



St. Nicholas Academy

APPROVED

St. Nicholas Academy Board of Limited Jurisdiction
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 686 2727
Meeting November 12, 2013

In Attendance: Sr. Helen Habig, Fr. Ray Kellerman, Fr. Tom Espelage, Dick Berish, Millie Heil, Cathy Honsaker, Bridget Hoffman, Barry Smith

Not in Attendance: Jason Fightmaster

Note: Jay Hollmeyer and Rick Bohne were also present.

I. Call to Order and Faith Formation

1. Sr. Helen called the meeting to order. She began the meeting with a prayer she had chosen to be read by the Board members.
2. Sr. Helen explained that Mr. Fightmaster was not in attendance due to family illness.
3. A quorum was present.

II. Approval of the Minutes

1. The minutes were approved as submitted.
2. Sr. Helen requested clarification of two points. After the October meeting, the Archdiocesan attorneys and Chris Pastora, determined that the Pastor's designee did not fall into the non employee status. Therefore, Mr. Berish will act as Fr. Howard's designee, while remaining employed by OLSH Parish. The second item was that the 2 floating positions on the Board may be filled but did not have to be filled.
3. Bridget Hoffman suggested that the minutes be sent directly to Brenda Owens who would ensure that are put on the SNA website.

III. Principal Report- This report was postponed until the December meeting.

IV. Code of Regulation

1. The review of this document began with reading the SNA Mission statement. Sr. Helen reminded the Board that our mission statement must always guide our actions.
2. The purpose of the Board was discussed. The Board is to work in close collaboration with the Principal to develop policies that enable the school to achieve its goals and objectives. Sr. Helen then spoke about the role of the Catholic Schools Office. This office assists the principal when problems arise wherein he requires consultaion. It includes anything from paperwork to dealing with parents or students. They will then refer the Principal elsewhere if necessary.
3. It is the responsibility of the Board to review and approve the budget which is submitted by the Principal, Financial person and the CPA. The Board sets the tuition and Staff salary increases. The Board is also responsible for approving all financial transactions beyond what the principal can approve without consultation. The Board approves expenditures over \$2,000 but less than \$25,000.
4. The Board is also responsible for approving the Lease agreement for the facilities with the host parish (OLSH). This requires approval by the archdiocesan attorneys. It was noted that only the archdiocese can go to the lawyers because they pay the fees for this service.
5. The Board monitors the Mission of the school and ensures the Catholic identity of the school. They also develop the strategic long range plans for the school. Mr. Berish believes the strategic plan is to support the Academic document and not set goals different than those in the Academic plan. Bridget Hoffman stated the Board takes the big picture goals and enables those working there to achieve these goals. The strategic plan includes more than the OCSAA accreditation process.
6. The Board reviews the Principal's performance the 1st year and bi-annually thereafter. The Board will discuss if this is to be done on their own or with the archdiocese. The Board also decides to renew or remove a principal.
7. The Board must monitor the Athletic council. It was noted that no athletic activities should occur on Sunday before 1pm.
8. Marketing strategies are to be developed. This may eventually fall within the Strategic plan.
9. Surveys should be done in conjunction with the Archdiocesan School Office, so that they are not biased and are devised to reflect accurate information.
10. Discussion then occurred concerning the total number of members that should make up the Board. The current number is seven with the option of increasing to nine. It was brought up that the Board should be large enough to cover the necessary committees. The Facilities committee has not been functioning for a while and was taken over by the Finance

committee simply out of necessity. There then followed a discussion about length of terms. This will be discussed further at the next meeting. It was moved by Millie Heil and seconded by Fr. Ray that the number of members would be nine. There was no further discussion and it was unanimously decided that the Board would consist of nine voting members.

V. Election of Board Members and Officers

1. Four candidates submitted their names for Board membership. Rick Bohne, Jay Hollmeyer, Michael Finan and Richard Schweikert submitted resumes for the Board members to review. Rick Bohne was voted as the first member. Michael Finan and Jay Hollmeyer tied in 2 different votes. Mr. Hollmeyer stated that he would concede to Mr. Finan stating his willingness to continue to assist in any way possible. Fr. Ray made a motion to accept Mr. Hollmeyer's withdrawal but stipulated that he remain as chairman of the Finance committee. The motion was seconded by Cathy Honsaker and all were in favor.
2. The next order of business was to determine the Chairperson for the Board. Sr. Helen went over the qualities necessary for the Chair. The Chair must keep the members focused. It is necessary to lead not dictate and work with the principal and the CPA. He/she not only reports back to the Board but also delegates to them. The Chair needs to be aware of the ministry of Catholic education.
3. Rick Bohne was voted to be the Chairman of the Board. Bridget Hoffman was nominated as Vice-chair. All were in favor.
4. Sr. Helen thanked both candidates. The election of the Treasurer and Secretary was delayed until the December meeting when Mr. Finan would also be present.
5. Millie Heil reminded the Board that this will be her last year as President of the Athletic Board and therefore her last year on the School Board.

VI. Scholarship

1. Fr. Ray announced the establishment of a scholarship in memory of Gerry Myers. Each parish and the Principal will receive \$1500 each year from this fund. Four thousand dollars will remain in the fund. This is an independent fund and will be administered by Mr. Volz in conjunction with Fr. Ray. The fund will be replenished each year to the \$10,000 base after distribution.
2. Donations can be made to the fund in memory of Mr. Myers. An announcement will be made at the Gala. Flyers will be available.
3. Fr. Ray reminded everyone that the Gala is on November 23rd. There are over 40 baskets that will be raffled. There are 10 baskets for the pre-sale raffle. Some items in the baskets include an Ipad mini, a golf package and

restaurant package. The tickets are 3 for \$5. Tickets will be sold at Blue Ash Kroger the weekend of November 16th. The Goal for the Gala is over \$10,000 this year. Over the past 2 years the Gala has raised \$17,000 for tuition assistance.

VII. Insurance

1. It was brought up by Cathy Honsaker that it did not appear that the insurance was billed correctly. It was billed at 100% for the Activity Center and 67% for the school instead of 60/40.
2. Mr. Berish explained we were under the previous Facilities agreement but he would look into it.

VIII. Extraordinary Board Activity

1. Between the October and November meetings, the Board was asked to vote to approve the expenditure of funds to cover the new security system for the school building. All were in favor and the new security system with cameras and monitors is already in place.
2. The second issue that was voted on concerned the appointment of Rick Bohne as the 8th member of the Board. All were in favor with the exception of one member. The issue, therefore, was revisited at the November meeting when Mr. Bohne was appointed to the Board and also voted to be the Chairman of the Board.

The next Board meeting is set for December 10th, 2013 at 7pm. The Board will also need to meet in January to discuss budget, tuition and the principal's evaluation.

The meeting concluded with prayer lead by Fr. Ray.