

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

January 17, 2024 at 4:00pm

BCS/BCSF Board Room

APPROVED MINUTES

Opening Prayer	Leslie
Attendance	Andrew McDonald, Joe Sylvester, Toby Maack, Mark DeHart, Mark DeBourg, Tyler Wiltgen, Christine Harris, Rick McCann, Fr. Steve Zabrocki, Peter Hamilton, Lisa Bruno, Bobby Beers, Leslie Schaff, Adam Liberty, Kathy Harris, Nolan Trafton, Michelle Trafton Heather Mueller, Leah Gibson, Danielle Liberty Guests: Hank Jagodzinski, Jack Milroy, Jason Mueller Absent: Jenn Beckwith
Meeting Minutes	Rick made a motion to approve the meeting minutes from November. Mark DeHart seconded the motion. Motion passed.

FOUNDATION REPORT

BCSF President	Adam Adam thanked everyone who attended the Foundation Christmas party. He stated that Mayfair sponsorship letters have been mailed out, and the Foundation is gearing up for the Art Gala, February 20 th from 5:30-7:30pm. Anyone interested in volunteering should reach out to Nikki or Heather. Adam also mentioned that the ACE Scholarship tax credit program went live earlier in the day, with only \$3.8 million of the \$5 million cap being reached as of the time of the meeting. The Foundation secured \$180k in donations that will be passed along to BCS for additional scholarships.
----------------	---

SCHOOL'S REPORT

BCS President	Andrew: Andrew let the board know that the monthly admin leadership team had just met on Friday and continues to make progress. The focus also continues to be increasing enrollment and alignment with the school's mission. Billings priests attended the meeting and discussed the criteria for parish grants. The president evaluation email has been sent out. Andrew invited everyone to participate, but to take their time and be thorough. BCS is exploring the possibility of offering baseball in the spring of 2025. Andrew asked for a vote to form an ad-hoc committee with Bobby and Leslie as members. <ul style="list-style-type: none">Toby made the motion to form an ad-hoc committee to review adding baseball to the sports lineup. Bobby seconded the motion and the motion passed unanimously. A draft of the MOU with Rocky Mountain College has been received and RMC has promised Andrew to have a contract ready to review by the end of the week. Andrew also presented a copy of the updated Service Animal policy for the board to review and vote on. <ul style="list-style-type: none">Rick made the motion to approve the updated Service Animal policy. Bobby seconded the motion, and it was approved unanimously.
---------------	--

ADMINISTRATION REPORT

BCCHS	<p>The 2nd semester began this week. Central had their 24-hour art challenge and their art is displayed all over the school. They also had their 24-hour adoration challenge on December 20-21 and hope to do it again during Lent.</p> <p>Schools are looking forward to Catholic Schools Week, with all-school mass on February 1st at Central. Andrew encouraged board participation at the mass. 7th & 8th grade students are working on their Optimist speeches.</p> <p>Central hosted two Leadership Billings groups this month and was a great opportunity to show off BCS.</p>
SFCP	
SFCU	
ECE	
	COMMITTEES AND TASK FORCE REPORTS
<p>Finance Committee</p> <p>Next meeting: February 13 4:00 p.m. BCS Boardroom</p>	<p>Rick:</p> <p>Rick discussed the October and November financials. He mentioned that the annual budget is very close to its target, and they have begun thorough discussions regarding the 2024-20258 budget. Also, they passed a 3% salary increase, along with a 3% tuition increase.</p> <ul style="list-style-type: none"> • Toby made the motion to approve the October and November financials. Tyler seconded the motion, and the motion passed.
<p>Tech Committee</p> <p>Next Meeting: February 5th</p>	<p>Toby:</p> <p>The network refresh is complete at Central.</p> <p>The IT department is also working on writing grants that would help upgrade security at all the buildings.</p> <p>Northwestern Energy put a power monitor on the meter at Central to see if they could help identify the reason for some outages, but nothing has been determined yet.</p> <p>Currently, the schools have a contract with 360 Office Supplies for the copier machines. The contract is about to expire, so the committee is working on an RFP for new bids.</p>
<p>SEM Committee</p> <p>Next Meeting: Feb. 5th</p>	<p>Kathy:</p> <p>Catholic Schools Week begins January 28th. All-school mass is at Central on February 1st at 9:30. Kathy mentioned that the Excellence awards will also be handed out at the mass. She asked that board members submit their nominations and consider volunteering to be speakers at the mass.</p> <p>Registration opens January 31st and commitment agreements will be sent out to current BCS families.</p> <p>The committee is planning a strategy session with a third party, Corner Booth Marketing, to help recruit new students. Kathy mentioned other schools in the region have worked with them to target the ideal audience with the appropriate type of advertising.</p>
<p>Facilities Committee</p>	<p>Joe:</p> <p>Joe introduced the board to Jack Milroy and Hank Jagodzinski, students at Central who are part of the Student Council and part of the Environmental Club as well. They have been helping the committee draft letters to NWE to support solar panels. The committee has considered putting panels up at St. Francis and the costs/savings involved with that.</p> <p>Joe also presented the 5-year Master Plan. This included a breakdown, by building, what has been done and what needs to be done, as well as the estimated costs for each project.</p>

	<ul style="list-style-type: none"> Mark DeBourg made a motion to approve the 5-year plan. Tyler seconded the motion and it passed unanimously.
Governance & Nomination Committee Next Meeting: TBD	No updates provided at this meeting.
Mission & Catholic Identity Next Meeting:	<p>Bobby:</p> <p>Bobby mentioned that the SF Religion teachers have been doing King Cakes projects this week with their students. Both Central and SF did Advent service projects that included gathering donations for food pantries, sponsoring families in need, and visiting nursing homes.</p> <p>Bobby reminded the board of the speaker, Chris Stefanick, coming to the schools on March 21st and 22nd and encouraged everyone to attend this event, as he is quite an engaging speaker.</p> <p>Father John Pankratz and Father Steve Zabrocki have been working with the committee to generate ways to make the Catholic churches appear more welcoming not only for the schools but the whole community.</p>

CHAIR REPORT

Chair	<p>Joe</p> <p>Joe reminded everyone to complete the president evaluation form that was emailed to them.</p>
Closing Prayer	Toby

The meeting adjourned at 5:32 pm.

Executive Session: No

Next Board Meeting: February 21st 4:00 pm