



St. Nicholas Academy

APPROVED
3-11-2014

St. Nicholas Academy Board of Limited Jurisdiction
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 686-2727
Meeting February 11, 2014

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

Not in Attendance: Jason Fightmaster

- I. Call to Order and Faith Formation
 1. Rick Bohne opened the meeting with the reflection entitled *The Eaglet*. This was followed by the Our Father.
 2. The Chair thanked the Board for their patience in re-scheduling this meeting.
 3. Dan Prickel was introduced as Fr. Howard's designee. He replaces Dick Berish who resigned effective February 1, 2014.
- II. Determination of a Quorum- all voting members were present
- III. Approval of Minutes from the December 2013 meeting.
 1. There were 2 corrections noted.

2. Fr. Ray moved that the minutes be approved as corrected. Michael Finan seconded. The minutes were unanimously approved.
3. It was decided that the Minutes from the January Conference Call did not need to be approved since no minutes are usually taken during executive session. These minutes will be maintained for the record only.

IV. Communications- There was no report given.

V. Chair report- There was no report at this time.

VI. Standing Committee Reports

1. Principal report

- a. Jason Fightmaster was not present. The Principal's report was submitted in writing.
- b. It was noted that Jason's grandmother was admitted to Hospice care. Our thoughts and prayers are with him and his family.

2. Marketing

- a. Bridget Hoffman reported on the Open House. Michael Finan led tours for the event. It was felt there was a great improvement over last year. Eleven new families were present, many who left saying they were in for next year. All of these families were for Kindergarten. Registration packets have already been sent out to these families. This is a large portion of the Marketing Committee's responsibility at this time. A new parent night will be held in April or May. Michael Finan reported that the building was in good shape. He also noted that there was at least one family who had been encouraged by word of mouth to look at SNA, and that an important part of marketing is projecting a positive image.
- b. The Chair reported that even the bathrooms were well cleaned and he complimented those responsible, for the extra hard work.
- c. Fr. Ray asked about the Annual Appeal letter. It seems that some have received this appeal while others have not. Bridget Hoffman will follow up on this with Ralph Nardini. Bridget Hoffman explained what this was for those new to the Board.

3. Finance

- a. Jim Volz stated there was nothing new to report. The January report is not quite ready, but SNA is right on schedule with the budget.
- b. Rick Bohne thanked Jim Volz for all the work he has done especially on the budget.

4. Facilities- nothing to report

5. Athletics

- a. Millie Heil reported that Spring sign ups are underway. The sports included are boys baseball, soccer and volleyball as well as girls soccer. Millie Heil is in contact with 3 or 4 school to possibly combine teams since Spring sports are declining. She reported that CYO is not having a 7th-8th grade baseball team and may not have 6th as well. Soccer is done through SAY Soccer, which usually has a good turnout.
- b. The volleyball tournament was held over a 3 day period. It raised approximately \$3,000. The amount raised from the basketball tournament is not available at this time.
- c. A basketball backboard had to be repaired at a cost of \$1,800. Millie Heil reported that Jason had informed her that the school may be able to split this bill with Athletics, after he consults with Jim Volz. They are hopeful that they can have a company come to service the backboards, which appear to be in poor condition.
- d. Athletics is going to sell the Go Card. It is a \$20 cost for the card and has been sent out to SNA athletic families. About 100 cards have been sent out. It is hopeful that each family will sell ten cards. The goal is to generate enough funds to carry Athletics more comfortably through the Spring enabling them to purchase new football uniforms and so forth.
- e. There are a few people who are interested in joining the Athletic Council. The biographies are due next week. The packets will then go to the nominating committee, which includes Millie Heil, Rick Bohne and Jason Fightmaster. The vote takes place in March. We have four interested people but we have up to six available positions. There are 2 opening from OLSH, 1 from Holy Trinity, 1 from St. John, and up to 2 non-parishioner positions.
- f. Michael Finan questioned what had to be replaced on the backboards. Millie explained that the motor, cable and pulley had to be replaced. The company also inspected the rubber around the backboards. This will require replacement soon since it is rotting which is causing the glass to loosen. Millie assured everyone that she questioned if there was any immediate danger of the glass falling and was assured there was no current danger. Millie will follow up with this company for more information for ongoing preventative maintenance.

