



+ St. Andrew School +

Vitam impendere vero

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MINUTES School Board Meeting October 11, 2012 6:30 p.m.

CALL TO ORDER - A quorum was present, and the meeting was called to order at 6:50 p.m.

PRESENT –Fr. Bart Tolleson, Mark Smillie, Michael Sheridan, Donna Weiner, Jill Caldwell, and Donna Smillie, Principal (non-voting).

ABSENT – Paul Szczpaniak

OPENING PRAYER

Rose led the opening prayer.

APPROVAL OF PREVIOUS MINUTES

Michael made a motion to approve the minutes from the June Board meeting; Father Bart seconded. The motion passed unanimously.

Donna W. made a motion to approve the minutes from the September Board meeting; Michael seconded. The motion passed unanimously.

APPROVAL OF AGENDA

The agenda was accepted with additions of the following discussion items: sex ed, Girl Scouts facility use and handbook changes.

INTER-MEETING DECISIONS

Secured a COBRA Administrator

PRINCIPAL'S REPORT

Donna S. presented the Principal's Report.

The Kindergarten class has assistance every morning because of the size of this class. Every afternoon from 2:15 to 2:50 p.m. the first grade and Kindergarten are together in one room. The Board expressed a concern about the number of children (38) in one room with only one teacher. This is being done for teacher convenience. Donna S. will tell the teachers they must have a parent helper in the room if they continue this practice.

Donna S. would like the Handbook to be changed to reflect the school hours are 8:00 – 3:00 p.m.

BUDGET REPORT

Donna S. presented the current budget and the projections for fiscal year end. Currently, it appears that the year will finish with a negative cash balance of \$21,000. Donna S. has cut in every area

possible. Several suggestions were discussed, including fundraisers, a capital campaign, an appeal letter, and using a portion of the investment earnings to offset scholarships. Donna will remind parents in the weekly newsletter that any contribution they make beyond their tuition obligations is tax deductible. Mark will prepare a glossy newsletter with a donation envelope enclosure.

Tuition accounts were reviewed.

Auction dinner ticket price will be increased to \$50 per person. This is still well below the \$75 average price for Helena fundraiser dinners.

Mark made a motion to approve the budget as proposed. Michael seconded. The motion was approved without objection.

OLD BUSINESS

Thanksgiving letters to parents were signed by Board members. Paul will sign at next Monday's meeting. Donna S. will arrange to have the addressed envelopes stamped and mailed.

Preschool Idea was researched by Jill. A license is not necessary if children attend for 3 ½ hours or less. If the children attend all day, it is considered day care, and a license is necessary. A license requires a maximum of 12 children per adult, and the city may require some bathroom modifications for smaller children. The Board agreed that another building would be required. The Board agreed that at this time, we will not pursue this idea to increase revenue.

Jill began drafting a letter requesting proposals for a preliminary architectural proposal. She stopped when Donna notified the Board that revenue/expenses were an issue. The Board will postpone the RFP and consider a capitol campaign at spring or sometime after the auction.

Mark gave the Scholarship Report for the current school year as well as a comparison for the last few years. Total aid is increased from last school year, and the ACE funding helped accomplish this. The number of families affected is increased.

NEW BUSINESS

Employee matter—deleted

Jill contacted Dave Olson Insurance to discuss the rates for 2013. The office has been closed for 3 weeks. Jill notified them that we would like new rates that do not include prescription coverage.

The Donor Dinner will be November 30th.

Mr. Nelson's Guest Speakers will be speaking about American Government. The Board had no objections about the choice of speakers.

Curriculum matter—deleted.

A teacher questioned whether the Girl Scouts should be able to meet at St. Andrew School. As displayed on their web site, Girl Scouts USA supports contraception and abortion. We need to address how this affects local groups and to what extent we are culpable if we allow them to use St.

Andrew facilities. The Cathedral supports Girl Scouts, however, so Donna S. will investigate and determine if the local group contributes to Planned Parenthood. No action will be taken at this time.

OTHER BUSINESS/ANNOUNCEMENTS

None

ADJOURNMENT

Mark made a motion to adjourn and Michael seconded. Meeting adjourned at 9:05 p.m.

NEXT MEETING

Patrick Haggerty presentation: Oct. 15, 2012 at 6:30 p.m.

Next Board meeting: November 8, 2012 at 6:30 p.m.