

# BILLINGS CATHOLIC SCHOOLS BOARD MEETING

November 15, 2023 at 4:00pm

BCS/BCSF Board Room

## APPROVED MINUTES

Opening Prayer	Toby
Attendance	Andrew McDonald, Joe Sylvester, Toby Maack, Mark DeHart, Mark DeBourg, Tyler Wiltgen, Christine Harris, Rick McCann, Fr. Steve Zabrocki, Jenn Beckwith, Peter Hamilton, Lisa Bruno, Adam Liberty  Heather Mueller, Leah Gibson  Guest: Kathy Harris, Jason Mueller  Absent: Bobby Beers, Leslie Schaff
Meeting Minutes	Tyler made a motion to approve the meeting minutes from October 18th. Jenn seconded the motion, and it was approved unanimously.

## FOUNDATION REPORT

BCSF President	Adam Adam explained the proposed partnership with ACE Scholarships and the recently received MOU. A representative with ACE Scholarships, Jake Penwell, approached the School and Foundation regarding a tax credit program. Individuals and businesses with a tax liability can choose to apply that money, up to \$200k, to a student scholarship organization. Jake has assured Adam and Andrew that funds given to ACE through this program can now be guaranteed for BCS students solely if the donor so dictates. The state puts a \$5 million cap on the donations received, so it is expected that many will take advantage of it the first day it is available. Andrew asked the board for permission to sign the MOU. After an in-depth discussion, the board agreed. <ul style="list-style-type: none"><li>• Toby made the motion to allow Andrew to sign the MOU with ACE Scholarships. Rick seconded the motion, and it was approved unanimously.</li></ul> Adam also reminded the board that the Foundation Christmas party is December 13 <sup>th</sup> at Hilands Golf Club, 6:00 pm.
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## SCHOOL'S REPORT

BCS President	Andrew: Andrew encouraged everyone to attend All System Mass at Central on November 21 <sup>st</sup> at 9:00 am. A proposed contract was received from Rocky Mountain College for Urbaska field, though discussions will continue next week. Judges are needed for the Speech and Debate event on November 18 <sup>th</sup> at MSUB. Andrew thanked Kathy for her help with the November newsletter and collecting data that compares BCS students to Yellowstone County, the state of Montana, and the Nation. Andrew encouraged everyone to review the data. He also is excited to announce the reestablishment of the Parent/Teacher Organization within BCS. He advised everyone to be on the lookout for opportunities to volunteer.
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	<p>Andrew went on to present the proposed calendar for the 24-25 school year. Some of the notable changes are that classes would begin midweek rather than on a Monday, and half days would be PLC time for teachers and would coincide with long weekends or holidays. Leah will confirm with Sodexo that lunches will be available, even though School District #2 is not in session.</p> <ul style="list-style-type: none"> <li>Toby made the motion to approve the 24-25 school year calendar. Mark DeHart seconded the motion, and it was approved unanimously.</li> </ul>
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**ADMINISTRATION REPORT**

BCCHS	Again, Central needs volunteers for their Speech/Debate meet on November 18 <sup>th</sup> .
SFCP	A bench was constructed at Saint Francis to honor Chloe Lai. Her classmate, Logan Hutzenbiler completed it as his Eagle Scout project. Red Ribbon week, the Book Fair, and Parent/Teacher conferences were all very successful. Student teacher, Sydney Olson, has joined Lacey Weidman’s second grade class.
SFCU	5-8 <sup>th</sup> graders at SF celebrated vocations, with Fr. Leo speaking to the classes. Girls’ basketball and wrestling will both wrap up their seasons later this month.
ECE	Both sports had great participation.

**COMMITTEES AND TASK FORCE REPORTS**

<p>Finance Committee Next meeting: Dec. 12 4:00 p.m. BCS Boardroom</p>	<p>Rick: Rick welcomed Peter Hamilton to the Finance Committee and thanked him for participating. The September financials were briefly reviewed.</p> <ul style="list-style-type: none"> <li>Jenn made the motion to approve the September financials. Tyler seconded the motion, and it was approved unanimously.</li> </ul> <p>Rick also presented the proposed tuition increase information for the 24-25 school year. With a 3% tuition increase and a potential 3% salary increase, there would be a budget deficit of \$261k. However, Andrew has been working with the Strategic Enrollment Committee to increase enrollment and decrease expenses.</p> <ul style="list-style-type: none"> <li>Rick made the motion to approve the 3% tuition increase. Christine seconded the motion, and it was approved unanimously.</li> </ul>
<p>Tech Committee Next Meeting: Dec. 5th</p>	<p>Toby: The committee has not met since the last board meeting.</p>
<p>SEM Committee Next Meeting: Dec. 4th</p>	<p>Kathy: The committee has been working with Arrowhead Marketing to establish branding for the schools. To maintain consistency, there will be a policy guiding how to send out communications and utilizing the correct colors, logos, and templates. Arrowhead has also been updating the school’s website. It undergoes final approval this week and should go live next week. The committee is also working with Corner Booth Marketing in Spokane on recruiting new students.</p>

Facilities Committee	<p>Joe:</p> <p>The committee met on November 14<sup>th</sup>. There have been some electrical surges at the high school, and with all the new server and network equipment going in, the issue needs to be addressed promptly. They also determined that the north side bathrooms need to be updated, as the south side ones were done last year. The committee is collaborating with the Environmental Club at Central to find renewable energy resources and ideas.</p>
<p>Governance &amp; Nomination Committee</p> <p>Next Meeting: Jan 11<sup>th</sup></p>	<p>Jenn:</p> <p>The committee has spoken with a few potential board members. They are also drafting a new member nomination policy.</p> <p>The bylaws have been completed. There were some minor grammatical and format changes.</p> <ul style="list-style-type: none"> <li>• Lisa made the motion to approve the bylaws with minor grammatical and formatting changes. Mark DeBourg seconded the motion, and it passed unanimously.</li> </ul>
<p>Mission &amp; Catholic Identity</p> <p>Next Meeting:</p>	<p>Andrew:</p> <p>The freshman class has their retreat this week and Andrew asked for prayers for them.</p>

### LEARNING OPPORTUNITY

Learning/Reflection	<p>Kathy Harris:</p> <p>Kathy presented enrollment information to the board. BCS experiences a 6% attrition rate annually, which is impressive for Catholic schools. However, she thinks it could get down to 4% with the help of Corner Booth Marketing and administration working together. She helps conduct exit interviews for students leaving the system to understand why they leave. She mentioned that St. Francis K-4 could ideally bring on 43 more students but need more than 12 to break even, from the budgeting perspective. The break-even number for 5-8<sup>th</sup> grades is 13, and 6 for high school. Since Andrew calculated the cost to educate each student, it has been easier to determine the actual capacity of each building and have discussions with the administration team. Capacity in common spaces such as the lunch area and gym, particularly at Saint Francis, continues to be a concern. Kathy acknowledged those concerns and pointed out that even 43 students spread out over 5 grades and three classrooms per grade would not be a drastic impact to those spaces.</p>
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### CHAIR REPORT

Chair	<p>Joe</p> <p>The Executive Committee will be discussing the President's evaluation in the coming weeks.</p>
Closing Prayer	<p>Tyler</p>

The meeting adjourned at 5:36 pm.

**Executive Session: No**

**Next Board Meeting:** No formal meeting in December.