

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

April 6th, 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	Angel
Attendance	<p><u>Voting members:</u> Rick McCann, Joe Sylvester, Nate Haney, Fr. Steve Zabrocki, Angel Turoski, Jenn Beckwith, Lisa Bruno, Toby Maack, Brittney Souza, & Stella Ziegler.</p> <p><u>Non-Voting/Guests:</u> Danielle Watson, Deb Hayes, Jim Stanton, Michelle Trafton, Shel Hanser, & Jason Mueller</p>
Approval of Minutes	Minutes from 3/16/2022 – <i>Stella made motion to approve minutes as presented and Jenn 2nd the motion, all in favor, motion passed.</i>
Public Comment Period	Rick – Closed, no one in attendance for such.
COVID Data	<ul style="list-style-type: none">• UHC Data Charts –<ul style="list-style-type: none">▪ Dr. Felton meetings are decreasing, as cases are dropping.▪ Yellowstone county schools report was green. Rates are 2:100k▪ Influenza A is on the rise, Covid is down.▪ Newer strain is not a big concern in Billings at this time.• BCS Data – thru 4/4/22 –<ul style="list-style-type: none">▪ Cases are down, all good news reported. See attached data.
Ad Hoc Committees Covid Advisory –	<ul style="list-style-type: none">• COVID Advisory Committee – Ashley<ul style="list-style-type: none">▪ Rick and Ashley discussed moving this committee to a regular standing committee of the board, versus an adhoc idea.▪ Rick explained this subcommittee would be discontinued, regardless of Board decision to add a committee.▪ Rick explained the added committee would not have to be only about covid and encouraged board members to give the idea thought before 4/20/22 meeting.▪ Brittney expressed her thoughts on having the adhoc committee and that implementation and results were not ever fully brought to fruition. She would like to hear more from the admin and those in the schools on how to move forward with a subcommittee.▪ <i>Jenn made motion to terminate the Adhoc covid advisory committee, 2nd by Brittney, all in favor, motion passed.</i>

	<ul style="list-style-type: none"> • President Search – Joe – <ul style="list-style-type: none"> ▪ <i>Stella motioned to terminate committee as work has been completed, Toby 2nd, all in favor, motion passed.</i> ▪ Joe did receive final invoice from DHR, waiting for expenses to be clarified before submitting to Leah to have bill paid.
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SCHOOL REPORTS

<p>Billings Central Catholic</p>	<p>Shel –</p> <ul style="list-style-type: none"> • Shel expressed his disappointment not receiving direct communication from BCS about the Presidential new hire. He did not think it appropriate that his kids and other community members found out all at the same time as himself and the BCS community. <ul style="list-style-type: none"> ○ Joe explained that communication came from DHR regarding not being chosen. • Michaela Neiter, Freshman Religion teacher, has resigned. She is expecting a child and found a remote job opportunity she needed to take so that she can be successful when she has her child. <ul style="list-style-type: none"> ○ Fr. Pankratz will cover for 11 days and then Sydney Hawbaker will resume the last month once she finishes her student teaching. • I Belong Day was successful. Freshman parents attended; student ambassadors helped with tours. Tomorrow other schools will be touring and coming down. • Mr. Martinez’s musical was a huge success. • ACT held last week – anticipating good results. • Spring activities are underway – have had some adjustments due to weather. • Elevator update – Joe Clark met with Shel and others – groundwater issue is going to require special equipment from MN to clean and dispose of issue – which will be additional cost, which will somewhat fit within contingency cost – but extra cost will need covered, and it will cut into the timeline, but Joe is confident we can stay on track. <ul style="list-style-type: none"> ○ Shel will communicate this to Jerry Horton. • Performance evaluations for staff have been completed. • Joliet Co-op <ul style="list-style-type: none"> ○ Successful co-op has allowed us to uphold wrestling and softball and have full teams. ○ BCCHS would like to extend the co-op to boys’ and girls’ soccer so that the numbers are more rounded out. ○ <i>Brittney made motion to accept co-op soccer expansion, Toby 2nd, all in favor, motion carries.</i>
<p>Saint Francis Catholic</p>	<p>Deb and Jim –</p> <ul style="list-style-type: none"> • Tours have been busy as usual. • Kindergarten preview night is the 28th and 29th is for brand new parents to the system. • 2nd grade celebration is May 26th – Mass and Reception. • Jim stated MS is having a lot of tours, too. Appreciative of Nicky and the job she is doing to get parents in.

