



# St. Nicholas Academy

APPROVED  
2-11-2014

St. Nicholas Academy Board of Limited Jurisdiction  
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 686-2727  
Meeting December 10, 2013

In Attendance: Sr. Helen Habig, Fr. Ray Kellerman, Fr. Tom Espelage, Dick Berish,  
Rick Bohne, Bridget Hoffman, Barry Smith, Cathy Honsaker , Jason Fightmaster

Not in Attendance: Millie Heil, Michael Finan

## I. Call to Order and Faith Formation

1. Rick Bohne called the meeting to order. He began the meeting with a scripture reading. Bridget Hoffman led the meditation.
2. A quorum was present.

## II. Approval of the minutes

1. Fr Ray requested clarification on the Gerry Myer Scholarship Fund. It is to be replenished each year to the \$10,000 amount and will be administered by Fr. Ray in conjunction with Jim Volz (CPA).
2. Discussion followed concerning the format of the minutes. It was decided that the minutes did not need to be more formal than they have been in the past.
3. There was also discussion concerning the recording of issues that had to be voted on by the Board in the absence of an actual meeting. It was decided that documentation of the issues was important even if the issue did not pass because of a non-unanimous vote.

## III. Communications

1. Rick Bohne spoke about his role as Chairman of the Board as well as his position as a Board member. He has reportedly met with Jason Fightmaster. He is excited about the direction the school is headed.

2. A former student of Rick Bohne's contacted him inquiring about the future of SNA. He is the father of a two year old and is looking at quality schools before relocating to the area. He was assured the future of the school is very good.
3. The Chair also expressed his view that it is important that the Board understand the relationship with the host parish. The Board needs to overcome any hurdles in order to be the best religious and academic school possible. It is important that we put our best foot forward to bring in new families, and achieve consistent optimal enrollment.
4. Mr. Bohne also reminded the Board that they represent SNA as a whole and not a specific parish.

#### IV. Principal Report

1. Mr. Fightmaster reported that the current school enrollment is 236 with the addition of one kindergarten student.
2. He also complimented the Staff on their dedication to their students. Even with the most difficult students, the teachers want to determine what the problem is so that they can help rather than write them off.
3. The security system is up and running well. Carol is able to see the people coming into the building. There are two cameras. One is located at each entrance. Mr. Fightmaster is hopeful that auxiliary funds may help with the addition of more cameras inside the building.
4. SECO performed an energy audit of the gym and cafeteria. Quotes were given for long-term projects, which would result in a large savings on energy.
5. The air conditioning in the Computer Lab is estimated to cost about \$5,000. It will be necessary to obtain the approval from OLSH before this project can be undertaken.
6. The current phone system has only two phones. Mr. Fightmaster would like to look at a new phone system, which would put all classrooms in direct contact with the office and provide direct access to the teachers for the parents.
7. An additional part of the principal's Wish List is to update the bathroom fixtures in the school to more kid friendly type. This would enable the children to turn off the water more efficiently thereby saving water. A school parent has offered to install these fixtures at no cost if the school provides the fixtures. Bridget Hoffman suggested that we see what we can obtain through donations. She also suggested that Mr. Fightmaster prioritize the Wish List.
8. Carol Dunham has agreed to act as the Safe Environment Coordinator. New volunteers are required to be fingerprinted and complete the ongoing VIRTUS program.

9. Monday December 16<sup>th</sup>, 2013, is the Christmas program for grades 5-8. Each family will receive 6 tickets. The snow date is Tuesday December 17<sup>th</sup>. Grades 1-4 will participate in the Spring Program.
10. The Principal complimented the SNA community for the outstanding support given to the school fundraisers. The Magazine Drive exceeded the PTO goal and the Walkathon also did well. The 6<sup>th</sup> grade sponsored a can good drive, which doubled the number of cans collection last year. The food was sent to food pantries in Deer Park, Norwood and Reading.
11. Some Advent activities include the Kindergarten's Jesse tree, children making Christmas cards for the Sisters at Mt. Notre Dame and all-school prayer services. The second graders were even spotted praying at the manger scene.
12. The Feast of St. Nicholas (December 6<sup>th</sup>) was celebrated with a snow day for SNA rather than the planned activities.
13. The school participated in collecting money for typhoon relief. The response was so amazing that the PTO bought a coin counter to help with the money counting. In all, \$840 was collected. It took two weeks to count and wrap it all. Bridget Hoffman said an article has been submitted for publication on this.
14. Parent teacher conferences went well. The Staff was pleased with the attendance.
15. One of the OCSAA Strategic Plan academic goals is to enable the students to become more proficient at problem solving in Math. The Parish priests are assisting with the Religious goal in Catholic social teaching.
16. In appreciation for all that the Staff at SNA has done, the principal requested approval from the Board for a Christmas bonus. The Staff puts their heart and soul into their jobs and he would like to show them the appreciation they deserve. Discussion ensued. Bridget Hoffman made a motion that this expenditure be approved up to \$5,000. Dick Berish seconded the motion. All were in favor and the motion was approved.
17. Lastly, Mr. Fightmaster was approached by some parents, who requested his presence at a meeting to discuss the athletic by-laws. Fr. Ray pointed out that these by-laws were written 2 years ago, and rewritten last year by the then Chairperson, Fr. Bueter and that any new by-laws would have to be approved by the Board. The Athletic council is responsible to the Board. It is important to remember that the athletics are here to support the children. The Board was reminded that Millie Heil is completing the end of her last term. It was suggested that the Board consider hiring an Athletic Director. Resumes would be submitted to the principal for review, but the Board would be responsible to hire the Director. Rick Bohne will follow up with Millie after the meeting.

