



# + St. Andrew School +

Vitam impendere vero

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## MINUTES School Board Meeting December 11, 2013 7:00 p.m.

### CALL TO ORDER

The meeting was called to order at 7:04 p.m.

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

Absent: Donna Weiner

### OPENING PRAYER

### PRE-MEETING ON ACCREDITATION

Rick Ahmann reports that we have received documents from two focus groups: Catholic Identity, and Spiritual Growth Group. Jill said that the Resource management group has finished their report but did not have it on the Dropbox. Rick will send Jill a new invitation to Dropbox.

Rick reminded everyone to provide empirical evidence for claims they make. The places where this evidence can be found (newsletters, surveys, teacher meetings, etc.) should be recorded in a separate box on the right side of the pages of your documents. Donna S. reminded everyone that there is a template on the Dropbox that can be used to make this easier.

**Timeline:** We should have a draft of the self-study of that can be sent to WCEA by the end of February. This draft should include an action plan that the Focus group chairs have decided upon based on the write-ups from each group. We will ask all the Focus group leaders to attend a meeting to write the action plan on January 7<sup>th</sup> at 6:00 p.m. Once this has been written, Christie Buffington and Donna S. will work on making sure the document is unified and written in one voice.

- December 31: Focus Group documents are complete and stored in Dropbox.
- January 7: Focus Group chairs meet to study the documents and decide upon an action plan.
- January 15: The action plan has been written up and stored on Dropbox. Editing begins.
- February 15: The document is sent.

### APPROVAL OF PREVIOUS MINUTES

Mark S. made a motion to accept the minutes from the October 9, 2013 meeting as presented, and Paul S. seconded. With no additions or corrections, the minutes were approved unanimously.

### APPROVAL OF AGENDA by consensus

### INTER-MEETING DECISIONS/ACTION

It was decided by consensus that employees will be responsible for obtaining their own health insurance policies.

## **PRINCIPAL'S REPORT FOR THE MONTH OF OCTOBER 2013**

(This report was written for the November meeting but since there wasn't a quorum, an informal meeting without minutes was held.)

### **Action Items:**

- I contacted John Fencik about repeating the first and third sessions of his catechist program. He is going to get back to me about dates that would work.
- I put a possible date (June 9) for a Curriculum Committee discussion on the calendar to talk about changing graduation requirements.
- I hired Tony Poelman to be the new janitor.
- I have met with Charter regarding the possibility of going with this company to increase our broadband width.
- We purchased a copier for the School's needs. It is a color copier, though we are restricted to 500 copies a month, if we don't want to pay extra. We will plan to print certain things in color, such as newsletters to donors, so that we use the number that we are allotted.
- Dave Olson insurance will be giving us a quote on a group health insurance policy. We are planning this meeting for Monday, November 11.
- Research grant opportunities for parking lot redesign and playground equipment

### **Salt and Light Retreat**

The High School attended a salt and light retreat at Camp Bighorn. The Reach ministry team helped with spiritual talks etc. We had a great response from the students. They said they felt the Reach team made a special effort to address them as students who were already receiving daily catechism and helped them go deeper with activities like *Lexio Divina* and other well thought out Catholic-themed reflections. The activities planned by Mrs. Weiner also made the event special such as attending Cracker Barrel for breakfast, an Italian-themed

### **Teachers' Conferences:**

These went well. The teachers began training with the IEW program and had a talk by Professor Beth Haile on Catholic Social Teaching. In addition they worked on posting their curriculum and syllabi for the first quarter on Dropbox and K-2 met about a new program to test students.

### **All Hallows' Eve Festival/All Saints Reports**

A Disney-themed festival was put on by the high school. The students had a wonderful time. The funds raised (about \$300) from the pumpkin costume went to Options Women's Clinic. A special thanks to Molly Weiner who is acting student council president for making the effort to make this festival run smoothly./ K-2 dressed up in saints costumes and presented reports for their parents. Once again, this was a well-organized and meaningful event.

