

# BILLINGS CATHOLIC SCHOOLS BOARD MEETING

May 15, 2024 at 4:00pm

BCS/BCSF Board Room

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

## FOUNDATION REPORT

BCSF President	Adam: Adam let everyone know that the Mayfair Gala went off without any major glitches and final revenue amounts will be shared at a later date. He thanked Foundation staff, the chairs, and co-chairs, as well as a few Foundation board members who were particularly helpful during the planning process. On behalf of the Foundation and the event chairs, Christine expressed disappointment at the board's poor attendance at Mayfair this year. As the Foundation liaison, she indicated it was her view that school board members should prioritize attending this event. She suggested discussing it more in-depth at the board retreat in June. Joe asked what expectations are communicated to new board members about participation and attendance at school events and suggested that this be reviewed at the retreat. Andrew agreed there should be clarification on the roles and expectations of board members, which will be discussed further at the board retreat.
----------------	---

## SCHOOL'S REPORT

BCS President	Andrew: Andrew reminded the board that the retreat is on June 26 <sup>th</sup> . He will send an agenda the first week of June that will include some documents he asked the board to review prior to the retreat. <b>ECE:</b> They are still working on the roof at the ECE. St. Pius is reviewing the bids and working with their diocesan council to agree on one, and the challenge is to get it approved prior to the bid expiring. <b>SFC:</b> K-4: 54 students came to the Kindergarten Snapshot to tour Saint Francis. 5-8: These students had their award ceremony recently and Andrew gave special recognition to Jenn's son, Bauer, who won the YMCA Leadership award and got to go to lunch with Mr. Stanton. The 8 <sup>th</sup> grade promotion is on May 28 <sup>th</sup> and Andrew invited the board to come take part in the Mass. <b>BCCHS:</b> Central is busy getting seniors ready for graduation, which is May 26 <sup>th</sup> at Central at 6:00 pm. The community service day is still getting positive feedback from the organizations that received help. Several fun activities have taken place, including Music in the Parks, the Film Premier at the Babcock, and the Science Bowl. CPR classes took place in the Health Enhancement classes and 70% of freshmen were certified, along with 9 upperclassmen. Nolan stated that the
---------------	--

	high school is modifying the dress code by requiring black polo shirts and black, khaki, or gray bottoms for Mass. He stated it will look more presentable and be more consistent with the other grades during All School Masses.
--	---

**LEARNING OPPORTUNITY**

Learning/Reflection	<p>Danielle Watson:</p> <p>Danielle reported that spring MAPS testing is wrapping up. She stated that 8<sup>th</sup> graders were particularly commendable, noting that 7% of 8<sup>th</sup> graders fell below the 20<sup>th</sup> percentile in reading in the fall, but as of this spring, less than 4% fell below that benchmark. She thanked the Mayfair Special Project, as the social studies teams are excited for the curriculum they will implement beginning this fall. The spring PIR day went well; Andrew spoke with staff regarding the budget and the teachers had the opportunity to collaborate with each other.</p>
---------------------	--

**COMMITTEES AND TASK FORCE REPORTS**

Tech Committee Next Meeting:	<p>Toby/Andrew:</p> <p>Joanna has inventoried all the equipment in all the buildings. They are in the process of developing a replacement cycle, but a deferred maintenance line has been added to the budget.</p> <p>They are also looking to lease teacher laptops and computer lab equipment, much like they do the student iPads.</p> <p>The committee has drafted a strategic plan and will review it and present it to the board in June.</p>
SEM Committee Next Meeting:	<p>Kathy:</p> <p>Kathy said that the enrollment numbers are about the same as what was presented at the last board meeting. The committee is excited about the meeting with Corner Booth Marketing on May 29<sup>th</sup>. At the end of the meeting, the committee will have a plan to move forward with marketing and enrollment tailored to BCS.</p>
Facilities Committee	<p>Joe/Andrew:</p> <p>Mark Miller will be the newly established Facilities Director and will be joining the committee. He will manage all the buildings, the bulk ordering, and will be a single point of contact for maintenance. He will have a centralized maintenance plan for each building. It is not known yet whether his previous position will be filled at Saint Francis.</p> <p>Also joining the committee in the fall are Sean Weston and Charles Loveridge. The committee met with McKinstry to review their proposal. With some changes, the cost increased to \$55k to do the Capital Asset Plan which will include computer models and spreadsheets. Again, the plan will help determine the end of life for many systems and when they'll need to be replaced. Andrew felt the cost was a good value, and will come from Dorothy Porter funding.</p> <ul style="list-style-type: none"> <li>• Andrew moved to accept the proposal from McKinstry. Toby seconded the motion and the motion passed.</li> </ul>
Governance & Nomination Committee Next Meeting:	<p>Jenn:</p> <p>Jenn reminded the board that the retreat is June 26<sup>th</sup> at St. Thomas. She asked that board members respond to the RSVP going out soon.</p> <p>She reiterated that a few new members will be joining various committees, and that Ron Yates will be the new board member and joining the Finance Committee.</p>

	The board self-evaluation is closed now, and the committee will be reviewing responses.
Mission & Catholic Identity Next Meeting:	Bobby: Two new members have joined the committee, Roy Brown from KJCR, and Trenton Thelen, an alumnus currently working at US Bank. The committee is planning activities for next year and they are trying to keep the momentum of the Chris Stefanick event going.
Executive Committee	Andrew Andrew let the board know that the issue discussed during the Executive Session at March's meeting is still under investigation. He hopes to have a report in 7-10 business days, and he will confidentially share it with board members.
Finance Committee Next Meeting: April 24th	Rick The March and April financials will be reviewed at the committee's June meeting. Health insurance rates and financial aid had to be reviewed more in depth and final statements were not ready. The 2020-2021 and 2021-2022 audit drafts have been reviewed by the committee and will be voted on by the board at the June meeting. The 2022-2023 audit is still being worked on by the auditor and Rick expects that draft to be reviewed by the committee in June. They have met twice since the last board meeting to discuss elements of the budget. Andrew went over the proposed budget with the board. Tuition and fees make up the bulk of the revenue. Parishes and the Foundation contribute \$1.4 million combined. Preschool and daycare revenue accounts for about \$1.2 million. On the expense end, of course, the major expenses are salaries and benefits. Andrew explained that the tuition figures detailed in the presentation did not include parish and sibling discounts. Three major updates to the budget were an increased stipend for coaches and activities leaders, deferred technology maintenance being added to the budget, and the large increase in employee health insurance costs. Andrew also mentioned that busing is still in negotiations, and the Saints program is ceasing the morning care option. <ul style="list-style-type: none"> <li>Jenn made the motion to approve the 2024-2025 budget. Toby seconded the motion, and it was approved unanimously.</li> </ul>
Closing Prayer	Rick offered the closing prayer.
Adjournment	The meeting was adjourned at 5:10 pm.

**Executive Session: NO**

**Next Board Meeting: Board Retreat June 26<sup>th</sup> @ St. Thomas**