



+ St. Andrew School +

Vitam impendere vero

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St. Andrew is a classical school in the Catholic tradition. The school seeks to serve families by making Classical and Catholic Education available in Helena. Our commitment to classical and Catholic education governs all programs and policies of St. Andrew School.

MINUTES
School Board Meeting
September 21, 2011

CALL TO ORDER 7:05 pm

Present: J. Caldwell, M. Sheridan, R. Nistler, P. Szczepaniak, M. Smillie, Fr. B. Tolleson, D. Weiner, D. Smillie (not voting)

Absent: none

OPENING PRAYER by Michael S.

***APPROVAL OF PREVIOUS MINUTES**

Michael S. moved approval as written, Paul S. seconded. Passed unanimously.

***APPROVAL OF AGENDA**

Michael S. moved to approve, and Father Bart seconded. Passed unanimously.

Inter-meeting decisions

The September meeting was re-scheduled from Sept. 14 to Sept. 21.

Principal's Report:

Msgr. Kevin said the Opening School Mass on the feast of the Nativity of the Blessed Virgin Mary. Many parents came and all the chairs were used. (We will need to purchase more chairs. Donna W. is looking into this.)

Teachers Meetings: The teachers started their own strategic planning at the beginning of the year. In these meetings they identified the strengths and weaknesses of our school. We separated the ones might require board decisions, and the teachers chose to work on the others. At each of our teachers' meetings throughout the year, the teachers will report on their progress.

Computers: About six computers were donated to the school from Qwest. The computers were about 4-5 years old. Mark put Microsoft Office XP on them and we will use them in the grades 6-7 computer class. The library computer was not working and so the annex computer was moved to the library for checking out books.

Raku Day: Students fired pots in our outdoor kiln on September 14.

Salt and Light: Our high school students will be attending a retreat at the Bighorn Sheep Camp in Plains, Montana on October 4 and 5. Spiritual talks and services will be interspersed with outdoor activities including kayaking, hiking and a ropes course. We are looking for a bus that is affordable and able to accommodate 42 high school students.

Lockers: Four sets of six lockers came in last week and were installed.

Office: We are finishing the task of getting everyone's paperwork in and completed.

High School Seniors: Individual schedules for each senior student were verified to insure that all have enough credits to graduate.

Our Website: The school domain and web address (standrewschool.org) was registered 15 years ago and our account expired on Sept. 9 of this year. Our website went down and was up for bid. A very helpful person at our internet provider (Montana Internet Corporation) was able to help with this; another account was established, and it will expire in 5 years.

Action items:

Donna S. will let the teachers know that the Board will be working on their first two suggestions from Strategic Planning: Living Wage for Teachers and Technology. These are similar to projects in the Board's Strategic Planning Goals for this year.

Budget report:

The 2010-2011 school year ended with a modest surplus, part of which is offset by the fact that some tuition remains unpaid. The school is in relative good financial condition.

Action items from Budget Report

1. Rose and Jill will return with information from Olson Insurance on a health plan that includes a flexible spending option for uncovered medical expenses.
2. Michael will review the teacher salary matrix and propose a few scenarios for increasing the salaries with either an increase to the base or a bonus.
3. Donna S will send letter described above.

OLD BUSINESS

1. Budget for 2011-12
 - a. Teacher Base Pay and Surplus funds were discussed. See action items from the Budget report.
 - b. Ancillary positions – Job descriptions are being developed by the small group from the Strategic Planning session. Once the job descriptions are finished, we can discuss reasonable pay scales and hiring.
2. Strategic planning project – review and discussion of next steps
Small groups will report at the October meeting

NEW BUSINESS

1. Donor Dinner/ Annual Award
An award will not be given every year. Mr. Zuelke painted a picture of the school that could be used as an award. The decision was made to have notecards made of the

original to be used for thank you notes. Prints of the picture may be used as awards for later years. Donna W. will have the original framed, and it will hang in the school. The Board will have another Donor Dinner on November 18, 2011.

2. Board Meeting Start Times

The next board meeting will begin at 6:30 p.m. A decision will be made at the October meeting if this time will be acceptable for all future meetings.

3. Thanksgiving letter

The Board will send a letter of gratitude to parents again this year. The letter will be sent the week before Thanksgiving.

OTHER BUSINESS/ANNOUNCEMENTS

1. The Board received a note of gratitude from a scholarship awardee.

ADJOURNMENT at 9:32 pm

Next meeting: Wednesday October 26, 2011.