	<ul style="list-style-type: none"> • Processing applications, working to fill positions for those retiring, etc.
Early Childhood Center	<p>Michelle –</p> <ul style="list-style-type: none"> • Michelle has been busy with tours and 21 families are on the waitlist – all 4-year-old spots filled, 13 open for 3-year-old. • Summer care registration opened March 21st for current families – it opened April 1st for siblings and other families and spots filled immediately. • Safe and sacred lessons have been administered all week, Michelle will be sending her audit in. • Looking for summer care – anyone 16 and up can apply. • 2 new students.

FOUNDATION REPORT

BCSF President	<p>Adam</p> <ul style="list-style-type: none"> • Foundation Update - NA
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COMMITTEES AND TASK FORCE REPORTS

<p>Business Committee Next meeting: 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"> • February Financials <ul style="list-style-type: none"> ○ Financial statements were shared with board member packets for review. ○ Nate asked about St. Pius support deduction – Joe explained the proper reflection in the financials. Funding comes off Parish support and is going into a building that they maintain. Michelle and Joe are meeting with financial council to work on MOU that will be documented. ○ <i>Nate made motion to approve February financials, Joe 2nd, all in favor, motion carried.</i> • Employee Benefit cost allocation 22-23 <ul style="list-style-type: none"> ○ Between meetings the deadline to choose benefit costs needed to be communicated to PayneWest, as of March 21st. ○ Actual cost will be \$611k. Business committee weighed various options for mitigating the cost and how to split it with the employees. ○ Cash flow was positive in the budget and committee recommended increasing the budget by \$48k – employer contribution will be \$587k. Employees will take on \$24k of the cost. ○ Nate went over attached summary table of costs for employees v. employers for the different plans. The increase will be large for the HDHP plan from \$20 employee only to \$85. ○ Brittney advised that many employers do contribute to HSA accounts to encourage employees to sign up for HDHP plans. BCS does not currently do an HSA contribution.
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- The reason health insurance costs have risen so much this year was due to the lack of insurance being used during the pandemic.
- Stella asked if we are matching what the Diocese does for their insurance rates for their employees. Nate explained that we are viewed as a separate employer, and it has been decided we do not have to match the Diocese and are unable to do so.
- *Nate motioned for approval of the benefits as laid out, Toby 2nd, all in favor, motion carries.*
- Early Bird Discount for Tuition
 - The discount for families who pay in full and set up payment plans was discussed at the business meeting when discussing the transition to SchoolAdmin Finance.
 - The discount is \$75/family and was for families who paid in full OR set up payments. *This was discussed and agreed that it should only be for families who pay in full.*
 - *Nate made the motion to change the discount policy as explained above, Joe 2nd, all in favor, motion carried.*
- Matrix new hire boundaries
 - The current matrix for certified staff is set that so that anyone who comes into our system only starts at step 9 (year 10) regardless of having more experience than that.
 - It was not clear why our matrix does not allow for more years' experience, considering our lower pay matrix and the struggle we face to hire quality teachers.
 - Recommendation was made to move forward and remove that boundary for prospective new hires and grant their total years' experience up to where the matrix cuts off (15 years).
 - Brittney questioned how teachers who were just hired last year are going to react to this. Nate explained this will be prospective ONLY for new hires going forward. There is no way to know the cost if we did this retroactively.
 - Brittney fears an increase of teachers coming forward regarding this and may affect larger issues. Shel said she understood her point of view, but we cannot go back retroactively and can only go forward with the change in policy, unfortunately if teachers do resign, we will have to face that fallout. Shel felt only 1-2 teachers would fall into the category Brittney is concerned with.
 - Deb and Jim expressed their support with Shel to change the hiring process and opening the matrix up. They are seeing the struggle to hire people as well, based on our lower pay range. Deb assured that people's salaries aren't blatantly discussed amongst other teachers, either.

