



+ St. Andrew School +

Vitam impendere vero

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Minutes School Board Meeting September 8th, 2014

The meeting was called to order at 7:02 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: Fr. Bart Tolleson

APPROVAL OF PREVIOUS MINUTES

June 16, 2014: Chris noted that she had no extensive notes from the June meeting and nothing to add to them. These minutes have not been approved yet (?)

August 4, 2014: two correction were made. Michael moved approved; Chris second. Motion carried

APPROVAL OF AGENDA: Agenda was approved as circulated.

INTER-MEETING DECISIONS: None

September Principals Report September

What a great beginning to a new year! Both the new parent meeting and opening school picnic were well attended. I was also pleased to see that the school looked great with the staff, teachers, and so many volunteers (on school clean up day) doing their part to bring it all together for the first day.

This summer a number of projects were done:

- *I found help to clean up some areas of the school that have not had a lot of attention. Items in the copy room and under the stairs were sorted and organized. On school clean-up day, many people showed up to do some deep cleaning and painting.*
- *The drainage problem in the bookkeeper's office as always turned out to be a bigger project than we could have imagined. Trees were removed, a new drainage system was created, cement will be poured this week and landscaping will be done. Many volunteer hours were donated by Forrest Zimmerman and Tim Determan. Big Sky Lawn Care (Sark family) will donate the landscaping items.*
- *The lawns were beautiful this summer, thanks to Big Sky Lawn Care.*

- Landscaping rocks were donated for the garden by the school entrance by the Teodosio and Hartman families.
- The secretary's office was organized.
- We are still addressing areas of the school that needed to be spackled, sanded and painted.
- We recently found out that the roof in the gym is leaking.
- Also, there are more drainage problems on the south side of the building that will need to be addressed.

Enrollment:

We enrolled 36 new students (20 new families) this summer. The school year started with 189 students. Five classes have twenty or more students.

Faculty and Staff:

For the record, the following employees did not return this year:

- Sherrill Hall: Last day, May 27, I began training Carla Buffington soon after and she worked through June. I have continued her training in enrollment, book and supply ordering and other office procedures through this August, and although this has been time consuming for me, she is eager to do well.
- Brendon Quebedeaux, I replaced Mr. Quebedeaux with Joanna MacLaughlin who has six years' experience teaching high school science and a Montana teaching certificate with an endorsement to teach high school science
- Gordon Zuelke: John Tavary, with 15 years experience replaced Mr. Zuelke as an art teacher.

We also hired Matt Petesch to teach Latin, English and Religion. He will also help out with extra assignments having to do with special events. I am just beginning to have time to train Mr. Petesch.

All three teachers started on August 18th at teachers' meetings. I have been meeting regularly with each of them to get them oriented. I am very pleased to see that they are doing well with their teaching assignments so far.

Teacher Assistants: Mrs. Norum did not return this year as a teacher's assistant. I hired Mary Thompson to work in the 1st grade since this grade is quite large. I will also hire a 2nd grade helper. Mrs. Hauck told me she needs time to figure out which parent helpers she will use first.

As you probably already know, Kate Ferrie found out only a few days before school started that she has terminal cancer. All of us, teachers and students alike, are shocked and saddened by this terrible news. Kate has an exceptional faith and this makes it easier on her daughter Molly, however, both of them will have a tough road ahead. I have not had time to find someone to teach Kate's 6 and 7th grade Literature classes and so far the teachers in those grades have taken this on. Molly is teaching PE and was planning to take on the Kindergarten class when Mrs. Ahmann has her baby in October so I am anticipating the need for more help in both of these areas.

Scheduling and Classes: Scheduling was particularly difficult this year. The annex and gym are used by all and this year many classes were larger. Also there are more

orchestra students and levels. I was not able to accommodate all teachers' requests for times and spaces for classes. There are still a few loose ends in the scheduling process having to do with on-line classes for some seniors and the time for choir classes. Students and teachers were given their schedules and the first week went smoothly.

Donations:

We had a few significant donations over the summer. One was for computers. Another was for financial aid and several others were for general expenses. It is heartwarming to meet people who have the good of the school and needy students in mind!

