



# + St. Andrew School +

Vitam impendere vero

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## **Minutes School Board Meeting December 8th, 2014 Redacted for website publication**

*The meeting was called to order at 7:05.*

**Present were:** Jill Caldwell, Michael Sheridan, Mark Smillie, Paul Szczpaniak, Donna Weiner and Donna Smillie (Principal, Non-Voting)

**Absent:** Fr. Bart Tolleson, Chris Szpilka.

**OPENING PRAYER:** Paul Szczpaniak

**PREVIOUS MINUTES** November 10, 2014 minutes were approved as distributed.

**APPROVAL OF AGENDA:** A scholarship report was added to New Business

**PRINCIPAL'S REPORT: SUBMITTED DECEMBER 7, 2014**

### **Advent Prayer- Every morning-Started Dec. 1**

*This year I am having students play their instruments for the music during the prayer service. Also, I assigned the 8-10<sup>th</sup> grade to read and asked Mr. Petesch to have them write reflections.*

### **Giving Tuesday- Dec 2**

*We began emailing the credit card company weeks ago to get a link for our website so people can donate online. Denise thought she had done everything that was needed, but the day before they sent us a new set of instructions. It was frustrating but at least we have an idea of how to go forward with this. We hope to have this done by January.*

*I wrote a 150 word description of the school for Giving Tuesday, Dec 2, 2014.*

*The response on this was disappointing. Our school was buried in with so many businesses that I don't think anyone saw it. Next year we won't make the effort to do this.*

### **Christmas Card and Donation Request**

*My goal this year was to send as many Christmas cards as possible with a donation request. We decided that since Save the date was not sent yet, we would add the magnet to the Christmas card. Mark took a picture of some of the kindergarten and first grade students in their Christmas costumes and designed a card. I sent it to Action print and a parent (Terri Schubring) made up a donation envelope to send with it.*

### **Christmas Music for Radio- December 4**

*I am hoping for some publicity for our school this month on the KMTX early morning show. Whitney Fischer has a program and she will play recorded*

*Christmas songs each morning as people are on their way to school. She came on Dec. 4 and taped the orchestra and four of our classes singing. The kids sounded so beautiful! She said she would be letting people know the name of the schools that sing.*

#### **Donor Dinner- Thursday, December 4**

*The donor dinner was a huge success. Sixty four people came. Many said that the decorations, food and service were the best ever. Deidre Teodosio helped a great deal on preparing invites for mailing and a favor for each table. Matt Petesch ran errands. Clare Smillie worked with me on the room decorations. The white trees and lights were very impressive. Clare also organized the servers and helped get the food out since Bobbie Boutilier could not be there that night. Beth Carrell designed and printed the invites. Dave Curtin, Matt Petesch and Matt Okapal ran the bar.*

#### **Teacher Meeting- Friday, December 5**

*I gave Christmas program schedules out to teachers, and figured out how to accommodate everyone so the gym could be used during these times.*

*We watched an IEW DVD and discussed it.*

*We worked on Auction Procurement- See below.*

#### **Staff Party- December 6**

*On Saturday, Dec 6 we had a party for the faculty and staff. Nord Johnson graciously allowed us to use the Firetower. The faculty and staff would like to thank you for the gift cards that they received!*

#### **Knights of Columbus Santa Breakfast-Dec 7**

*About 150 people came to the Santa Breakfast. Still, I believe we only made about \$350. We set up at 7:00 am and opened the doors at 8:30 am. Clean up lasted until 2:00 p.m. Not many people came after the 11:00 am Mass so we may close early next year. Also, this is a big effort for a small income. Next year we will raise prices or try for a better turn out by advertising more.*

#### **Auction 2015 Notes**

Most of November and into December we have been working on the auction. For next auction, we need to find someone who can accomplish these tasks. This year, because deadlines were not being met, we did them in the office.

#### **Auction Publicity**

Purpose-to promote the auction so people will donate and come.

Make a plan for when each advertisement (whether it is flier, reader board, poster, newsletter, or FB site) will go out.

WHO are we trying to reach?

- Our own families: Promote in the school (Bulletin Boards, Sandwich board one week in advance, newsletters, Facebook.)
- Our Catholic Community: Promote in Parishes (Fliers for the parish bulletins, Posters in the back of Churches and parish centers, pamphlets to leave in the back of Church, on the Diocesan Website)
- Our Community: Promote around the city: (Reader boards, Newspaper ads, radio spots, Website, Facebook)

**Procurement:** The auction chair has not been able to find anyone to be a procurement chair. At the teachers' meeting I let the teachers know that we are going to work as a group to get the cards out to parents or to find items ourselves. Each teacher agreed to give approximately 2-3 cards to each parent. They are going to have meetings or send emails to the parents who may have a connection with a business. At our meeting we came up with quite a few ideas on items to procure and ways to do this. Hopefully we can get procurement underway.

