



# + St. Andrew School +

Vitam impendere vero

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## MINUTES School Board Meeting October 9, 2013 7:00 p.m.

### CALL TO ORDER

The meeting was called to order at 7:02 p.m.

Present were: Mark S., Michael S., Jill C., Father Tolleson, Donna W., Paul S, and Donna S.,  
Principal, Non-Voting

Absent: Rose N.

**OPENING PRAYER** was led by Paul S.

### APPROVAL OF PREVIOUS MINUTES

Michael S. made a motion to accept the minutes from the September 11, 2013 meeting as presented, and Donna W. seconded. With no additions or corrections, the minutes were approved unanimously.

**APPROVAL OF AGENDA** by consensus

### INTER-MEETING DECISIONS/ACTION

Craig Schiedemeyer was contacted regarding a contract to assist with the Emerald Isle auction. He responded that he may be able to help with auction if he is in Montana and available. He will not be able to teach a class at this time.

### PRINCIPAL'S REPORT FOR THE MONTH OF SEPTEMBER 2013

**Parent Teacher Meetings:** The teachers said that Parent/Teachers meetings went very well. So many parents used this opportunity to tell the teachers and me how well things are going. Many new parents expressed their joy at the progress their children were making at the school. Veteran parents told me how much they liked the teachers. Any concerns that parents had for their children were met by the teachers with ideas for solutions. I was very pleased with these two days of Conferences.

**Homework Sheets:** The 8-12 grade teachers are preparing a joint week-long homework sheet using Dropbox which goes home on the Friday before. This gives students a chance to plan for the week ahead. We are hoping to get this on the web so parents will have easier access to this tool.

**New Copier:** The school copier has over a million copies on it and the company will no longer renew our service contract. I am submitting the bid that I have from Davis Business Machines.

**Principals' Meeting:** I attended a meeting in Great Falls on September 24 with other principals in the diocese. On the agenda:

- **Accreditation:** We are now on the list of accredited schools with WCEA and NWEA. They wish us to use specific language stating this along with their logo.
- **Evaluations;** Superintendent Disclosure of results and Principal evaluation to use.

- **Common Core State Standards:** These will be adopted by the Montana diocesan Catholic Schools.
- St. Andrew School Teachers attended a class for basic certification, given by John Fencik, director for religious education for the diocese; this is just one class in a series that will be offered all year.
- **Marian University:** All teachers in Catholic Schools whether or not they teach religion, are being asked to become certified for teaching the Catholic faith through a Marian University program. The classes, which are offered to teachers once a year for five years, cost \$75 per teacher. Teachers may receive credits from OPI to take these classes. Other schools are charging each teacher \$50 each and are paying \$25.
- **State of diocesan school office.**

**NAPICS** (National Association of Private Independent schools) is holding a conference to talk about the Catholic School's response to the **Common Core** on November 5, 6 and in March. I think it is important to be educated on this matter so I am currently waiting to see if there is room in the November 5,6 conference.

**Computer issues:**

- At this point our server only connects three of our office computers. We are looking at getting one that would allow all teachers to be connected to a central system.
- Our broadband width is too low making it difficult for a number of teachers to stream at the same time.
- The wireless in the school works only intermittently. We are trying to resolve this issue.

To solve all of these issues may involve going over budget for our computers this year.

**Salt and Light Retreat:** Donna Weiner and I met with the Reach team to plan the high school retreat. Both Donna and I will attend this retreat on October 14 and 15.

**New Family:** A family with three students in grades 3, 5 and 7 entered the school last Monday.

**Auction Chairs** needed: I am meeting with Jen Caudle to help her find auction chairs.

**Donor Dinner:** People have begun to ask when this is.

**Donation:** We received a donation for \$5,000 from an anonymous donor.

**Missoula Children's Theatre:** MCT was here from September 30-October 5. The week taxes all of our resources especially with regard to available space and parent/teacher help and cooperation, but in the end it was worth it. The students put on a fantastic performance on Friday afternoon and Saturday morning. Also, donations and concession money will give us enough to put on a down-payment of \$500 to reserve MCT again for next year's show.

**Coming Up...**

**PSAT:** St, Andrew students in grades nine and ten will take the PSAT on October 16<sup>th</sup>.

Students who collected the most **Box Tops** for education will have lunch in the library on October 7<sup>th</sup>.

**Picture Day** is October 18<sup>th</sup>.

**Teachers' In-service** is October 24-25

**Halloween Dance:** October 26

**All Hallow's Eve Festival** at school on October 31<sup>st</sup>.

**Respectfully Submitted on October 7, 2013**  
**Donna Smillie**

Discussion

The teachers attended the second of the series of three presentations for catechists given by John Fencik. He will repeat the presentation for the first and the third of the series at St. Andrew at a mutually agreeable date.

Patrick Haggerty recommended that St. Andrew teacher complete Marian University teacher training, 5 sessions/\$75 each teacher. This was not a requirement in the original agreement between the school and the Diocese so the school will not participate this year.

Regarding the Common Core, St. Andrew exceeds the common core and for now, we will not pursue common core.

The building is experiencing broadband connection speed issues; Donna and Mark are working on a new connection.

The donor dinner will be November 22<sup>nd</sup>.

Action Items

Donna S. will contact John Fencik regarding the first and third sessions of the catechist presentations.

Donna S. will not renew the current janitorial contract and hire an hourly worker for janitorial services.

Donna S. will call Charter about quote for internet connection

**BUDGET**

The School received a \$5000 gift with an encouraging note. Overall, the School's endowments are doing well very which will increase the overall budget outlook.

**OLD BUSINESS**

**KNEH**

Father Tolleson made a motion to secure a 3 month sponsorship with KNEH for the months of December, January and February. Michael seconded the motion which then passed unanimously.

Accreditation

The next steps of the Accreditation Progress were discussed. Donna S. has spoken with Christy Buffington who will compile the reports into the final report for the Committee's site visit.

**NEW BUSINESS**

Handbook addition – Dropping classes

The discussion focused on whether students may drop a class that is not in the handbook as required for graduation. Time periods for dropping a class also were discussed.

**Paul moved that “ the students who requested to withdraw from humanities must finish this semester and can withdraw at the end of the semester. Unless humanities is taken for the entire year, the student is not eligible to graduate with honors” Donna W. seconded the motion. The motion failed. Father Tolleson abstained.**

The issue was tabled, and Mark will draft language for the handbook. The classes required for graduation is referred to the School's curriculum committee.

#### New Copier/Printer

A new copier was discussed. The Board agreed by consensus that Donna S. should choose the copier that she believes is best for the School. The Board will accept her decision.

#### Financial Audit

The discussion concerned obtaining a financial audit for the accreditation report. The Board agreed by consensus that it will be a recommendation of the Resource Management Committee on the accreditation self-study.

#### Insurance cancellation

The School was notified by Blue Cross and Blue Shield that the current health insurance policy will not be available for the next coverage period. Donna S. will contact Dave Olson insurance (now RMG) and ask for a quote on a similar policy.

#### Parking lot improvements

A parent drafted plans for a parking lot redesign. Donna S. will research writing a grant to pay for this project and some playground equipment.

#### **OTHER BUSINESS/ANNOUNCEMENTS**

Jill C. will invite Father Paschal to repeat his presentation on the Marian apparition in Rwanda to the St. Andrew community.

#### **ADJOURNMENT at 9:28 p.m.**

Next Meeting is November 13, 2013, 7:00 p.m.