Teachers' In-services:

This year I invited two speakers to lead seminars during our teachers' in-services. Ryan Hazen, from Carroll College, gave a talk called *Blending without Breaking* which explained how to use computers in the classroom without sacrificing higher level thinking skills as described in Bloom's Taxonomy. This seminar was highly interactive, as teachers were encouraged to participate and use their cell phones to find information and share information with each other. Fr. Sean Raftis gave a talk on the History of Catholic Education which is really the history of education in the Western world itself. Both were motivating talks and were well received.

ACE Meeting

Mark and I attended a reception at the end of August hosted by Greg Gianforte in Bozeman. Mr. Gianforte gave a talk to encourage support for the ACE program and let participants know how it is going. We were able to meet with donors who had given to the program to let them know how much our ACE students appreciated their help.

Grade 8-12 Welcome Back Picnic

For the first time this year we had an 8-12 welcome back barbeque for parents and students. This Saturday was a beautiful day for the event which was held on the soccer field. The students sled down the hill on ice blocks and the Stumbling Free band played. About a sixty people attended the event.

Computers:

As is usually the case, the year started out with a number of computer issues. We try to solve these ourselves before we call in help considering the high cost of service calls. (\$100 per hour)

- In late August, our internet company moved their email systems to a cloud based email hosting provider and this caused us to have configuring issues on all of the teachers' computers. Many of the teachers (myself included) were not able to send or receive emails until this was solved. Mark is still in the process of re-configuring the teachers' email systems.
- Although we took steps to find out which computers were having issues before school started, there were some issues that came up for teachers when they came back to work. It was not possible to get Rocky Mountain Computers to come in since they were also swamped with the public schools starting school, at this point, we have every teachers' computer working though Donna Weiner's computer is still in the shop as it needed a new motherboard.

I have asked one of our parents Mr. Thompson who works professionally in computers to help Mark and I start a committee that would assess our needs for computers at the school and come up with solutions (that we can afford) for maintaining them. Our first meeting will be this week. Mark informed me of a grant for free computers for schools. We are going to discuss how to obtain these and care for them. One idea we have already talked about is offering a computer class that meets in the evenings. Part of the training would be to actually monitor the use of the student computers and printers.

Accreditation:

After making the revisions suggested by the superintendent, I sent the accreditation report to Michael Sheridan and Mark for help with editing. I delivered the accreditation report to the printer and it should be here Monday. I will send copies to each of the members of the visiting team when it gets here. I am communicating with the chair about the details of the visit itself. She would like to meet with the board on Monday night, Rick and I each day, and also with each of the focus groups. As soon as I know the schedule, I will let you know when these visits will be. Rick is looking into getting hotel rooms. I made an announcement in the newsletter that we would need parent help with lunch and snacks.

Coming Up...

*Focus Group meetings to prepare for visit
Teachers meetings weekly
Parent/Teacher Conferences
Missoula Children's Theatre*

Additional to Principal's Report

Note: we have 36 new students this year; 20 new families.

Accreditation focus groups: should meet among themselves and refresh memories and knowledge of report. Will meet with the accreditation team in October.

Budget report:

We reviewed the June 2014 End of the Year Budget Report. Only two outstanding accounts remain—and they are actually the same family (a bill split between a divorced father and mother.) Total is about \$1000.

Revenue for 2013-2014 was \$836573; Expenses was \$813799; with a surplus for the year of \$22000.

September budget

Notes: Mr Greaney is helping with discipline but has also picked up Kate Ferrie's class. We are looking for a replacement for this.

New budget was circulated: attached to these minutes.

Auction amounts in the budget are \$150,000.
Michael moved to accept the. Fr Bart seconded. Motion carried.

Kate's pay: she has been paid since July. Motion to stop her pay, but not recover past wages. Moved by Michael. Seconded by Chris. Passed with caveat that Donna double check with Kate about her decision to not teach.

Action item: Check with Kate on her teaching intentions (*DONNA)

OLD BUSINESS

Accreditation progress

Dinner October 20th. It will be catered by Chili's here at the School.

Action item: Call Chili's and book them to cater the dinner. (DONNA)

Exit Conference will be October 22. No agenda from the accreditation chair yet. As soon as Donna finds out she will contact us with other other events that we need to attend.

