



+ St. Andrew School +

Vitam impendere vero

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MINUTES School Board Meeting September 8, 2012 9:00 a.m.

A quorum was present, and the meeting was called to order at 9:15 a.m.

PRESENT –Paul Szczepaniak, Mark Smillie, Donna Weiner, Rose Nistler, Jill Caldwell, and Donna Smillie, Principal (non-voting).

ABSENT - Fr. Bart Tolleson, Michael Sheridan

The opening prayer was led by Paul.

APPROVAL OF PREVIOUS MINUTES

Approval of the last meeting's minutes was held for the October meeting.

APPROVAL OF AGENDA

Agenda was approved by consensus.

INTER-MEETING DECISIONS

Eliminated health insurance probationary period for teaching staff only
Upheld the academic policy regarding consistent failures

Principal's Report: none

Budget report:

Donna and Denise will prepare the final budget for the October meeting.
Enrollment is 183 and the projected tuition revenue is 545K.
Kindergarten enrollment is 24 students; Donna hired a classroom assistant for this class.
The 5th grade enrollment is 25 which is large for this room.
The Board discussed ways to advertise what St. Andrew offers that makes it special and different from other schools.
The Board discussed the possibility of offering Pre-school. This might boost enrollment for Kindergarten although Kindergarten is full this year. Jill will obtain the licensure regulations for preschool. Donna S. will look into area preschool tuition rates. If St. Andrew offered a preschool, the School would clearly state that attendance would not be a prerequisite for Kindergarten.
Mr. Greaney helped Donna quite a bit this summer.

OLD BUSINESS: none

NEW BUSINESS

The Board agreed by consensus to send the usual Thanksgiving letters to parents. Jill will prepare the letters for signature at the October meeting.

Arranging for a COBRA Administrator was discussed. Donna S. will obtain the exact price, notify the Board, and we will vote to approve/disapprove it by email.

Donna S. suggested a change to the Parent Handbook indicating that parents paying the entire year's tuition by August 15 will receive a 5% discount only if they do not receive scholarships. The Board agreed by

consensus that this was a good change. Language will be drafted, and the Board will vote on this change at the October meeting.

Mark will present scholarship report he prepared for the June meeting at the next mtg.

Home School Gym Use Request

A motion was made and discussed. Jill will circulate the letter by email to the Board before it is sent.

STRATEGIC PLANNING

The enrollment goal was discussed. If each grade (K-12) had an enrollment of 20, the total would be 260 students. If each grade had 15 students, the total enrollment would be 195. Mark presented enrollment numbers for the past five years. Trends are not obvious.

Given the current enrollment and the goal, an ideal building would include 4 additional classrooms, additional office space and bathrooms. The additional office space would include a teacher workroom, a principal's office, a bookkeeper office, a vice principal office, a small conference room, an auction room, and a reception area. A future building project would include a multipurpose room. The Board discussed hiring an architect for a campus plan; the architect must be a company with a history of designing schools. Jill will draft a Request for Proposal for review at the next meeting.

The Board discussed the need for a simplified budget report. The discussion included having an interested parent with a financial background to work with Donna S. and prepare a simplified report to the Board as well as make projections.

The Board also discussed starting a Foundation.

Donna discussed the progress with accreditation efforts. Donna will ask Patrick Haggerty to discuss the WCEA process with the Board.

OTHER BUSINESS/ANNOUNCEMENTS: none

ADJOURNMENT

Next meeting: October 11, 2012, 6:30 p.m.