

BILLINGS CATHOLIC SCHOOLS BOARD MEETING

April 17, 2024 at 4:00pm

BCS/BCSF Board Room

Opening Prayer	Rick McCann
Attendance	Andrew McDonald, Joe Sylvester, Toby Maack, Mark DeHart, Mark DeBourg, Christine Harris, Rick McCann, Fr. Steve Zabrocki, Peter Hamilton, Leslie Schaff, Jenn Beckwith, Lisa Bruno, Tyler Wiltgen, Adam Liberty, Danielle Watson, Joanna Brailer Heather Mueller, Leah Gibson, Kathy Harris, Ana Mayorga Absent: Bobby Beers
Meeting Minutes	Jenn made a motion to approve the meeting minutes from March. Rick seconded the motion. The motion passed.

FOUNDATION REPORT

BCSF President	Adam: Adam updated everyone on the status of Mayfair, which is now less than one month away. Table sponsorships are up from last year. Auction items are coming in furiously, and the special project, Humanities Curriculum, has currently received over \$75,000. Adam is speaking with individuals who have expressed interest in being part of the baseball fundraising committee and looking for more volunteers.
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SCHOOL'S REPORT

BCS President	Andrew: ECE: 171 out of 173 preschool parents attended parent teacher conferences last month, which is more than ever. They are working to set up a new security system app. There are only 10 spots left for preschool next fall. The daycare is full for next fall, as is this summer's program. SFC: All buildings are doing the Safe Environment lessons. K-4 has been doing staff evaluations and giving a lot of tours to new families. 7 th and 8 th graders get to enjoy retreats this year with their classmates. The 8 th graders toured Central as part of the "I Belong Day". BCCHS: Central is working hard to hire a few outstanding positions. The bishop came during Holy Week and performed Mass for the students. The high school was deemed a "superfund site" due to contamination many years ago, and they have been working diligently to get that mitigated in the last few weeks.
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LEARNING OPPORTUNITY

Learning/Reflection	Danielle Watson: Danielle provided updates to the curriculum and assessment guidelines at BCS. She stated that she is meeting with other administration from each building to develop a consistent assessment process of both teachers and students. They are working to bring more professional development opportunities for the staff, as well as more diverse course offerings for the students. Since Humanities Curriculum was approved as the Mayfair Special Project, the Social Studies teachers are reviewing standards to include our Catholic identity. Other updates include MAPS testing continuing into high school, assessing religious knowledge for each student, and implementing a standard process for honors class admissions.
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COMMITTEES AND TASK FORCE REPORTS

<p>Tech Committee Next Meeting:</p>	<p>Toby/Joanna:</p> <p>Joanna, along with a subcommittee of 5 other members, sent out an RFP for new copier contracts. They received 4 responses. Of those, they deemed Peterson Quality Office the best candidate. They are a local company with over 100 years in business, and their bid was one of the best.</p> <ul style="list-style-type: none"> • Toby made the motion to approve signing a contract with Peterson Quality Office for the school’s copiers. Leslie seconded the motion and the motion passed. <p>Joanna also informed the board that all the interactive boards and computers in the school system have been barcoded and put into inventory. They can now rotate the devices into the budget for maintenance and replacement to coincide with their lifecycles.</p>
<p>SEM Committee Next Meeting:</p>	<p>Kathy:</p> <p>Kathy noted that enrollment is looking strong, particularly in the high school with the incoming freshman class. Only 86 families have not returned their commitment agreements, and of those, Kathy is trying to determine how many may not return next year. She knows of 9 families for sure, but suspects there is more.</p> <p>The committee is meeting with Corner Booth Marketing on May 2nd to help target 5-8th grade students specifically. She and Andrew emphasized that there is still a lot of available room for additional students and in no way are the buildings “full”.</p>
<p>Facilities Committee</p>	<p>Joe/Andrew:</p> <p>The committee met with McKinstry, a construction management firm, to help develop a capital planning assessment. They will survey each building and its components (roof, boiler, etc.) and put together data-based reports BCS can use when budgeting for anticipated expenses.</p> <ul style="list-style-type: none"> • Andrew made the motion to approve engaging McKinstry to develop a capital asset plant. Mark DeHart seconded the motion and the motion was approved. <p>The committee also received a bid for lighting at the high school. The Day of Giving project raised \$6500, and after expected rebates, the school will likely pay about \$9k of the \$20k bid.</p> <ul style="list-style-type: none"> • Andrew made the motion to approve the bid of \$20k for Central lighting. Mark DeHart seconded the motion, and it was approved unanimously. <p>The roof at the ECE is rotting in places, and Michelle is moving buckets around anytime it rains or snows. They have received multiple bids for replacement, narrowing it down to two preferred companies. Mayfair Special Project funds from last year will cover about \$60k. The two bids will be presented to St. Pius to determine which one to choose, and then the remainder of the cost will be split 1/3 paid by St. Pius, 2/3 paid by BCS.</p> <ul style="list-style-type: none"> • Andrew made the motion to present the bids to St. Pius. Peter seconded the motion and it was approved unanimously.
<p>Governance & Nomination Committee Next Meeting:</p>	<p>Leslie/Jenn:</p> <p>The committee interviewed three candidates for the one opening on the board. Ron Yates stood out to the committee as the best candidate for the position. He is a CPA at Eide Bailly in Billings and has served on many boards, most recently Alberta Bair and the Chamber of Commerce.</p>

	<ul style="list-style-type: none"> Jenn made the motion to approve Ron Yates as a new board member. Rick seconded the motion and the motion passed. <p>Jenn also reminded everyone the board retreat is on June 26th, and it will last all day.</p> <p>A board member evaluation will be going out soon, and Jenn asked for everyone's participation in that.</p>
Mission & Catholic Identity Next Meeting:	<p>Andrew:</p> <p>Andrew reported that Chris Stefanick was a big hit, even with the 7-12th graders. He spoke at the high school and interacted with the kids, then spoke with parents that evening. The following day, he spoke to staff during the PIR day. All events had very positive feedback. Andrew thanked Brandon Martinez and Nolan Trafton for their help in setting up Central's gym for his arrival.</p> <p>Roy Brown, Director of KJCR Radio in Billings, will be joining the committee at the May 2nd meeting.</p>
Executive Committee	<p>Andrew</p> <p>Andrew briefly reviewed the new Meal Charge Policy, stating it is in line with the OPI standards. BCS is no longer covered under School District 2's policy with Sodexo as they had been in the past.</p> <ul style="list-style-type: none"> Rick made the motion to approve the new Meal Charge Policy. Jenn seconded the motion and the motion passed. <p>Andrew also reminded each committee to review the Strategic Plan and document evidence that they have made progress toward their goals over the past year.</p>
Finance Committee Next Meeting: April 24th	<p>Rick</p> <p>The February financials were reviewed and approved by the committee. Rick also mentioned that the committee will review the annual budget draft at the May 7th meeting.</p> <ul style="list-style-type: none"> Mark DeBourg made the motion to approve the February financials. Rick seconded the motion, and it was approved unanimously.
Closing Prayer	<p>Joe offered the closing prayer.</p>

Executive Session: NO

Next Board Meeting: May 15 4:00 pm