NEW BUSINESS

Handbook Section 3.2 was reviewed. Changes are made in the Handbook which Mark will record and implement.

Health Insurance: \$36,000 was budgeted to pay all full-time and half-time employees \$200 per month for medical insurance. This should be made explicit on their contracts. Action item: Donna will issue a contract addendum to everyone. It should be separated out on the pay stubs too, indicated separate from salary amount as "insurance premium" or some such name.

Carla will be eligible on Nov 1 for \$1 hr pay increase and benefits.

Principal evaluation: Jill will tabulate the responses to the circulated evaluation. Chris and Paul will head an evaluation team. Mark can advise them on the process. Jill will contact Paul

Board composition: Jill wants to step down as Chairman. Paul was to leave the board. (Donna W may want to leave the board too).

It was urged that everyone stay through the end of the year (Dec). We will start compiling a list of new members and discuss this at the next meeting.

Action Item: Jill will contact Paul

Plans for 20th anniversary celebration: Some ideas were suggested. Mark will form and head a planning committee for this.

Next meeting will be in November.

OTHER BUSINESS/ANNOUNCEMENTS

None

ADJOURNMENT: 9:00. Next meeting: November 10, 2014 at 7 p.m.

**Respectfully submitted,
Mark Smillie**

2014-15 Budget

Expenses Operating	\$651,307
Expenses Other	\$197,111
Total Expenses	\$848,418
Revenue Operating	\$675,542
Revenue Other	\$213,350
Tot Ordinary Income/Expense	\$888,892
Net Loss/Income	\$40,474

Expense

66900 · Reconciliation Discrepancies

7000 · Education & Learning Exp.

7000.2 · Classroom Supplies

7060 · PE Expenses	500
7140 · School Picture/r	
7000.5 · K Grade Expenses /r	50
7001 · 1st Grade Expenses /r	50
7002 · 2nd Grade Expenses /r	50
7003 · 3rd Grade Expenses /r	50
7004 · 4th Grade Expenses /r	50
7005 · 5th Grade Expenses	50
7006 · 6th Grade Expenses /r	50
7007 · 7th Grade Expenses /r	50
7008 · 8th Grade Expenses	50
7009 · 9th & 10th Grade Expenses /r	50
7012 · 11 th & 12th Grade Expenses /r	300
7020 · Art Dept. Expenses /r	1,300
7025 · Carroll College AP Exp. /r	2,400
7030 · Music Dept. Expenses /r	100
7035 · Science Dept. Expenses /r	250
7040 · Spanish Department /r	
7045 · Library Supplies & Exp. /RES /r	500
7000.2 · Classroom Supplies - Other	

Total 7000.2 · Classroom Supplies	5,850
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7100 · Student Extra Activities

7169 · Swimming Expenses	400
7166 · Track Meet Expenses	357
7163 · Skiing Expense /r	7,500
7110 · Day Trip Expenses /r	
7120 · Classroom w/o Walls Expenses /r	
7130 · Studt. Enrichmt & Prest'n /RES	2,500
7150 · Field Trip /r/RES	3,900
7100 · Student Extra Activities - Other	

Total 7100 · Student Extra Activities	14,657
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7200 · Events & Activities Exp./r

