



RAPID CITY CATHOLIC SCHOOL SYSTEM

Board Agenda/Minutes
Monday, January 22, 2024
Holy Family Meeting Room
Catholic Chancery Building
Rapid City, South Dakota

ATTENDING: Rev. Brian Christensen, Suzanne Feist, Jess Karim, Brendan Murphy, Tara Schaack, Eric Scherr, Cassidy Stalley (via Zoom), Corrie Stephens, Joe Strain, LeAnn Wenger

ABSENT: Christopher Dietrich, Bishop Peter Muhich, Rev. Andrzej Wyrostek

INTERESTED PARTIES: Rebecca Cronin, Julie Tipton

GUEST: Dionne Eastmo

RECORDER: Marcia Werner

I. **Opening Prayer - Opening prayer was led by Fr. Brian Christensen**

I. **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.

II. **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 January 8, 2024 Board Meeting Minutes
- Approval of Administrative Report

III. 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.

- **Joe Strain, Finance Committee Chair**
 - Recommend the buyout fee amount be increased to \$1,500 starting with FY25 and ask that Policy DISTRICT-2000-009 be changed to reflect the increase - **Motion by Joe Strain, “Approve the buyout fee increase to \$1500 as presented with an effective date of August 1, 2024, and revise District Policy 2000-009 to reflect the change.” Motion seconded and carried unanimously.**
- **Joe Strain, Investment Committee Chair**
 - Request for approval to allow the 5% to be moved from Funds Available for Distributions with the exception of requesting 10% be moved from the P5-Staff/Tuition Assistance and P7-Tuition Assistance-Butler to Spendable Funds.
 - Both funds (P5-Staff/Tuition Assistance and P7-Tuition Assistance-Butler) have substantial balances which exceed the 5% of their permanently restricted funds; releasing the extra funds would allow more funding for the FY25 budget.
 - Request for approval to move \$386,117 from Temporarily Restricted Non-Spendable to Temporarily Restricted Spendable - **Motion by Joe Strain, “Allow the 5% to be moved from Funds Available for Distributions with the exception of requesting 10% be moved from the P5-Staff/Tuition Assistance and P7-Tuition Assistance-Butler to Spendable Funds. Also, request for approval to move \$386,117 from Temporarily Restricted Non-Spendable to Temporarily Restricted Spendable funds.” Motion seconded and carried unanimously.**
 - Request for approval to release from Temporarily Restricted Spendable up to \$398,681 for FY25 budget. - **Motion by Joe Strain, “Request for approval to release from Temporarily Restricted Spendable up to \$398,681 for FY25 budget.” 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 Committee 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**

IV. 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.

- **Jess Karim and Suzanne Feist, Development Committee Co-Chair**
 - Gearing up for National Catholic Schools Week
 - Billboard going up on Omaha
 - Magnets to be sent home with each family with thank you letter for support
 - Finalizing schedule for each parish to host a RCCSS Mass; each parish will have a Mass dedicated to RCCSS with serving positions being held by RCCSS family members, students encouraged to wear uniforms, and parents to wear Cavalier gear

- Winter 2024 Cavalier Magazine out for print featuring Deacon Robert Kinyon
- Working on updating our Tour Packets and information we give out to the public
- Kindergarten preview was a success and working on adding a preview day for 6th and 9th graders
- Annual Appeal raised about \$60,000
- Spring Event will be a FUN-raiser and FUND-raiser; working on setting up a game night complete with a Wine Wall, Craps, Roulette, Black Jack, and other fun games. No date yet, but looking in April.
- Tracy and Sabrina have been working on meeting with past donors, current sponsors, and administrators to better understand what we can do to help make RCCSS a bigger success this upcoming year
- **Brendan Murphy, Facilities Committee Chair**
 - Renner Associates was hired to complete the survey and engineering services. Will update when information becomes available regarding the progress. Private donations of \$16,876 were used to pay Renner Associates.
 - SES Student Council requested 4 dividers for the boys bathrooms; looking at stainless steel for corrosion prevention, longevity, and privacy.
 - Two new benches were purchased to add to curb appeal of the MS student pickup area. Signage and additional benches may be added in the future. Private donations were secured to pay for these improvements.
 - MS PTO has requested a new water filling station on the 2nd floor, currently no filling station exists on the 2nd floor.
 - Lights for flagpoles.
- **Joe Strain, Finance Committee Chair**
 - Changes to Payment Plans
 - First payment for all payment plans will be due in June
 - Monthly ACH payment dates will start on either 1st or 6th of each month; payments will be over 11 months, June through April
 - Full Pay will be due on June 15
 - No longer a discount for paying in full
 - Half Pay will be June 15 and November 15
 - Registration will require families who want to use ACH processing options to complete a form with banking information before they proceed to the next step
 - Activity Fee - will continue to be calculated as a percentage of tuition
- **Ad Hoc Committee - New Member**
 - New Members
 - Priest - Fr. Brian reappointed for three more years
 - Reaching out to Pastors - Per the bylaws, and what we have done in the past, we will be reaching out to pastors and our principals to get

names of possible members to fill Corrie Stephens board member position.

- **Ad Hoc Committee - Open Forum**
 - Proposing one event that would encompass an address by Dr. Tipton, a short statement by Cassidy outlining Board goals and progress on goals, to be followed by a breakout session to gather feedback from our parents and staff. Same format as was done in the spring of 2022 with Board Members facilitating this. Then we could use this information for our upcoming board retreat as well as our future strategic plan.
- **Campus Ministry -**
 - January 30, 2024 - Know Your Faith Competition will be hosted at the Seton gym at 10:30am. STM Seniors will be competing against teams from O’Gorman and Roncalli. We will begin with Mass at 9:30am. All are welcome to witness our students compete in this Catholic trivia event.

The Board Members or Interested Parties listed below have no report for the informational 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 Committee Co-Chair**
- **Brendan Murphy, Facilities Committee Chair**
- **Fr. Brian Christensen, Mission Committee Chair**
- **Corrie Stephens, Activities Committee Chair**
- **Fr. Andrzej Wyrostek**
- **Tara Schaack**
- **Christopher Dietrich**
- **LeAnn Wenger**
- **Eric Scherr**
- **Booster Club**
- **Campus Ministry**
- **Ad Hoc Committee(s)**
- **Elementary Principal**
- **Middle School Principal**
- **High School Principal**

V. 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 - **Dionne Eastmo presented answers to CCE questions #4, #5, and #6 as per Board goal #3.**
- Dr. Julie Tipton, Review Goals and Progress - **Dr. Tipton provided an update on Board goals and directed members to view the RCCSS School Board “Goals” site, which provides numerous resources and updates on upcoming review of our Strategic Plan.**

VI. Executive Session - The Board went into Executive Session at 6:05 p.m. and came out of Executive Session at 6:48 p.m. Motion by Corrie Stephens, “Approve three tuition waivers as proposed by the Finance Committee.” Motion seconded and carried unanimously.

VII. Upcoming Dates/Announcements

- Next meeting February 26, 2024 @ 5:00 p.m., Chancery Building, Holy Family meeting room

VIII. Adjournment/Closing Prayer - The meeting was adjourned at 6:49 p.m.