## V. Committees

### 1. Marketing

- a. Bridget Hoffman reported that the solicitation letter is ready to be sent out. Non-profit postage will be used.
  - b. There are three billboards for SNA. They are located on Columbia Avenue, the Norwood Lateral, and Blue Ash Road.
  - c. The Marketing Committee has the cards ready for Open House.
  - d. Mr. Fightmaster has volunteered to do the tours of the school for those families interested in touring the school.
  - e. Sr. Helen questioned when the Ed Choice information would be made available since there are deadline that must be met by those applying for it. Bridget Hoffman reported that the Ed Choice information goes into the registration packets.
  - f. The general consensus of the Board was that this committee is important and should continue.
2. Buildings and Grounds
- a. This committee has not been non functional for a while. In the absence of a working Facilities Committee, the Finance committee has assumed responsibility for the buildings and grounds.
  - b. Michael Finan has expressed as interest in chairing the Building and Grounds (also referred to as the Facilities committee).
3. Athletics-
- a. Millie Heil was not present so no report was given.
  - b. This committee will remain an active committee.
4. Academic Committee
- a. This committee will not continue.
  - b. These duties are covered by another area.
5. Parent Relations
- a. It was suggested that a letter should be written from Rick Bohne or Mr. Fightmaster detailing the procedure to be follow by parents when concerns arise.
  - b. Fr. Ray stated the importance of having a way to communicate with both parents and faculty. He suggested a letter from the Board on the website would be helpful. It was also suggested that the Faculty might be willing to come to speak with the Board. Cathy Honsaker suggested it could also be helpful to have a representative from the PTO present at the Board meeting.
6. Development and Strategic planning
- a. Bridget Hoffman suggested that the Principal compile a wish list. Outside funding could then be found for these projects in the future
  - b. The Marketing committee could look for this funding but the committee would need additional members.

## VI. Old Business

1. Code of Regulation- nothing further at this time
2. Security System- there was some question as to whether or not all Board members responded to the email requesting approval for the Security system. It was decided to ratify this vote at the current meeting. All were in favor.
3. Budget
  - a. Jay Hollmeyer reported that he had spoken to Jim Volz and Jim would be in attendance at future meetings.
  - b. The school is not getting full reimbursement for some Ed Choice students because of multi student discounts and so forth. This may force the schools to re-evaluate the tuition levels charged. Information will be forthcoming as it becomes available.
  - c. The budget for next year is underway. SNA remains financially sound. The school has a higher income because of additional students despite increased expenses especially insurance costs.
  - d. It was clarified that Cathy Honsaker is the Treasurer for SNA while Jay Hollmeyer will remain on the Finance Committee.
  - e. Fr. Ray reported that in the past the Board has had a Recording Secretary to take the minutes from the Board meetings. He stated he would like to reinstate this practice. Discussion ensued as to why this would not be the responsibility of the Board Secretary. Fr. Ray explained that this enables the Board Secretary to participate in the discussions of the meeting. He also explained that this position should receive a stipend as it has in the past since this individual is not a Board member. Fr. Ray made the motion and Barry Smith seconded it. Bridget Hoffman inquired whether there was money in the budget for this. She was assured there was since it is not a large expense. There was no further discussion and the motion was unanimously approved.
4. Lease
  - a. Fr. Ray stated that he had read the Lease agreement and thinks that it is written as an apartment lease. Under this Lease agreement, the insurance covers the building not the contents. Barb Walsh from the Archdiocese explained that the insurance bills are adjusted so that the school is now paying more to cover the contents of the building. This bill will now come directly to

the school. The school is no longer covered under the umbrella policy of the parish. The concern is that the Lease agreement is written as if the school is renting the facility not that it is a parish school.

- b. Sr. Helen would like to have a something in writing to clarify what is insured and what is not.
- c. Jay Hollmeyer reported that Jim Volz said that the insurance charges are still in limbo. The insurance company needs to explain the charges. Jay Hollmeyer will follow up.
- d. It was noted that Barb Walsh is leaving the Archdiocese on December 13, 2013.

The Board then set the schedule for future meeting:

January 14<sup>th</sup>, 2014

March 11<sup>th</sup>, 2014

April 8<sup>th</sup>, 2014 -tentative

May 6<sup>th</sup>, 2014 -if no April meeting

June 10<sup>th</sup>, 2014

Sr. Helen suggested the members stagger their terms. Further information on this will follow.

Bridget Hoffman moved to conclude the meeting. Fr. Ray seconded the motion. Rick Bohne invited the Board to conclude by praying the Hail Mary.