7280 · School Celebrations	2,000
7210 · PTO Expenses /RES /r	
7220 · RC Challenge Exp. /RES /r	1,000
7230 · Senior Trip Exp. /RES /r	
7240 · Student Gov't Exp. /RES /r	400
7250 · Graduation Expense	600
7260 · 8th Gr Student Exp./RES	
7270 · Yearbook Expense	2,350
7200 · Events & Activities Exp./r - Other	
Total 7200 · Events & Activities Exp./r	6,350
7300 · Uncategorized Expenses	
7310 · Misc. & Other Education Exp.	
7330 · Student Misc. Expense	
7340 · Misc. & General Expenses	50
7300 · Uncategorized Expenses - Other	
Total 7300 · Uncategorized Expenses	50
7400 · Employee Training & Education	1,000
7500 · Student & School Expenses	
7510 · Apparel & Uniforms Expenses /r	100
7520 · Athletics After School Exp.	
7522 · Fitness for Life /RES /r	
7524 · Sports Fees & Referee Exp	50
7526 · Sports Conces'ns & Apperial /r	50
7528 · Sports Supplies Expenses	
7520 · Athletics After School Exp. - Other	
Total 7520 · Athletics After School Exp.	100
7530 · Food Sales & Expenses /r	
7500 · Student & School Expenses - Other	
Total 7500 · Student & School Expenses	
7600 · Computer and Copying Expense	
7620 · Copy - Inhouse Copy Expenses	2,500
7610 · Copy -Professional Coping Exp.	200
7630 · Computer & Equip. Exp. /r	10,000
7600 · Computer and Copying Expense - Other	
Total 7600 · Computer and Copying Expense	12,700
7700 · Religion & Mission Exp. /r	500
7800 · Textbook-Testing Matr'ls Exp/r	20,000
7900 · Payroll Expenses	
7911 · Insurance Salary	36,000
7980 · Montana Unemployment Tax	8,000
7960 · Company Paid Health Insurance	
7910 · Salaried Employee Expenses	443,483
7920 · Substitute Expense	6,650
7930 · Wage and Hour Employees	37,000
7940 · Teacher's Bonus/Benfts Exp. /r	
7950 · Employer Paid Payroll Taxes	40,020

7990 · Worker's Compensation 4,000

7900 · Payroll Expenses - Other

Total 7900 · Payroll Expenses 590,000

7000 · Education & Learning Exp. - Other

Total 7000 · Education & Learning Exp. 651,307

Total Expense

Net Ordinary Income

Other Income/Expense

Other Expense

9560 · extra acct

St. Andrew Other Expenses

9776 · ACE Scholarship Expense 30,000

9337 · St Andrew Scrip Scholarship Exp

9310 · Board Development & Training 0

9336 · St Andrew Scrip Postage Expense 0

9470 · Annex Rental 6,600

9335 · St Andrew Script Expense 0

9570 · Playground Equipment Exp/RES 0

9010 · Bi Annual Donor Newsletter 1,000

9000 · Advertising/Public Relat'ns Exp 1,450 Chamber Renewal, St.

9050 · Bad Debt Write-Off 10,000

9100 · Building & Campus Maint. Exp.

9110 · Garbage Collection Expense 1,300

9120 · Janitor & Cleaning Expense 3,600

9130 · General Building Repair Expense 6,000 More this year for Dra

9140 · Lawn & Campus Expense 2,500 Got Snow \$700 + other

9150 · Storage Expense 0

9100 · Building & Campus Maint. Exp. - Other 0

Total 9100 · Building & Campus Maint. Exp.

9200 · Donat'n, Contrib'n & Dues Exp/r 5,000

9250 · Depreciation Expense

9300 · Faculty & Staff Edu.&Dev'p Exp 1,000

9325 · Fund Raising Projects Exp. /r

9350 · Furniture & fixtures improvem't 500

9375 · Grant-Wiegand Proj. Costs /r

9400 · Ins. (Bldg., Vehicle, & Misc.) 12,000

9450 · Interest Expense/RES 10,000 ???

9500 · Legal & Professional Expenses 600 Background checks anc

9540 Accreditation 6,000

9550 · Bank & Merchant Billing Expense 4,000

9600 · Office Expenses

9620 · General Office Expenses 3,600

9640 · Office Computer Expenses 4,000

9600 · Office Expenses - Other

Total 9600 · Office Expenses

9700 · Parcel Post, UPS & Freight Exp.	1,000
9750 · Rent	
9775 · St. Andrew Tuit.Asst Exp./RES/r	36,000
9800 · Taxes	
9820 · Taxes--Unemployment Insurance	
9830 · Taxes--Workman's Comp	
9800 · Taxes - Other	125
Total 9800 · Taxes	
9850 · Telephone	1,700
9860 · Utility Expense	17,200
9870 · Vehicle Expenses	500
9900 · Auction Expenses	
9943 · Merchant Billing	1,500
9919 · Auction Item Purchase	500
9923 · Candy Expense	4,581 Ice Cream Party-Most j
9905 · Advertising	1,500
9908 · Annual Fee (Most Tickets Sold)	295
9910 · Art	688
9915 · Auction Petty Cash	
9918 · Auctioneer & Auction Chair	3,100
9920 · Bar	2,180
9922 · Beverage	
9925 · Decorating	695
9930 · Entertainment	
9935 · Food	2,416
9940 · Framing	
9945 · Miscellaneous	592
9947 · Postage	287
9950 · Printing	3,155
9955 · Rentals	948
9960 · Raffle Prize Expense	1,500
9965 · Trip	7,000
9970 · Truck	
9975 · T-Shirts	
9980 · Supplies	
9985 · Vatican Roulette	500
9900 · Auction Expenses - Other	
Total 9900 · Auction Expenses	31,436
St. Andrew Other Expenses - Other	
Total St. Andrew Other Expenses	197,111