### **Building:**

Here is a list of issues:

- A window in the gym was found broken. We had this repaired and also had some other windows with bb holes on the south side repaired.
- The sink in the downstairs boys' bathroom was plugged and we had this repaired.

- We are looking into a light to shine on the North side of the school entrance. Northwest energy would install it and maintain it for \$11.92 per month.

### **November 990's**

990's were prepared by Gailushas and Higgens. These were signed by Mark. I also sent some questions about the corporation for your review. We need to send this by a November 15<sup>th</sup> deadline. There is a copy on file in Denise's office for anyone to view.

### **Donor Dinner:**

- We sent the invites for donor dinner on Monday. I also called the caterer (Captain Jack's) and they will give us the same deal as last year for all. We will rent tables from Party Plus (at 8:00 am), Students will serve. I will make centerpieces. I have people to take care of the bar and Mark will do a slide show. I am still looking in to having students sing for this. Also, I am trying to decide on desserts. Since this is Gordon's last year here, I would like to honor him at this dinner.

### **Auction:**

We have begun work on the following:

- Corporate Sponsor letters and list of businesses.
- Procurement cards have been printed.
- Auction chairs have been assigned. We are still short a few.
- The first meeting was November 5 at 3:15.
- **Printing:**
  - Jenne Caudle Jenne Caudle and I Met with the printer to discuss prices.
  - He will redesign the booklet to make it shorter and less expensive. We can also have more color.
  - Raffle tickets will be printed by November 14
  - Posters will be printed by Nov 14
  - Save the Date will go out on November 11 (must be submitted early in the week.)
  - Bulletin Inserts will be ready by
  - Dinner Tickets: End of November

### **Accreditation:**

We will need to have each of the group's written information by December so we can begin working on compiling a copy that is consistently written. I have not heard from a lot of groups, so please make sure you are working on this.

### **PRINCIPAL'S REPORT FOR THE MONTH OF NOVEMBER 2013**

Brrr... It has been cold! With the wind chill factor up on this hill, I am thinking it might have reached -5 during the school day. We can't let the students outside to play and the gym is often being used for Christmas program practices. It is at times like these that we wish for a dedicated space for school assemblies.

The cold weather may have contributed to our furnace problems which started on Thursday, Dec. 5<sup>th</sup>. Although a repairman came in, it was still not fixed by the next day. At about 1:00 pm the pipes

in the upstairs boys' bathroom burst and water was gushing onto floors upstairs and down. Fortunately, Mark was teaching at the time so he and Randy were able to help with the problem. We were without bathrooms for a couple of hours but the students managed to hang in there until Todd Clark was able to get the pipes replaced and we could turn the water back on. We discovered at the time that the furnace in the boys' bathroom downstairs was also not working. At this point we are still working on the issue. It appears that we may have major work to do on the gym furnace.

### **Advent Lighting and Jesse Tree**

Despite the inclement weather, we are all in good spirits as we await the celebration of the birth of the Christ child. Each morning the student body gathers to light the advent candles, sing, say advent prayers, hear the readings for the day and learn about one of Christ's ancestors from the Jesse Tree. Readers and singers are chosen from every grade level. Starting tomorrow members of the orchestra will accompany the singers. Beverly Nelson, a grandparent from the school writes on Facebook: "You won't get this in public schools. Thank you St. Andrew School. Keep Christ in Christmas."

### **Dec. 5<sup>th</sup> Teacher Meeting;**

On December 5<sup>th</sup> we had a half day for a teacher meeting. The teachers planned for the next few weeks of school, worked on getting their newsletters, lesson plans and syllabi organized into folders on the Dropbox for the Curriculum section of Accreditation, and watched Institute for Excellence in Writing Videos. It was a very productive day.

### **Dec. 6<sup>th</sup> St. Nicolas Day**

We learned about the good bishop of Myrna last Friday morning at Advent service. The students put their shoes out that day and found them filled with treats when they came out of class. The student council elves helped St. Nicholas with this kind deed.

Advent Angels are another way that we are celebrating this season.

