



St. Nicholas Academy

Approved

October 18, 2016

St. Nicholas Academy Board of Limited Jurisdiction.

2170 Siebenthaler Avenue, Cincinnati, Ohio 45215
(513) 868-2727
Meeting Sept. 20th, 2016

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

Also present: Aideen Briggs, Angie Trouvelle, Jim Volz

Not present: Rick Bohne

Call to Order and Faith Formation: The Chair called the meeting to order. The Board joined together in praying *A September Prayer*. Fr. Matt expressed his hope that the Board would increase the faith formation with additional discussion such as where you have seen God this month, or a discussion of a particular Saint. Aideen stated she would like to begin a Faith Formation/ Prayerful Study Program with the school parents, possibly a six week session. She is hoping to get assistance from the pastors in this endeavor.

Minutes:

1. There were no corrections or additions to the minutes from the June 20th, 2016 meeting.
2. Joe Geers moved that the minutes be accepted as submitted. Fr. Matt seconded the motion. All were in favor and the minutes were accepted.

Communications: There were no communications to report.

Principal Report

1. The School has survived the flooding in the building. The cause of the problem was 50 years of tree roots and debris in the private manhole.
2. The Principal has been meeting informally with each of the teachers. They are discussing strengths, weaknesses, and concerns about the school. She has also been meeting with the Pastors and has attended Mass at each of the parishes.
3. The 1st school fire drill went well and we have had our fire inspection.
4. The Principal attended a Principal's Retreat at Miami University. They were able to attend Mass twice and also had Adoration for those present. She was able to meet other principals as well.
5. Our current enrollment is 178.
6. The AVS report for the Archdiocese is due on the 15th. This is a soft deadline.
7. The SSS (School Study Survey) is due the end of October. We are waiting for the attendance for the 1st week of October to complete it. Carol has been working on this.
8. The accreditation process continues. There is no grace period for a new principal. The survey data both qualitative and quantitative has been shared with the faculty. They have met in small groups and have looked at things as obvious as goals setting. Laura Meibers from the Archdiocese will come to the October 4th faculty meeting to help craft our goals which are so important for us to choose. There is new paperwork for this process. There will be an internal and external visit and we can choose some individuals for the external visit. Fr. Ray said as part of the last accreditation process, the pastors presented sessions on Catholic Social Teaching. Aideen welcomes the assistance from the pastors.
9. Aideen reported the cost of the sewer repair was about \$3,700. The original estimate was lower until they found it necessary to clean out the manhole. The company spent three days working on the repair.
10. The concern was raised about the change in dismissal and where the children come out of the building and where the busses park waiting for the children. Aideen responded that the faculty thought it would be better if the bus riders were dismissed first and the car riders waited until the busses are gone. It also prevents the students from intruding on the parish and provides a shorter distance for the students to walk. It was noted that it has improved since the school year began with delaying the dismissal of the car riders until the busses are leaving. There have been no complaints about the delay and all precautions are being taken to safeguard the students.

Committee Reports

Finance

1. Jim sent out the August financials. It was noted that he used budget numbers from last year since the Board has not approved the current year's budget.

2. Most of the budget variances are the result of timing issues. Joe inquired as to the balance of unpaid tuition. Jim will research this and send that information out to the members.
3. There was a concern about one family not being able to access payment history from previous years. This has been remedied and the balance due has been paid in full.
4. Fr. Ray inquired as to the best time for the parishes to send in their support money. Jim stated it is best if the money is received in the beginning of the month.

Marketing

1. PTO kicked off the school year with the prayer service, picnic and games. We had a good turnout, the kids had fun and were excited to win some out-of-uniform passes.
2. Some of the upcoming events for the schools include Movie Night in September, The Halloween Bash in October and Gamefest in November.

Pastor's Committee The Pastors have not met.

Election

1. There is one clarification concerning the elections. James Jennings would like to be a member of the Finance Committee, and is not applying for the Board position. James has an MBA from Xavier University and works at GE. There were two individuals applying for the Board position. Angie Noble received the most votes and was welcomed as the new Board member. Bridget Hoffman will remain Chair. Rick Bohne will continue as Vice Chair. Kevin moved that the officers be approved. Joe seconded. All were in favor.

2. The Committee Chairs will be as follows:

Finance- Mary Imhoff and Bridget Hoffman

Facility- Joe Geers

Marketing- Angie Noble

Parents and Communication relations- Melded into Marketing along with Development.

Athletics- Kevin Braun

Lease and Facilities

1. The Facilities Committee will need to work with OLSH Facilities Committee to determine what needs to be done and a time frame for these projects.
2. Fr. Matt reported that there was a leak in the Marian Room. They were given the option to repair or replace the roof. OLSH will have a fund raiser for this project which will be a pancake breakfast and Mardi-Gras. They will look at the gutters as well when the roof is replaced.
3. Kevin reported that he was told there was a leak in the gym and the roofer may want to look at this as well. They will determine if this is storm damage. Future concerns can be emailed to Angie Trouvelle.
4. According to the lease agreement, the school will be responsible for the playground and equipment. Fr. Ray asked about after school hours. Fr. Matt explained that since the equipment would not be

there if the school were not here, the school remains responsible. Bridget explained that injury outside school hours would revert back to the Archdiocesan coverage for liability.

5. Fr. Matt requested the reference to the courtyard be cleaned up to be consistent.
6. Further discussion ensued concerning the impact of the new lease agreement on the school and the budget. OLSH will assume responsibility for maintenance and will determine who will fill this position.
7. Fr. Ray moved that the Lease amendment be accepted with the discussed changes. Joe seconded. All were in favor. This will need to go to the Pastoral Councils at each of the Parishes.

New Business

Budget

1. There will be some adjustments to the budget due to employment and salaries.
2. The Chair reviewed the expenditure procedure reminding everyone that only the Principal and Board can authorize expenditures or sign contracts. Fr. Ray will draft a policy covering this.
3. Athletics covered refinishing the gym floor. They wanted it finished prior to the beginning of basketball. They contracted with the same company used by St. Peter and Paul. The cost was \$2,000.
4. It will no longer necessary to have a contract with Geiler for the boilers.

Archdiocesan Audit

1. The Archdiocesan audit brought up the issue of the Finance Committee. The Board needs to re-establish a functioning Finance Committee.
2. The budget for PTO and Athletics need to be overseen by Finance.
3. Fr. Ray suggested these are suggestions not regulations.

Virtus

1. There is room for improvement with Virtus compliance. Kevin said that he suspects there are people who are not listed on the official coach list, yet are helping out.
2. It needs to be stressed that compliance is mandatory.

Bequest

1. Jim Volz presented a report on a bequest that SNA should be receiving.
2. Further information will follow as soon as it is available.

Miscellaneous

1. The website is being worked on and updated.
2. Fr. Ray asked if Fr. Matt had ideas on other ways to fund the school. He asked that Fr. Matt contact an associate to gather information on funding.
3. Jim will provide the Board with information on the cost to educate each child.

The meeting ended with an *Autumn Prayer* .

The future Board meetings will be on the 3rd Tuesday of the month. The next Board meeting will be October 18th, 2016.