



St. Nicholas Academy

Approved

March 21st, 2017

St. Nicholas Academy Board of Limited Jurisdiction

2170 Siebenthaler Avenue, Cincinnati, Ohio 45215

(513) 686-2727

Meeting February 21st, 2017

In Attendance: Fr. Ray Kellerman, Fr. Matt Robben, Fr. Tim Bunch, Bridget Hoffman, Joe Geers, Mary Imhoff, Kevin Braun, Rick Bohne

Also present: Aideen Briggs, Jim Volz

Not present: Angie Noble

Call to Order and Faith Formation: The Chair called the meeting to order. Rick Bohne led the members in prayer and reflection.

Minutes:

1. There was one clarification to the minutes brought forth by Fr. Ray. The Recording Secretary also noted that the school phone number was incorrect.
2. Fr. Tim moved that the minutes be approved as corrected. Joe seconded. All were in favor.

Communication: There were no communications to report.

Principal Report:

1. Safety- We had a second lockdown drill which showed improvement over the 1st drill. There was also a fire drill in February which went well.
2. Accreditation- The internal team is visiting now and it seems to be going well. Two subs and Aideen were needed to allow the committee to meet with groups of teachers. It appears as if we will have to

increase the details of planning for our academic performance goal on reading comprehension. Aideen has also completed the form on privacy of student records and will provide a calendar of our hours.

3. Tuition- Back tuition continues to come in. Communication with Aideen is very important here.
4. Catholic Schools Week went well with much excitement throughout the building. The students seemed to do a great job getting work done while enjoying the festivities. The teachers very much enjoyed the get together provided for them by the PTO.
5. Marketing- Much time was spent on the preparations for Open House. Yard signs are still about with the Open House information removed. Aideen also share the publications about SNA in the various newspapers.
6. Open House- Open House was January 29th. This went very well. There were a number of new families who toured the school, and many have already registered, many for the kindergarten class. A follow-up email was sent to all new families who attended. Thank you to all who helped with this event. Student guides did not work out for a variety of reasons. Aideen is considering moving the Open House for new families to a later date. There was concern that having it later may cause some families to choose another school simply because they saw it first.
7. Fundraising- There were 2 more Xavier University beer cart nights which went well. We made over \$1000 in tips for those 2 nights. We had only 5 scheduled for this year whereas previous years we had 7-8 scheduled. Courtney Booher reported that finding volunteers did not seem as difficult this year. She thinks it was because each grade was assigned a different night. Mrs. Gartley has agreed to take over next year and has already been trained.
8. Science Day is April 4th. The Science Fair is Thursday, May 4th. We are hoping to have an Art Show at the same time as the Science Fair and the spaghetti dinner.
9. Reminder that 8th grade graduation is Wednesday, May 24th at 6:30 pm.
10. Pancake breakfast at OLSH is Sunday, February 26, 2017 after 8:30 Mass. The proceeds go to tuition assistance. There is also a pancake breakfast at St. John Parish but this is a parish event not an SNA event.
11. Aideen is looking into the possibility of starting a Pre-school. She is meeting with Sue Koverman of the Archdiocese on February 24th. She has 4 parents who expressed interest in helping with this committee. Cindy Hardesty and Susie Gibbons, also from the Archdiocese, were very positive about this idea during their visit to the school.

Finance Committee

1. The Finance Committee met on Monday, February 20th. The members consist of Bridget Hoffman, Mary Imhoff, James Jennings, and Jim Volz.
2. The committee discussed the Extended-Day program and will need to obtain more details about the program and how it operates.
3. They also looked at the possibility of obtaining a free checking account for Athletics, PTO, Cafeteria, and Extended-Day. Jim would still need access to these, but since Fifth 3rd Bank charges significant fees,

the Archdiocesan review suggested we look into a free checking account. We will gather information from PNC and HNB.

4. We will be adopting a credit card usage policy, per the recommendation of the Archdiocesan review. Bridget will work with Fr. Matt to obtain the Archdiocesan policy for this.
5. Jim reviewed the January numbers. Voucher payments seem to be rather erratic, some coming early while others come late. The next payment will come in February along with the ACR money.
6. Late tuition collection is doing better this year as well.

Athletics

1. Winter sports are wrapping up. Tournament deposits were delayed and were made in February.
2. The last 4 volleyball game are this weekend. There are 4 Basketball tournament games starting Saturday evening after Mass.
3. Next weekend the volleyball tournament begins with 4 games Saturday and 4 games on Sunday.
4. There will be 1 boys' volleyball team in the spring. They will practice Monday and Wednesday after school until 4 pm. Kevin will notify Sally.
5. Kevin received one complaint this past weekend concerning a square light out in the gym. Bob has been notified and is waiting on the roof repair to fix the light. Fr. Matt also said they were looking into replacing the lights with LED lights which would save significant money.

Preschool

1. We are looking into the feasibility of a preschool. We have the space available.

Pastors- no report

Scholarship account

1. There is currently \$18,000 in this account. This is the time to review the distributions from this account.
2. Fr. Ray moved that we allocate \$3500 to each of the covenanting parishes and the school leaving \$4000 in the account. Kevin seconded. All were in favor.

The next meeting is scheduled for March 21st.

The Board then went into executive session.