6. Pastors Committee- no report

VII. Old Business

1. Fr. Kellerman proposed an amendment at the last meeting. According to code, this must be submitted at a regular meeting for consideration at the following meeting. Acceptance or rejection must be by a 2/3rd majority (6 votes) and the consent of the

Pastoral councils from each of the covenant parishes. Fr. Ray's amendment has several parts each of which is to be dealt with separately. The first concerned the office of Treasurer and whether this was a necessary office. We do not collect dues and so this office may not be needed. Cathy Honsaker moved that we accept this motion for discussion. Fr Ray Kellerman seconded and the matter was opened for discussion. Dan Prickel stated that he was to new to this Board and would therefore be abstaining from any vote on this amendment, and that he does not know where the financial expertise comes from for this committee. Fr. Ray said this amendment was tied to the next, which concerns the Treasurer as Chair of the Finance Committee. Are we better to appoint someone as Treasurer or have someone with more financial expertise? Millie asked if that wasn't what Jim Volz was. Fr. Ray explained that he was the financial advisor to the Board. Discussion ensued. Fr. Ray suggested we delay this motion until we have a few more months in. He therefore withdrew his amendment.

2. The next item of old business was to discuss the standing committees and the Board members heading those committees.

Finance- This is a necessary committee. The members include Cathy Honsaker (until Fr. Ray's motion is reviewed), Jim Volz, Jay Hollmeyer, and Dan Prickel. It was noted that Jim Volz does most of the work here.

Facilities- This is also a necessary committee. Michael Finan has volunteered to head this committee. Fr. Ray stated there are people in the parishes who have the skills to serve on this committee and suggested that perhaps a personal contact would work here. Michael Finan will work to build up this committee.

Marketing- This is a necessary committee and will be headed by Bridget Hoffman. It was decided that Development would be added to to the Marketing committee. It was the consensus of the members that there is a need for expertise in Grant writing to assist this committee. There is money available but it needs to be tapped through grant writing. Milie Heil suggested contacting area colleges for students who may be able to assist in this as part of their degree work. Bridget Hoffman will also contact Sparkle Worley (formerly MND development) for assistance.

Athletics- This is also important committee and will remain.

Strategic Planning- This is a large area and shall remain separate. This will determine the direction the school is headed and will be an entire Board undertaking. Michael Finan expressed his concern that this is a very important area. It was increasingly apparent to him during Catholic Schools week that many schools try to distinguish themselves

in certain areas to appeal to those families looking for a school.

Parent and Community Relations- Bridget Hoffman said that parents need to have an avenue of recourse when there is no resolution to a problem. Millie Heil said she thinks most parents would be able to approach the principal and he would come to the Board when necessary. It was noted that the Board meetings are open for parents to attend. Rick Bohne read the description of this committee, which stated it also provides an opportunity for parent involvement. It was decided that this could be covered by another group such as Marketing or PTO, but this is not part of the Board's function. It was also decided that as long as there is an avenue for parent issues, this committee was not needed. Millie also reminded the Board of the previous discussion wherein Jason Fightmaster or the Chair would compose a letter outlining the procedure for parents to follow for problem resolution and the necessary steps to follow in the event of non resolution. It was suggested that perhaps a PTO liaison would be helpful.

Pastors Committee- This committee is comprised of the 4 pastors, who share the responsibility for saying Mass. They also ensure the Catholic identity of the school, and provide opportunities for spiritual development. Sr. Helen Habig asked for rewording on the letter b which says the pastors set the religious curriculum (which is set by the archdiocese), and sacramental preparation. Fr. Ray said he would reword this.

3. Athletic Committee/ Athletic Director

- a. Jason Fightmaster originally suggested that SNA would benefit from an Athletic Director. The Chair asked for Millie Heil for input on this issue. Millie Heil stated that this job entails a lot of work and it would be good if we could hire someone for the job. There is much paper work and it is a lot to oversee. The Chair asked what authority Millie thought this person should have. This person would report to the Board and would get paid. The individual would do scheduling and be responsible for opening and closing the gym, as well as monitoring fingerprinting and VIRTUS which must be completed by July 1, 2014. Sr. Helen asked Millie to write a job description outlining her responsibilities.
- b. The Athletic Director would also be responsible for monitoring compliance with the state concussion law which is good for 3 years. Discussion ensued. Fr. Ray also asked that Millie give an estimate of the time spent on each task. Michael Finan asked how it was handled in other schools. He was reminded that SNA sports are handled by the school while others are run by the parish. He was asked to contact some schools to see how they handle sports and the cost involved. Bridget

suggested we see if there might be 2 college students majoring in this area that may be able to fill this. Millie Heil said having someone outside would eliminate the politics involved in this job.

