this time. ○ In general, the idea is to increase salaries for teachers, help teachers receive additional credits and move up the matrix, and merit-based funding for teachers who reach set merit goals. ○ The details for this plan have not been fully mapped out yet. A question that is pending is what constitutes an emergency, along with other details to the plan. <p><u>New business</u></p> <ul style="list-style-type: none"> ● Audit Timeline <ul style="list-style-type: none"> ○ It will start after April 15th – once tax season ends. ● Accounting Procedures <ul style="list-style-type: none"> ○ Dulcey found old procedures that need updating. ○ Working on the process for PO's and other business office guidelines.
<p>Strategic Enrollment No Meeting Next Meeting: 3/28/22</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"> ● No one was able to attend the last meeting, next one will be on March 28th.
<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"> ● Meeting has not taken place – due to being busy with science special project, etc.

	<ul style="list-style-type: none"> • Enrollment in progress – trying to figure out all the resources for K-8th. • Accreditation is going well – work in progress. Each committee has met multiple times. Leadership meeting will be next month. Some things cannot be put in place until there is a new President in place.
<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"> • <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> • Bruce and Toby met 3/15/22. • Newline boards are all in except one with a broken stand at ECE, which is ordered and on the way. • Fiber – currently running 200x200 at SFC and BCCHS 100x100 at Admin – which will be getting upgraded. New hardware will be needed at Admin and BCCHS. • Toby stated we will get a price-break on the fiber, but not known what that will be just yet. We have been paying for a gig but not getting a gig – so this will be adjusted on the bill and on the next signed contract. • Bruce found the mistake and had a talk with Spectrum who has agreed to fix the issue with the speed we have. Erate is getting us the discounted rate. Bruce is not sure if the prorated amount from Spectrum to fix the billing issue will be a lump sum or how they will do that just yet. • Jampro – mobile device management system – is more robust than what is needed. Looking at version called JamSchool which will save \$4000 annually. This will reduce cost to \$5/iPad versus \$9/iPad. • Bruce explained we need lines for the elevator, fax line, and fire alarms. He found that it will be \$500 per location to put in updated technology to meet the needs – due to the fact they are getting rid of “pots lines” which are older hard-wired land lines.
<p>Catholic Culture</p> <p>Next meeting: 3/31/22 @ 4pm – BCS Boardroom</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 2/22/22 • Shel and Deb joined the meeting and leadership went well and questions were answered. • Weekend of 4th – 6th they held “Search” for the juniors and seniors – this was successful. • Equipment necessary to hold Mass at SFC is ready – and no one is using first Tuesday of the month, so they are going to work to expand that.

	<ul style="list-style-type: none"> • Availability for Mass is usually dependent on Priest availability – Bobby said Fr. Steve suggested asking retired Priests and talking with MQP Fr. Jose.
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 Duplex – Received offer as of today – will go to Executive meeting. ○ Meeting with Pastor & Business Manager – St. Pius <ul style="list-style-type: none"> ○ MOU needs to be worked on between ECE and St. Pius ○ They need to be aware of all repairs – in the past these have been done without St. Pius knowing. There is a cost-share there that needs to be figured out. ○ Joe would like to keep contractors Catholic-based. ○ BCCHS Project <ul style="list-style-type: none"> ○ On pause due to ground-water issue. Ground- water needs to be tested prior to moving forward. This will be 7-10 days. ○ Sacred Heart is on track and going well as far as Adam has heard.

BCS President	<u>Final Approval Items</u> <ul style="list-style-type: none"> • <u>Discussion and Updates</u> <ul style="list-style-type: none"> • Transition Update – • Continuing to keep an eye on AR/AP • Dulcey let Rick know there were no financials for this week due to reconciling some things. These will be out next week and ready for next meeting. <p><i>Toby spoke up about the president search – sharing his thoughts about hiring a 3rd party to help keep it unbiased, etc. He feels that was a great step in the search and so was setting up the committee for the purpose of hiring the next President, which was not upheld.</i></p> <p><i>Toby feels the process has been followed well until the recent meeting where we went back to the “old style”. He does not think this followed proper procedure, the committee was not included and not utilized all the way through.</i></p> <p><i>Bobby shared in Toby’s sentiments, he felt assurances were made in how things would progress, but the statements were not upheld. The lack of inclusion and transparency has not been carried forth since the Thursday (3/3/22) meeting.</i></p>
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UPCOMING DATES:

Next School Board Meeting:

April 6th, 2022 @ St. Pat’s/Virtual – 4:00 pm

Executive Session:

Yes – Jenn made motion, Stella 2nd, motion passed.