**Dec 7<sup>th</sup> School Dance:** The 8-12 school dance was a great success. It was attended by many of the students and all had a great time. The efforts of the school council to have fun activities such as leading special dances and organizing white elephant gifts have helped. As does Dr. Smillie's choice of music. The Johnson family told me that their daughter who recently came from the public schools said that she enjoyed these dances more than any she had attended there. The Trapp family said that their two children who now attend private schools on the East coast miss the dances that were so much fun.

**December 8<sup>th</sup>:** Breakfast with Santa: Thanks to the Knights of Columbus the Breakfast with Santa was a great success. Despite the extremely cold weather many families attended. Also, David Curtin took pictures of children with Santa. We are grateful for all the time and effort that he put into this. (We had some difficulty coming up with a printer that could be connected to Dave's camera. This would be easier than having to take the pictures in and get them to people who are not from the school. If you have any ideas please let us know.)

### **Keeping Spirits Up:**

St. Andrew offers a serious classical curriculum that can be very challenging. At the same time, we want to keep spirits light with occasional activities that don't take much time but help the students and teachers to bond. Each month there is a free dress day or ice cream party as a reward for winning a contest such as most box tops collected, most candy sold or best pumpkin carving etc. The younger students are all about these kinds of contests and generally win. The high school has had some activities which they planned themselves. Last week the boys had an ugly tie day and many wore the most obnoxious tie they could find. Next Wednesday there will be an ugly Christmas sweater day for both genders. Christmas program practices also break up the regular schedule for a change of pace and on Friday, December 13<sup>th</sup> grades 6-12 plan to attend a special showing at Cinemark of the movie out that day of *the Desolation of Smaug*.

### **Last Month:**

**Donor Dinner:**

We had the best turn out we have ever had for the donor dinner. Captain Jacks did a good job on the food except that it was a little cold. I bought desserts from Costco and made some myself and this worked out well. I think the students could have been more punctual with service so we will work on that for next year.

**Parrot Candy Sales:**

The Parrot Candy sales went very well. The winning student in grade one sold over \$800! I will report the school profits at the board meeting.

**VIRTUS**

Fr. Bart held a VIRTUS session here at the school on November 19<sup>th</sup> for the volunteers and new teachers as well as a few others from the diocese. There are just a few new volunteers who have to get training.

**Coffee:**

- The Johnson family (parents here) own Fireside Coffee. They are making a St. Andrew blend coffee with a special label.
- Headwater Church has asked if they may use our gym to conduct their services on Sunday. : The board said that we have a standing policy not to rent the gym out to groups on weekends.
- We have a new chain link fence around the back of the soccer field. We want to acknowledge the hard work of Molly LaChere and Michelle Field who worked to get this done as well as the company who donated their time. They will be corporate sponsors.

**Coming up...****Christmas Programs:**

The Kindergarten through Fifth grade program will be held on December 20<sup>th</sup> at 1:00 p.m. The 6<sup>th</sup>-12<sup>th</sup> grade program will be on the same day at 7:00 p.m. Please join us for these beautiful celebrations!

Respectfully Submitted by Donna Smillie on December 9, 2013

**BUDGET**

Michael S. noted that the expenses last year were \$100,000 less than this year. Donna S. said that it was because the year to date expenses from last year were calculated by dividing the year into quarters and thus are not necessarily correct. Also, the money for ACE scholarships and tuition assistance have not been posted yet.

**OLD BUSINESS**

1. Accreditation: See pre-meeting notes.
2. Health Insurance: See Intermeeting decisions
3. New Board Members:

**NEW BUSINESS**

KNEH wants to put a sign up on our chain link fence around our parking lot. It was decided not to allow a banner on the fence because these usually do not stay put and end up looking unprofessional

however, organizations are allowed to put a poster on our bulletin board near the office. In addition, we have invited KNEH to become a corporate sponsor. The names of these corporate sponsors are posted in our gym and are often in the school newsletter. Jill said that KNEH will send in the corporate sponsorship information.

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

Jill will get a card for everyone to sign for Rose Nistler to thank her for her years of service on the board.

**ADJOURNMENT: 9:00 p.m.**

Next Meeting is January 8<sup>th</sup>, 2013