4. Budget

- a. Tuition was discussed on the January teleconference.
- b. Per Jim Volz the budget is not complete until June but the preliminary will be finished by April/May.
- c. Sr. Helen asked Jim Volz to compile a list of teaches (no names) to give to the Board, listing the number of years of experience and the salary earned to guide the Board in deciding on salary increases. Jim said he would do so and it would not be very difficult.

5. Terms for the current Board members

- a. The following Board members have terms ending in 2014:
Cathy Honsaker, Barry Smith
- b. Bridget Hoffman and Millie Heil will serve until 2015.
- c. Rick Bohne and Michael Finan will serve until 2016.

6. Lease agreement/ Insurance

- a. There is a disagreement in the Lease Agreement concerning the insurance billing. The question is should SNA pay 60% of the property insurance on the two building in use or all seven buildings on the campus. Discussion ensued. Fr. Ray consulted the Lease agreement where it states the leased premises for the school are the school building, the activity center, and the modular building. He also noted that on page 9 of the lease, it states the school is responsible for 60% of the insurance on the leased premises. He continued that on page 12 of the lease, item 23, it states that this lease constitutes the entire agreement and replaces all other agreements. The lease was signed by the 3 pastors and the Archbishop.
- b. Dr. Rigg met with representatives of the involved parties including Rick Bohne, Sr Helen Habig, Fr. Howard and Dick Berish and has decided that the Board is to resolve this issue. Discussion followed. Jim Volz reported that the bill comes from the archdiocese and lists seven buildings in all with a dollar amount next to each one. Mr. Berish used the total amount billed from the archdiocese for the seven buildings in calculating the amount SNA was to pay rather than using the two buildings in the lease agreement. The difference was then deducted from the parish support payment made to SNA.
- c. Sr. Helen recapped the events from April, 2013 up to the signing of the lease in October, 2013, and those involved in the agreement. She also recapped the conversations between the involved parties on this matter.

- d. Jay Hollmeyer recalled the conversation from the meetings in which the Facilities agreement was changed into the Lease agreement. Further discussion ensued.
- e. Michael Finan questioned why it was only 60% of the two buildings instead of 100%. The response was that the Church is in the middle of the school taking up about 40%. There is central air and heating there as well. The parish also uses the Activity Center which explains why that is also shared.
- f. The Chair asked Bridget to give her opinion from a legal point of view. She replied that there is no question on the language of the lease and the lease would trump any discussion from a meeting. She expressed her concern that this issue be able to be resolved so that they can move forward. She also said that SNA received a bill from the archdiocese for liability insurance as did OLSH, which seems to be double billing. Jim Volz stated that the lease does not require SNA to obtain their own liability insurance, but would be responsible for part of the bill from the Archdiocese. The issue of the second bill will need to be resolved with the Archdiocese.
- g. Fr. Ray asked if Richard Kelly, who is the chief financial officer for the archdiocese and has a background in insurance, would look at these documents and tell us what the school owes and what the parish owes. Sr. Helen showed the document outlining the amounts owed. If no agreement can be made, the issue will go to the Superintendent of Schools.
- h. Cathy Honsaker made a motion that “We abide by the terms of the Lease agreement that SNA is responsible for 60% of the property insurance on two leased facilities as specified on page 1 and 12 of the Lease agreement.” The motion was seconded by Fr. Ray. Further discussion ensued. The vote followed. There were seven votes in favor. Fr. Ray, Fr. Tom, Rick Bohne, Bridget Hoffman, Cathy Honsaker, Millie Heil, and Barry Smith were in favor while Michael Finan and Dan Prickel abstained. This will be sent to Dr. Rigg.

VIII. New Business

1. Gala – Fr Ray reported that \$7,500 was made on this event and everyone had good time.
2. Principal evaluation was postponed.
3. Tuition assistance reimbursement
 - a. In 2009, SNA was in a stressful financial situation and the school borrowed money from the tuition assistance fund.
 - b. Fr. Ray would like this replaced lest it be forgotten.
 - d. Discussion will continue at the next meeting.

4. Rick Bohne suggested that some type of retreat for the Board would be good. Further discussion to follow. The Chair thanked everyone for their hard work.