**Accreditation**

*Note that the Visiting committee report on Accreditation is being published part by part each week in the newsletter until the end of January.*

**Classes 8-12-***The Carroll College Swing Club has agreed to come to St. Andrew to give the students dance Classes. These will take place on December 9, 16 and right before the dance on Dec. 20*

**Enrollment**

*I have interviewed several families to start in January. I could have as many as five more students, if all works out.*

**Big Sky Fit Kids Grant**

*We received a grant for \$1,000 from Big Sky Fit Kids.*

**COMMENTS**

There is a trip to Africa that we looking at for the auction. Donna showed a poster and discussed it

**BUDGET REPORT**

- Still about \$6000 in overdue accounts.
- Current balance in accounts was noted.
- Paul asked what's gone up? Utilities, phone. Though we switched gas companies.
- As announced at the meeting at the school two weeks ago, our taxes will go up 33% once we are annexed by the city—from \$129 to about \$3000. We can apply for rezoning and have some of our property declared vacant which should lower our tax burden. Donna is looking into this. Jill thought the tax increase was high based on what happened when her property was annexed.

**OLD BUSINESS**

***Accreditation follow-up***

- Newsletters reports of the accreditation report are being received positively.
- We discussed Jill's suggestion for organizing our strategic plan (circulated on a separate sheet). There was some questions about the meaning of specific headings and some suggestions for other ways to organize it. There was a question about what was included in the strategic plan in light of what the accreditation team recommended in their report—they recommended a combined plan. There was some discussion about the usefulness of combining

initiatives that would be delegated to separate areas of the school, such as financial planning (board) and academic goals (principal and faculty). A combined plan could certainly be created for purposes of accreditation, but some thought it would be better to keep the boards plan separate, even if just for now. Jill will edit the document and we will begin discussing parts of it at future meetings until we get through the entire document.

- A question arose about goal setting, specifically in terms of February's auction.

### ***Principal Evaluation***

Paul reported that this is ongoing, and they plan to have it done in the next two months.

### ***Board Composition and suggestions for new members***

This will be put off for discussion in March, after the auction.

### ***Committee for 20<sup>th</sup> anniversary celebration***

Planning continues, but needs to be started in earnest. Our anniversary year will be 2015-2016. Mark will form a planning committee of alumni, parents, faculty, students, and board members—around ten persons—and meeting initially in January. The purpose would be to introduce the idea and start brainstorming as planning. We decided that the upcoming anniversary should be announced at the Auction. Mark will work on an announcement to include in the auction booklet.

### ***Donor Dinner***

We set the date for the next donor dinner as the Friday before Thanksgiving, November 20, 2015. We wondered about new things to include at the dinner. We don't want to put envelopes on the tables, but continue the dinner as a warm thank-you affair for our donors. Many people continue to donate after the dinner as it is. The trees that Donna and Clare prepared looked really sharp. They were used again at the Santa breakfast, and will be used at the Christmas programs. The orchestra was well received by the those attending. Or a choir of students, as in past years. We could film the poetry day in the spring and play parts of it back at the Donor Dinner as well.

## **NEW BUSINESS**

### **Relations with the Diocese**

General discussion about St. Andrew corporate composition, board meetings, and future role of diocese.

### **Scholarships**

Mark shared information about Scholarship awards 2014-2015 and presented a comparison to the last four years. Some of this is represented below:

#### 2014-15 Year

Number of Families/Applications: 19

Number of St Andrew Children: 36  
Total St Andrew Revenue involved: \$121,490 (\$26,515 covered by ACE)  
Percentage Requested need to Total Tuition Revenue: 18.67%  
Total Need (Requested): \$71,810  
Difference in need request from previous year: +3.4%  
Total Awards: \$86,530\* (\$50,500)  
Difference from previous year: +29.7%  
Paid out Awards as a percentage of expenses: tbd  
\*(includes \$36,030 in ACE scholarships)

Actual scholarship awards have increased, especially this year, though the numbers of applications (families and children) have remained about the same over the last four years.

ACE scholarships are money coming in to the school, so it now offsets (revenue) money we pay out of expenses for scholarships: so increases in award totals are not as significant budgetary expenses as they look. In previous years, we just took money from expenses to cover awards.

The amount we have paid out in scholarships remains about 4% of our expenses.

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

Annaco (they manage one of our endowments) is being bought by Stockman Bank. Phil Howeth will become a vice president in charge of investments and we should notice no change in how our funds are managed.

No one had any objections to changing January's meeting to January 5 (from January 12) at Michael's request.

Christmas Programs are on December 19: K-5 1:00 p.m.; 6-12 7:00 p.m.

**ADJOURNMENT: 8:25. Next meeting: January 5, 2015 at 7 p.m.**

**Respectfully submitted,  
Mark Smillie**