	<ul style="list-style-type: none"> ○ <i>Motion to approve the above matrix change on a prospective basis was made by Toby, 2nd by Jenn, all in favor, motion carried.</i> <p><u>Discussion and Updates</u></p> <ul style="list-style-type: none"> ● SchoolAdmin Conversion update <ul style="list-style-type: none"> ○ Nearing the testing phase, should take place prior to Russ' last day. ● Accounting Procedures <ul style="list-style-type: none"> ○ Document was found from 2015-16 – it did not seem to be followed or used. It will be updated and implemented going forward. ○ The business office and procedures has lacked structure and oversight, but Dulcey will work to fix the procedural process and move forward. ● Business Office Subcommittee Update <ul style="list-style-type: none"> ○ Laurie Stergar is leading this sub-committee to lay out the needs of the office and work on an office flow chart. ○ The structure discussed is FT Business manager, FT AR Specialist, FT AP/Payroll, and Jessica's FT position already in place. ● Business Cost Centers <ul style="list-style-type: none"> ○ Clayton Augustine is working to break down cost centers within the system. ○ Right now, it is broken down by building but are looking for more detail. Clayton and Dulcey will be coming forward with more information. ● Russ' job description was updated and should be posted this week. <p><u>New business</u></p> <ul style="list-style-type: none"> ● Bus Fees/Contract 22-23 <ul style="list-style-type: none"> ○ Bus contract ends 6/30/22 – Dulcey will be working to renegotiate a new contract, expecting cost to go up due to fuel costs.
<p>Strategic Enrollment No Meeting Next Meeting: 4/11/22 @ 4pm</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"> ● Meeting from 3/28/22 <ul style="list-style-type: none"> ○ Meetings are focused on short- and long-term goals. ○ Tuition credit discussion has started moving forward with implementation. Kindergarten is filling up quickly. ○ Budget expenditures for marketing are being processed and getting a full picture of what to expect. More to come. ○ Plotting calendar and segmenting how to do things going forward and opportunities that could be enhanced.

	<ul style="list-style-type: none"> ○ Working on templates to be consistent and working on fine-tuning of marketing/enrollment. ● Enrollment process 4/15/22 <ul style="list-style-type: none"> ○ Enrollment contracts have not gone out yet due to transition to SchoolAdmin. ○ Brittney shared a handout including grade level enrollment, availability, and intent to enroll numbers.
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"> ● No update
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"> ● Working to schedule a meeting to look at replacement costs, etc. for next coming year. ● Toby wants to find policy on software purchases and see if it needs amending – should be routed through IT/Tech committee for proper vetting. ● NDA document has been prepped. Will also be drafting other documents and will come to board for approval.
Catholic Culture Next meeting: 4/21/22 @ 4pm – BCS Boardroom	Bobby <u>Final Approval Items</u> <ul style="list-style-type: none"> ● <u>Discussion and Updates</u> <ul style="list-style-type: none"> ● Committee Update from meeting 3/31/22 – NA, Bobby not in attendance
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 <ul style="list-style-type: none"> ○ Joe attended EPA meeting and has sent information to Jerry Horton to find out if there is any contamination in basement of duplex. Jerry needs to sign forms to move forward. ○ Offer was received on Duplex, it was low, and we countered, they came back with the same offer again. We declined but have brought the overall cost down. ● Toby addressed issue with prairie dogs at SFC and tearing up the field – concerns for students and injury of the field is not upheld. ● Jim said they are working on the issue and Larry is working to ward them away.

BCS President

Final Approval Items

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Discussion and Updates

- 22-23 Contracts Distributed
 - **Contracts went out early so we can understand our hiring needs.**
 - **Contracts are due back April 19th.**
- Board Members for 22-23
 - **Rick said they are working on identifying potential board members for 22-23 as a few spots will be opening up. He asked the current members to be aware of who may be a good choice to apply and serve.**
 - **Chairs will be taken July 1, after selection and approval from Bishop.**
 - **Notice can go out to families via school newsletter and into Parish bulletins.**
- **Shel requested having staff representation on the board. They feel they are not part of any decisions and do not have a voice. He feels having representation from each building would be beneficial.**
- **Angel stated they would have to be non-voting members, Rick stated it would need to be put into the bylaws.**
- **Rick feels work on the Teacher's excellence fund would be a perfect opportunity for representation and presentation from teachers for how to use the funding.**
- **Angel advised only changing bylaws once per year – the process does go through the state and there is a cost. She suggested collecting all changes and sending them in for change in August. The last amendment was in 2020.**
- **Angel gave an example of how Central in Great Falls handled sending in a school representative by invitation, without having to change bylaws.**
- **Rick will work to get invitation out by the first meeting in May.**

UPCOMING DATES:

Next School Board Meeting:

April 20th, 2022 @ St. Pat's/Virtual – 4:00 pm

Executive Session:

Yes