Saint Andrew School Board

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School Board Structure

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This document is intended to be used as a guide for each of the different committees and members. It includes a list of the committee members, types of documents each committee is responsible for and the types of the tasks that are typically assigned to committee members

Committee Expectations:

- All committees are expected to meet independently on a monthly basis between board meetings.
- Prepare a written summary to add to the agenda at each month's school board agenda
- Help advance the school's mission as outlined in the strategic plan
- Document and record all committee efforts for use by current and future board members

Member Expectations:

- Thoughtfully Engage during the Meetings
- Review Documents Before and After Meetings
- Prepare and Edit Supporting Materials
- Advocate for the school

Leadership Roles:

- President: Patrick Murphy
- Vice President: Zack Christensen
- Secretary: Katie Lehner
- C&C Chair: Katie Lehner
- E&M Chair: Claire George
- B&F Chair: Zack Christensen

Associate Roles

- Fundraising: Alli Duffy
- Enrollment and Tours: Teddy Hanson
- Signage and Advertising: Brian Pokorny
- Parents are Partners, SAPO, SADC: John Stoll
- Athletics: Dan Bansley
- Teacher and Admin Support: Alli Duffy
- Facilities: Patrick Murphy

Enrollment and Marketing

Assist the marketing efforts of the school and its programs in conjunction with the hired staff. Participate in the school's development of student recruitment efforts. Develop and refine a long term marketing plan. Evaluate and document the effectiveness of current marketing and enrollment programs.

- Members (5 Members)
  - Claire George (Chair)
  - Alli Duffy
  - Teddy Hanson
  - Russ Huxold
  - Brian Pokorny
- Supported by the Strategic Marketing Working Group
- External Documents
  - Marketing Strategy Plan
  - School Snapshot
  - Annual Report
- Internal Documents / Tracking
  - Enrollment Tracking
  - Tour Documentation and Survey Results
  - Parish Database
  - Marketing and Recruitment Calendar
  - Daycare Listings and Results
  - Alumni Network Database
  - Monthly Reports
- Tasks
  - Community Events List (Fairs, etc.)
  - Target Outreach
  - Email Solicitation
  - Social Media Assistance
  - Advertising Assistance
  - Flyers
  - Signage
  - Website Review / Comments
  - Tour Structure / Assistance
  - Enrollment Data
  - Alumni Engagement

Budget and Finance

Advise regarding the annual school budget, tuition rates and other financial issues. Develop Long term financial plans for the school and participate in the development of current and new fundraising opportunities

- Members (2 Members)
    - Zack Christensen (Chair)
    - Rachel Rimstidt
- Supported by The School Finance Committee
- External Documents
    - Tuition Recommendation
    - Annual Tuition Summary
- Internal Documents
    - Monthly Reports
    - Financial Summaries
    - Tuition Comparison
- Tasks
    - Fiscal Summary
    - 5 Year Recap
    - 10 Year Recap
    - Tuition Setting
    - 3 Year Look Ahead
    - Special Project Funding (Facilities / Marketing / Teacher Retention)
    - Fundraising Opportunities
    - Grant Research

Community and Campus

Participate and report on the current and future projects for the school facilities. Develop one to two parent programs on the topics of safety/child development a year. Manage the yearly events at Saint Andrew School and act as a liaison to the parent organization. Embrace a catholic identity that includes parish-wide community events between the church and school.

- Members (4 Members)
    - Katie Lehner (Chair)
    - Dan Bansley
    - Patrick Murphy
    - John Stoll
- External Documents
    - Campus Events Calendar
- Internal Documents
    - Monthly Reports
- Branches
    - Catholic Identity
    - Facilities
    - Legislative
    - Parents Organizations (SAPO and SADC)
    - Parents are Partners
    - Athletics
- Tasks
    - Facilities Reports
    - Sports Events and Reports
    - Parish Events
    - Catholic Identity Events
    - Parent Organization Coordination
    - Teacher Appreciation