



# + St. Andrew School +

Vitam impendere vero

P.O. Box 231 Helena, Montana 59624  
(406) 449-3201  
(406) 449-0129 (Fax)

1900 Flowerree Street Helena, Montana 59601  
email: standrew@standrewschool.org  
www.standrewschool.org

## MINUTES School Board Meeting Aug 4, 2014

*The meeting was called to order at 7:00 p.m.*

**Present were:** Jill Caldwell, Chris Szpilka., Michael Sheridan, Fr. Bart Tolleson, Mark Smillie, and Donna Smillie (Principal, Non-Voting)

**Absent:** Paul Szczpaniak, Donna Weiner

**OPENING PRAYER:** Donna Smillie

**APPROVAL OF PREVIOUS MINUTES:** Donna is having trouble finding the minutes of June 16, 2014. An outline was presented of them, and she asked for additions. Chris said she would check her notes and get back to Donna. Complete June 16<sup>th</sup> minutes will be presented for approval at the next meeting.

**APPROVAL OF AGENDA:** Item #2, refunding tuition fees, was removed as it was discussed completely at the last meeting.

**INTER-MEETING COMMUNICATION:** There was little interest to discuss a request that the school sponsor an adult catechetical program called Symbolon. Michael noted that adult education was not part of the school mission or goals, and Fr. Bart added that St. Cyril's had the program and would probably be offering it soon for people.

**PRINCIPAL'S REPORT FOR AUGUST 2014: presented entire below.**

*Summer Tasks:*

*There are a great number of tasks that need to be done over the summer to make sure that we are ready for the new school year. Here is a list of some of these that I did this summer:*

*Miscellaneous*

- *Signed Charter contracts and scheduled visits for service workers to change telephone lines.*
- *Invited speakers for August Teacher In-service: I have invited Fr. Raftis on Catholic Identity and Ryan Hazen on using technology in the classroom. (Hazen administers the Moodle for Carroll College, and trains professors for various applications of educational technology. He also provides faculty workshops on techno-pedagogical topics, assists with technology integration for classrooms, and supports videoconferencing on campus. )*
- *Organized employee files*

- *Trained the new secretary, Carla Buffington, to do book orders. Most of these are done now and we are making minor adjustments.*
- *I continue to enroll new students for the fall.*
- *Sent letters to recipients of financial aid.*

Page | 2 *New Hires:*

- *I sent a contract and necessary paperwork to John Tavary our new art teacher.*
- *I interviewed Joanna McLaughlin who has a secondary science degree and six years' teaching experience. She has completed all of her paperwork and I will send her a contract tomorrow.*
- *Matt Petesch signed his contract.*
- *I hired a substitute for Mrs. Ahmann for the fall.*

*Accreditation:*

- *I am currently working on revisions for the Accreditation Report which were requested by Patrick Haggarty. Copies of the report will have to be printed and sent to the visiting team members.*

*Building and Maintenance:*

- *I invited someone to come and check the drainage situation above the bookkeeper's office. Our decision was to regrade the area west of the parking lot between the building, removing the trees currently there, so that water will slope away from the building.*
- *Cleaned out the copy room and the storage room under the stairs. All floors are now waxed and the carpets have been cleaned.*
- *I am working with volunteers to get the necessary paint, equipment etc. to use on school clean-up day.*
- *Rug in bookkeeper's room still needs to be replaced once we make sure the water won't be a problem.*

*Tasks that Still Need to Be Done:*

- *Find a knowledgeable volunteer to get the computers in lab and annex ready for the new year.*
- *Take the speaker system in to be fixed (wasn't working at 8th grade graduation)*
- *Schedule priests for the 2014-15 school year masses. (Msgr. Has agreed to do the graduation. He asked me to ask Fr. John to do the opening mass.)*
- *Find donations or purchase projectors for all the rooms that need them. (K,2, 3, 4, 7, art)*
- *Organize shelves in the copy room*
- *Check to make sure there are enough desks for the classrooms*
- *Clean the kitchen*
- *Send a school newsletter*
- *Finish employee evaluations*
- *Prepare teacher meetings/orientation for new teachers*

- *Find or purchase desks/lockers*
- *Schedule Classes*
- *Address needs of individual students who need special classes.*

**Budget report:** No budget was available for review. Donna said that a lot of students are signing up. We now have 23 students in Second Grade. Donna wants to hire a helper for the lower grades.

## OLD BUSINESS

**Accreditation progress**—Visit is October 19-22. A dinner with the Board and the visiting team was scheduled for Monday, October 20, place and time to be determined. Please keep that date open. (Possible places are the School, St. Cyril's, Carroll College)

Tim Uhl, the new superintendent, offered to read and edit the accreditation report. Donna will take him up on this. He is sending two new First Graders to St. Andrew.

Jill wrote up a budget for the accreditation visit. It wasn't shared with board members.

Exit meeting for the visiting team is Wednesday afternoon, October 22.

## NEW BUSINESS

### Handbook

- Continued review and reworking of handbook: computer policy and the first section of the parent handbook sections. Suggestions and changes were made and will be changed in the handbook.

Principal evaluation: an evaluation from the diocese was distributed by Donna. It was a general eval that looks at perceptions of her concerns and performance. The teachers completed it for her, and she wants the Board Members to complete it also. It was decided to add a column in the eval that indicates a "Not applicable (NA)" option. There were some questions about the scope of the eval but it was decided to keep it and use it, even if some items would not be applicable.

It was also noted that this sort of evaluation is NOT the evaluation of the principal required of us by our Handbook. That is a more involved process, involving two or three board members who interview and assess the principal's job performance and present a written report to the rest of the board, and to the Principal for her files. We haven't completed this for several years now, and so are lax in our responsibilities. We will discuss this next meeting, select individuals to complete it this fall.

**Action item:** Include this item on the September agenda.

New Board Members: this was not discussed, but it was noted that we need to assess/clarify our various terms, and determine any expiry dates. We need to review the Chair's term and possibly rotate that position as well.

**Action item:** Include this item for discussion on the September agenda.

Page | 4

20th Anniversary: the school will be 20 years old in 2016! Or 2017, depending on how we count. Jill suggested we need to celebrate this milestone appropriately. We could have a poster made and sold. It was suggested that this might be better advanced by a smaller subcommittee of the board who could brainstorm ideas and then plan the events.

**Action item:** Include this item on the September agenda.

**OTHER BUSINESS/ANNOUNCEMENTS:** None

**ADJOURNMENT:** 8:42pm

**Next meeting date: September 8<sup>th</sup> at 7 P.M. It was decided that our meetings will move to Mondays for 2014-2015.**

Respectfully submitted, Mark Smillie