



St. Nicholas Academy

APPROVED
June 10, 2014

St. Nicholas Academy Board of Limited Jurisdiction
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 686-2727
Meeting April 8, 2014

In attendance: Sr Helen Habig, Fr. Ray Kellerman, Fr. Tom Espelage, Rick Bohne, Dan Prickel, Bridget Hoffman, Barry Smith, Millie Heil, Cathy Honsaker, Michael Finan, Jason Fightmaster

- I. Call to Order and Faith Formation- The Chair opened the meeting with a reading from St. Paul
- II. Determination of Quorum- The Chair stated that a quorum was present.
- III. Approval of the minutes from March 11, 2014.
 1. There were no corrections to the content of the minutes.
 2. Fr. Ray moved that the minutes be approved. Fr. Tom seconded the motion. All were in favor.
- IV. Communications- There was no communications report. Fr. Ray inquired if everyone had received the Academic calendar.
- V. Finance
 1. Cathy Honsaker reported that the March figures would be available by April 15, 2014. The school is on budget in all categories.
 2. Jay Hollmeyer had nothing additional to add.

VI. Facilities- There was no report.

VII. Marketing

1. The Marketing Committee is working on the New Family Night.
2. The incoming kindergartners will receive vshirts so they will be ready for the 1st Wednesday of the school year when they can wear spirit wear.
3. There will be a short meeting to give parents the necessary information on uniforms, sports etc.

VIII. Athletics

1. Millie Heil reported that elections for the Athletic Council will take place April 9, 2014.
2. There are just enough candidates to fill the open positions.
3. The newly elected individuals will take office for the May meeting. At this meeting, they will determine who will fill what positions.
4. Fr. Ray requested a clean copy of the Athletic Council's bylaws for both himself and the other Board members. Millie Heil reported that new bylaws would be coming to the Athletic Council once they take office. After approval at this level, it will be brought to the School Board.
5. The Archdiocese has distributed the *Charter on Catholic Youth Athletics*. This document contains rules to follow across the whole Archdiocese. This will be especially helpful for the new Athletic Council. Fr. Ray reported that the document contains a summary for Athletic directors. Since the document was only recently received, no one has had ample opportunity to thoroughly review it but it is perceived to be a good thing.
6. Fr. Ray pointed out that once again the document does not fit our particular circumstances. It contains an evaluation for pastors who have athletic programs in their parishes and those who do not. SNA sports are school based as opposed to parish based. They are parish connected but not parish based. Sr. Helen suggested the author (Shaun Reynolds) be contacted to address this issue.
7. Michael Finan suggested that we compare our bylaws with the archdiocesan document to be sure there are no issues.
8. Fr. Ray pointed out that if you are not in compliance, you do not play sports for CYO.
9. Rick Bohne stated that he wants the new Athletic Council to meet with the Board to go over this document to ensure compliance.
10. Millie reported that the Athletic calendar was inadvertently deleted. She asked if anyone had anything coming up as she is attempting to rebuild the calendar. Bridget asked her to be sure her dinner for May 3rd made it onto the calendar. Fr. Ray stated the Gala is scheduled for November 22nd, 2014. The facility is reserved for the entire weekend.

IX. Development and Strategic Planning- no report

X. Parent and Community Relations- no report

XI. Pastors Committee

1. The Pastors have communicated by email rather than actually meeting.
2. The school celebrated a Lenten Reconciliation Service last week. Fr. Ray reported that it went very well. Fr. Tim Bunch commented that the students were very well prepared and took this opportunity very seriously.
3. The 8th grade Mass of Thanksgiving will be held on Sunday June 1st, 2014. It will be held at OLSH at 3pm. This change comes as a result of parental request. Fr. Tom and Fr. Ray will be present. It is unknown if Fr. Howard will be able to attend.
4. May 10th will be the special Mass for the 2nd graders following their First Communion. It will be followed by a Marian service (May Crowning).

