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+ **St. Andrew School** +
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**Minutes
School Board Meeting
April 20, 2015
Redacted for Website Publication**

The meeting was called to order at 7:10.

Present were: Paul Szczepaniak (acting chair), Christine Szpilka, Donna Weiner, Michael Sheridan, Fr. Bart Tolleson, Mark Smillie Donna Smillie (Principal, Non-Voting)

Absent: Jill Caldwell

OPENING PRAYER: *Lead by Fr. Bart.*

APPROVAL OF PREVIOUS MINUTES March 23 2015 minutes approved as circulated.

APPROVAL OF AGENDA: Approved as circulated.

PRINCIPAL'S REPORT FOR APRIL 20, 2015

Registration

- Packets went home to parents on March 27 and were due back on April 15. Currently about 75% of our students have turned in their registration packets..

Financial aid forms and ACE Scholarship forms

- These were also due on April 15.. ACE is giving us five more scholarships this year including the ones from previous years. Students who are new to the school have priority over those who have been here and there are income guidelines. We have quite a few new students applying this year.

Roman Catholic Challenge (March 28)

- The turnout for this was disappointing as all other Montana schools declined to come. Due to expenses, we are about \$500 behind what we had last year in designated accounts. Each year has brought fewer and fewer participants both in students and parents and I don't see how we will be able to run a similar program next year. It may be that we prepare travel teams of those who are still committed so they could attend the Portland competition.

Spiritual Formation

- The Lenten season was an occasion to engage in many school-wide, classroom and personal activities such as Stations of the Cross, Walking in the Footsteps of Jesus (recording of Lenten sacrifices, etc.), good works, attending adoration, daily mass and more.

- The third grade started a practice of making a “T” with their hands which represents the word “transformation”. This is a sign to their classmates that when they realize that they have not been their best selves; they are consciously going to try to change for the better. The teacher reports that the virtues—especially that of kindness—has been noticeable among them.

Service Projects

- Rice Bowls were returned to the school and we collected about \$350 for CRS.
- In April the student council will be collecting stuffed animals for the Giving Tree.

Academics

- Many of our junior students have been attending an after school SAT prep class to prepare for the May 9 administration.
- The Iditaread contest which encourages reading in K and 1st grades was a great success with the students reading hundreds of pages!

Faculty Training

- For the past few months 10-15 faculty members have been attending a directed reading of the Illiad which was organized by Mr. Curtin and led by Dr. Smillie. Mrs. Dodge has been keeping track of who attends so that teachers may receive continuing education credits from OPI.

Faculty Evaluations

- This month I have been attending classes and collecting syllabi, EGP reports etc. for writing teacher evaluations. Teachers will also be evaluated on professionalism including arriving on time to school and class, dress and parent/student interactions. I have begun meeting with each of the teachers to discuss their evaluation.
- The teachers are also conducting in-class peer evaluations.

Support for Student Growth

- The fourth and fifth attended a city-wide concert by the Helena Symphony at the Helena Civic Center.
- Students were provided passes for the Helena Symphony’s performance of St. Matthew’s Passion on Easter Saturday.
- Our advanced orchestra students in 5-8 were able to play with other middle school orchestra students
- Big Sky Fit Kids meets two days a week and open gym for volleyball and basketball meets two days a week. Soccer with Vigilante is four times a week.

Auction Meeting

- An auction meeting was held on April 8, to review what went well and what could be improved.
- Thank you's were sent out very late. Next year members of the thank you committee could be given the information sooner so they can keep up as we go along.
- It would be nice to have someone to run the registration so there is no confusion as to who is coming etc. The Save the Date form should include all the information (such as address, phone # etc. so we don't have to call and ask for it.)
- Those who give us trips or dinners should be informed as to who bought the dinner or trip immediately after the auction, so they can make plans.

Building and Maintenance

- Trying to get the basketball hoop working has been frustrating. Mark and Rob Oleson replaced the cable and Cloningers is working on replacing fuses and limiting switches. It is not something they have ever had to work on before so it was more of a challenge than they thought it would be.
- We will need to re-key the building this summer as there are a number of missing keys.
- I received a call from the police department at 2:00 am last weekend because our fire alarm was going off. The firefighters could not find the cause so I returned home only to be called back at 3:30 am when it happened again. We are having NICO look at our system, though they believe it may just be dusty smoke alarms.

Discipline: Matter deleted

Online-based grading program-accreditation goals

- The goal this spring for our action plan was to survey the teachers, staff and parents to see what features they would want for an online grading program. James Greaney, Christie Buffington and I are working on accomplishing this. We are doing research by contacting vendors, watching demonstration videos, making lists of features and comparing prices. We hope to have the survey ready by the first week in May.

Playground:

- I put an ad in the newsletter asking for a committee to put together a proposal for the playground equipment.

Faculty:

- Marge Foran is not returning next year. Although she hates to leave, she is working on a new business and feels that she needs to devote more time to it. Marge has been an incredible asset to our school for so many years. Her organizational abilities and attention to detail are the reason why we have

such a wonderful library. Please let me know if you have any ideas for ways that we can honor her.

- We are advertising for the first grade position this month.

E-Rate

- We completed all e-rate forms and should be hearing soon about our allocation for Charter expenses.

Next Year's Calendar

- Please let me know if there is anything to add to next year's calendar.

Discussion: registration packets and possible changes....New grading program might include online registration.

Two private matters deleted

17 ACE scholarships this year plus 5 new ones.

BUDGET REPORT

Budget was distributed. There was \$5600 outstanding the aging summary.

Staff salary increase: this was tabled because the figures weren't ready.

OLD BUSINESS

Principal Evaluation: Paul circulated the amended evaluation. We reviewed it and made some recommendations.

New Board Members—tabled until next meeting.

Committee for 20th anniversary celebration: ongoing with nothing to report yet.

NEW BUSINESS

No new business

OTHER BUSINESS/ANNOUNCEMENTS

School board handbook should be reviewed for next meeting.

ADJOURNMENT: 8:35

Next meeting: May 11, 2015 at 7 p.m.

**Respectfully submitted,
Mark Smillie**