



## RAPID CITY CATHOLIC SCHOOL SYSTEM

Board Agenda/Minutes

Monday, November 27, 2023

Holy Family Meeting Room

Catholic Chancery Building

Rapid City, South Dakota

ATTENDING: Rev. Brian Christensen, Christopher Dietrich, Suzanne Feist, Brendan Murphy, Tara Schaack, Eric Scherr, Cassidy Stalley, Corrie Stephens, Joe Strain, LeAnn Wenger, Rev. Andrzej Wyrostek

ABSENT: Bishop Peter Muhich, Jess Karim

INTERESTED PARTIES: Rebecca Cronin, Julie Tipton

GUESTS: Dionne Eastmo, Chris Gibbens, Jean Schroeder, Derek Suhr

RECORDER: Marcia Werner

**I. Opening Prayer - Opening prayer was led by Fr. Andrzej.**

**II. Public Participation/Visitor Input**

*If you wish to address the Board, please contact the Board President with a written request to include subject matter a minimum of 24 hours before the meeting. Employees and members of the public are reminded they must follow and exhaust all administrative remedies prior to presenting matters to the Board.*

- Ketel Thorstenson Audit Report - **Jean Schroeder, CPA, presented the 2022-23 financial audit report to the Finance Committee; after which, she reviewed the audit in detail to the full Board. She reported that the audit was clean and in good order.**

### III. Consent Agenda - **Consent Agenda passes with no objections.**

*Consent Agenda items are those items that involve routine, procedural, information, and self-explanatory non-controversial matters typically found in an agenda in one area. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.*

- Approval of October Board Meeting Minutes
- Approval of Coach Contracts
  - Carlene Roper, Knowledge Bowl
  - Angela Weber, Fall School Play
- Approval of Agreement
  - Ruben Jimenez, Custodian
- Approval of Administrative Report

### IV. Action Items

*Action Items that appear on our agenda are presented by a Board Member when he/she would like to provide an oral update or discuss a specific item or issue with the Board. This is also a time to address any specific questions. A motion may or may not be required following the report.*

- **Motion by Joe Strain, “Approve the 2022-23 audit report as presented to the Finance Committee, via email correspondence, and at the full Board meeting.” Motion seconded and carried unanimously.**

The Board Members or Interested Parties listed below have no report for the action agenda:

- **Bishop Peter Muhich, Bishop of the Diocese of Rapid City**
- **Dr. Julie Tipton, Superintendent**
- **Cassidy Stalley, President**
- **Suzanne Feist, Vice President**
- **Joe Strain, Treasurer**
- **Jess Karim, Secretary**
- **Joe Strain, Finance Committee Chair**
- **Joe Strain, Investment Committee Chair**
- **Jess Karim and Suzanne Feist, Development**
- **Brendan Murphy, Facilities Committee Chair**
- **Fr. Brian Christensen, Mission Chair**
- **Corrie Stephens, Activities Committee Chair**
- **Fr. Andrzej Wyrostek**
- **Tara Schaack**

- **Christopher Dietrich**
- **LeAnn Wenger**
- **Eric Scherr**
- **Campus Ministry**
- **Booster Club**
- **Ad Hoc Committee(s)**
- **Elementary Principal**
- **Middle School Principal**
- **High School Principal**

## V. Information Items

*Information Items on our agenda is a written report that does not require discussion. Board Members are expected to read this information prior to each meeting. Board Members may clarify information at the board meeting.*