X. Principal Report

1. Registration for 2014-2015 stands at 201. The kindergarten enrollment currently stands at 22. We may need a helper for this class. We will be losing 26 8th graders. Grades 3 and 4 are our larger classes. Sr. Helen asked how many students we based our budget on. Jason was not sure.
2. Michael Finan inquired as to families who are not coming back and if any families had given their reason for not returning. Jason Fightmaster replied he was unsure.
3. The air conditioning units have been installed in the Computer Lab. They are quiet and working well. This will prevent the servers from going down because of the heat.
4. Jason Fightmaster is procuring quotes for the telephone system. He will get quotes from Pro on Call and Com Dial. If this project is affordable and approved, it would be a good summer undertaking.
5. SNA will not be required to make up any calamity days. Sr. Helen was complimented for her excellent job in setting the calendar for the 2013-2014 year. With the blizzard bag days and the extra days built into the calendar, we will be released on June 4th as planned.
6. Third trimester reports will be distributed next week. Spring break is scheduled for April 18-28.
7. On May 1st, we will be having a night to celebrate some of the projects the students have been working on. The projects will include Science, Social Studies, Poetry and Art. All are invited to attend. It begins at 7pm and ends at 8:30 pm.

8. Our new school uniform provider will be Schoolbelles. Our former company, Risue Brothers, has gone to a strictly online supplier. We will retain the same plaid, and so on, simply we will use a different company. This allows families to actually see what they are purchasing.
9. We will be switching from CNotify to One Call Now. This will save \$0.25 per call and will allow all calls to go out at the same time.
10. Jason Fightmaster is looking for help with the courtyard. The flowerbeds are full of weeds and in desperate need of attention. The upkeep of this area is with the school. Jason plans to have a landscaper look at this area but will check with OLSH before making any major changes. Bridget Hoffman noted that the 7th grade students and parents have worked in this area in the past and then have been permitted to use it. The consensus is that the pond needs to be removed and the storm drain, which backs up, needs to be cleaned out.
11. Jason included his wish list for the future:
 - School wide phone system
 - Bathroom fixture update (or bathroom updating altogether)
 - Synchronized clock system
 - New lighting for the gym and cafeteria
 - New kiln (auxiliary funds)
 - Possible A/C window units in classrooms (could be large job with electric etc)
 - Exterior building maintenance (peeling paint, caulk peeling etc)
 - Courtyard upkeep

Old Business

I. Athletics

1. Hiring an Athletic Director is not financially feasible at this time.
2. Hopefully, the document from the Archdiocese and the information from Millie Heil will provide sufficient direction for the Athletic Board.
3. Michael Finan questioned if anyone elected to the Athletic Council will be willing to serve as head of athletics. It was pointed out that this must happen if the sports program at SNA is to continue.
4. Michael Finan checked with some consolidated Archdiocesan schools. He reported that none of these have a paid Athletic Director. All of these programs are run by volunteers.
5. The Board expressed their gratitude to Millie Heil for all of her hard work with athletics and for keeping the Board updated and informed.

"II. Salary Scale

1. A long standing goal of the Board has been to get the Faculty pay up to the Archdiocesan pay scale. This is seen as a matter of justice and although it may not happen immediately, this effort is underway.
2. Fr. Ray Kellerman, Dan Prickel, Sr. Helen and Rick Bohne met to work on adjusting teacher salaries in keeping with our available resources
3. Rick Bohne explained some of the inequalities that were found in reviewing the salary ranges considering the years of teaching experience. Bridget Hoffman questioned whether any other criteria was used in this process. Rick Bohne responded that we do not have merit pay. Sr. Helen explained that educators are normally paid based on years of teaching.
4. Since many of our teachers came from the 3 covenant parish schools, they entered at different pay levels. This should help equalize some of the inequalities noted. Further discussion ensued.
5. Jason will meet with the faculty individually. Contracts will be delayed until we have a preliminary budget. The full budget will be approved by June.
6. Fr. Ray reported we are very close to the archdiocesan scale.
7. We are blessed to have a very experienced staff and our newer teachers have brought great energy and new ideas to add to this wealth of experience giving SNA a wonderful blending of staff.
8. Cathy Honsaker made the motion: That we accept the proposed salary scales contingent on it fitting into the approved budget. Dan Prickel seconded the motion. All were in favor and the motion was approved.

The next meeting is scheduled for May 6th, 2014.

The Board then moved into Executive session to discuss the Principal's evaluation.