Net Other Income

Net Income

Revenue

2014-15

Ordinary Income/Expense

Income

Student & School Revenue

4100 · Tuition & Annual Revenue

4147 · Discount Four + Children

4112 · Tuition Third Child

4113 · Tuition Four + Children

4111 · Tuition Second Child

4110 · Tuition First Child

4120 · Annual Fees

4130 · High School Fee

4150 · Graduation Fee

4140 · Tuition Discount

4145 · Employee Student Discount

4100 · Tuition & Annual Revenue - Other

Total 4100 · Tuition & Annual Revenue	650885	646570
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4200 · Athletic, Apparel & Sports Rev.		4020
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4220 · Apparel & Uniform Revenue	200	295
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4230 · Sports Fees & Gym Rental	300	650885
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Total 4200 · Athletic, Apparel & Sports Rev.		
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4400 · Educ., Learning & Other Revenue

4445 · Library Revenue	1500	
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4460 · PIP Points	3000	
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4465 · Field Trip Revenue/RES	1600	
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4470 · Skiing Revenue	7500	
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4472 · PE Track Income	357	
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4480 · Studt. Enrichmt & Presenta/RES	2500	
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4485 · Textbook Fee & Revenue	250	
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Total 4400 · Educ., Learning & Other Revenue		
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4500 · Events & Activities Revenue

4510 · Year Book Revenue	2350	
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4520 · RC Challenge Revenue/RES	600	
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4540 · Student Government Revenue/RES	400	
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Total 4500 · Events & Activities Revenue		
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4700 · Religion & Mission Revenue	500	
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4800 · Misc. Student & School Rev.	3600	
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4600 · Food Sales & Revenue

4610 · Pizza Sales

Total 4600 · Food Sales & Revenue		
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Total Student & School Revenue

Total Income	675542	
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Cost of Goods Sold

Cost of Goods Sold Group

5010 · Pizza Products / Cost of Goods

Total Cost of Goods Sold Group

Total COGS

Gross Profit

Net Ordinary Income

Other Income/Expense

Other Income

St. Andrew Other Revenue

8301 · ACE Scholarship Income	30000
8200 · Donat'n, Contrib. & Misc. Rev.	20000
8240 · Interest Income	400
8250 · Memorial Revenue	
8300 · St. Andrew Tuition Asst.Rev/RES	12000
8400 · Store Programs Revenue	
8480 · St Andrew Script Revenue	250
8470 · Store Programs Misc Revenue	300
8440 · Land's End Clothing Rebate	200
8460 · Target Shopping Program	200
Total 8400 · Store Programs Revenue	
8800 · Endowment Funds	
8840 · Endowm't Fund-Dieringer	
8810 · Endowm't Fund Anna Corp. Rev.	
8820 · Endowm't Fund-General Sull Rev.	
Total 8800 · Endowment Funds	
8900 · Auction Revenue	
8951 · Leprechaun Game	
8943 · Candy Sales	
8905 · School Corp. Sponsors	
8910 · Auction Donations	
8920 · Auction Donation - Designated	
8930 · Ireland Trip Donation	
8940 · Misc. Auction Income	
8942 · Bar	
8944 · Event Tickets	
8946 · Raffle	
8947 · Live Auction Income	
8948 · Silent Auction Revenue	
8949 · Vatican Roulette	
8950 · Stand Up For St Andrew	
Total 8900 · Auction Revenue	150,000.00
Total St. Andrew Other Revenue	0
Total Other Income	<u>213350</u>
Net Other Income	
Net Income	888892