- **Cassidy Stalley, President**
  - Need board members to volunteer to lead and help organize Ad Hoc Committees for Open Forums and New Board Member Selection. Please prayerfully consider this request and let me know.
  - Superintendent evaluation in process. Will do two evaluations: one in January and one in May/June.
  - Board members are expected to be at phone-a-thon, November 28 and 30th.
- **Joe Strain, Finance Committee Chair**
  - One waiver request was reviewed and approved by committee; will be taken to full Board for approval
  - Trial balance is expected to be completed and sent to Rebecca the week of November 13; auditors will report out to the Finance Committee and full Board on November 27, 2023
  - As of 11/9/23, IRS still has us listed as processing
  - Budget process has started but there is much work to be done; expect next meeting to be longer as we will review it at that time; budget will be emailed to all Board members prior to January meeting
- **Jess Karim and Suzanne Feist, Development Committee Co-Chair**
  - Annual Fund will kick off Giving Tuesday, November 28 with a Phone-A-Thon; will have an additional day of students calling grandparents, aunts, uncles, alumni, etc. on November 30. Will also send out letters to help update alumni database. Goal: \$150,000. Will wrap up during National Catholic Schools Week.
  - Deacon Robert Kinyon will be featured in Cavalier Magazine.
  - Kindergarten Preview - have invited 300 prospective students to our Kindergarten preview on December 5, including local preschools and

parish families. Will give a quick presentation of the school, introduce teachers and staff, Rebecca will be present to answer questions about financial assistance, and give a tour.

- Tracy Stamper, new Community Relations Coordination, working on updating alumni database and spearheading the phone-a-thon.
- **Brendan Murphy, Facilities Committee Chair**
  - Feasibility study and information gathering on going; gathering 2nd bid
- **Corrie Stephens, Activities Committee Chair**
  - Winter activities starting in November
  - Dr. Tipon working on Winter Activities Program; posters are done
  - Concessions in MS are taking shape, thanks to Mrs. Olsen and Mr. Johnson for helping to find a solution; concession will be running the weekend of November 17 for a basketball tournament
  - MS PTO hosting a soup supper on January 27; working on a teacher Christmas list
  - SES PTO brought back poinsettia sales; Catholic Raffle coming up; Bunco night was a success; working on a teacher Christmas list
  - Students participating in DI will need to complete a blue packet
- **Fr. Brian Christensen, Mission Committee Chair**
  - Watched and discussed a video on the definition of Classical Education
  - Reviewed the answers provided by the Catholic Classical Education “Task Force” - an ensemble of staff members tasked to answer the 9 questions about CCE.
  - Focus on building stronger relationships between local parishes and schools; between pastors, youth ministers, and schools’ chaplains and campus ministers
  - Would like the Board to undertake a strategic design/visioning process to review and revitalize our vision and mission as a Catholic institution of learning and formation
- **Campus Ministry**
  - Relics of St. John Paul II, St. Therese, St. Elizabeth Seton, and Bl. Stanley Rother were brought in for All Saints’ Day for the students to venerate.
  - Brick Memorial Dedication Mass and Reception on All Souls’ Day
  - Sophomore Boys went on retreat November 7-8
  - Started a Consecration to Jesus through Mary for entire school system
  - MS/HS Theology classes began participating in prayer campaign of the Diocese to pray for more vocations
- **Booster Club**
  - Looking for help this weekend, November 18-19, to work concession during the Pepsi Basketball Tournament at the HS and MS
  - Looking for ways to serve coffee at this event; need large insulated coffee pots

- Looking to hire someone to manage setup and tear down of concessions stands
- Need help setting up large roller carts
- Need someone to organize Cav Corner

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## **VI. Board Development and Training**

*Board development and training is vital to being an effective board. Board development and training will vary per meeting, with the goal to educate Board Members on their roles, responsibilities, and expectations as Board Members, through building on the work that was begun at Retreat.*

- **Dionne Eastmo - presented on the first three questions related to CCE and Board goal #3. The next three questions will be addressed at a future meeting.**

**VII. Executive Session - The Board went into Executive Session at 5:59pm and came out of Executive Session at 6:03pm. Motion by Father Brian Christensen, “Approve recommendation for tuition waiver as brought by the Finance Committee.” Motion seconded and carried unanimously.**

**VIII. Upcoming Dates/Announcements**

- Next meeting January 8, 2024 @ 5:00 p.m., Chancery Building, Holy Family meeting room

**IX. Adjournment/Closing Prayer - Closing prayer was led by Father Brian. Meeting was adjourned at 6:06pm.**