



St. Nicholas Academy

January 13th, 2015

Approved

St. Nicholas Academy Board of Limited Jurisdiction.
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 868-2727
Meeting January 13th, 2015

In Attendance: Fr. Ray Kellerman, Fr. Tom Espelage, Rick Bohne, Bridget Hoffman, Michael Finan, Mike Schweitzer, Cindy Hardesty, Kevin Braun

Not Present: Jay Hollmeyer

Jim Volz and Jason Fightmaster were also present.

Call to Order and Faith Formation- The Chair opened the meeting with the *Prayer for the New Year*.

Determination of a Quorum: The Chair reported that a quorum was present.

Approval of the Minutes

1. Bridget Hoffman moved that the November 2014 minutes be approved.
2. Fr. Ray seconded the motion.
3. The minutes were approved as submitted.

Communications

1. The Chair read two thank you notes from teachers expressing their gratitude for their Christmas bonuses.
2. The Recording Secretary also reported that she had received a similar note from Carol Graler.

Finance

1. Jim Volz stated that we are still running better than budget. We are about \$17,000 ahead.
2. The plant operation line is the primary reason for the difference. The property liability insurance is in dispute with the Archdiocese and has thus far not been paid. OLSH has received the bill and are in the process of contesting it. SNA had this item budgeted for November, which accounts for the budgetary difference.
3. Fr. Ray asked if the scholarship account included money already allocated for this year. Jim Volz responded that the money earmarked for 2014-2015 has already been deducted from the account. The balance in the account is almost \$38,000.

Facilities

1. Michael Finan reported that he had contacted a few people who would be willing to do a walk-through of the facilities.
2. Jason Fightmaster reported that right after school would be the best time, and Monday, Wednesday and Friday would be good for him.
3. Michael Schweitzer stated that Monday and Wednesday would work for him as well.
4. The Chair asked for the reason for the walk-through. Michael Finan responded that it would give the committee an idea of the condition of the facility so they could then put together a schedule to take care of maintenance and so on.
5. The roof repair has been completed satisfactorily.

Marketing

1. Bridget Hoffman reported that the Marketing Committee is coming into the busy time of year.
2. Open House is scheduled for January 25th, 2015 from 12:30- 2pm.
3. Invitations are set to go out to school families this week.
4. The billboards are up and the video is finished. The video will be aired on Channel 12, Star 64, and their digital channel. Those who have seen it are very pleased with the end product. Bridget complimented the people at Channel 12 for their excellent work in editing. Jason, Fr. Ray, a 7th and 8th

grade student, Bridget and her husband, and 2 teachers spoke in the video. Bridget reported that the cost was a little higher this first year but will decrease in subsequent years. As a result, Bridget stated that they tried to make the video so it could be reproduced and not re-done from scratch.

5. Fr. Ray said that it will be available on the school web site.
6. Bridget was unable to get some of the signs in Reading that she usually obtains, so she may consider doing some Enquirer electronic advertising to target some zip codes since it is usually fairly inexpensive, but she will need to check with Jim Volz as to the availability of funds.
7. Fr. Ray complimented the Marketing Committee for the idea of the video stating it was a wonderful idea. Bridget explained that they had contemplated it last year but deferred it until this year so as to not overwhelm a Principal new to SNA.
8. Bridget further explained that the video was only part of a professional air campaign which includes email blasts and Facebook posts from the Archdiocese that we can piggyback onto. The Professional Media Campaign was \$1500 for the entire process including the video and air time.

Athletics

1. Kevin Braun reported that Athletics are going strong.
2. The Boys basketball tournament kicks off on Thursday January 15th. This is a big fund raiser for athletics. The tournament is 5 days a week for several weeks. It includes CYO teams from all over the city with 6-8 teams in each division.
3. Athletics has obtained sponsors from local businesses for football. The sponsorships will help defray the cost of helmets and pads. A banner will be hung in the gym to recognize the donors.
4. The doorknob to concessions has fallen off completely. Jason will have Jim O'Shea repair it.
5. Michael Finan mentioned that some families came in to help clean up the gym in January. It was a smaller crowd than normal because of difficulties in scheduling. It was done on January 2nd from 2-5. The strongest support came from basketball and volleyball families. They did a great job and their efforts are much appreciated.
6. Fr. Ray inquired about the compliance with the Child Protection Decree. Kevin is following up on a few coaches and assistant coaches.

Pastors- There was no report given. They will be meeting in another month or so.

Principal's Report

1. Jason reported that the enrollment is at 220.

2. The update on the phone system is that we are still waiting for confirmation on the E-rate credit to defray the cost of the new system. The E-rate program is switching over to an internet/wi-fi system which is why there is the current delay. We should see a credit of a couple hundred dollars. CBTS cannot give us a quote until the E-rate is completed. More information will follow as available.
3. The PA system is still not working correctly. The issue is that you cannot hear from the classrooms any longer. You can call into the classroom, but cannot hear back from there. Cindy Hardey inquired if the PA system went through the phone. Jason replied that the current PA system does not but a PA system can go through the phone system. We will hope to expedite this issue since it is a safety issue.
4. The roof repair is complete.
5. The plumbing (sink replacement/fixtures) was completed over Thanksgiving break. The new water fountain was donated by the SNA Dads Club.
6. Midterms go out on January 14th. We are half way through the school year.
7. Security grant money from the improvements made last year has been deposited in the amount of \$5,000. Jason is still waiting to hear from the state about the MARCS system which will connect us to emergency response.
8. Teacher evaluation have been completed. All were very positive. Jason will do some informal visit throughout the year.
9. The Christmas performances were great this year. The 8th grade put in a lot of hard work in practicing for their performance of *A Seussical Christmas Carol*. Grades K-4 did a Christmas concert with well-known carols. Many thanks go to Mrs. Graler and Mr. Glassmeyer.
10. Fifth grade had a toy drive for Christmas. New and gently used toys and books were collected and then donated to underprivileged children in OTR. The 4th graders collected hats and gloves that were donated to St. Francis Seraph for children in need. These were great Advent and Christmas outreach programs.
11. Jason was again contacted by The Sisters of Notre Dame who requested the school's help in raising money for their clean water program. Jason said we will probably do a coin collection for this cause.
12. The EdChoice students in grade 3 – 8 will be taking Performance Based Tests (PBT). Grades 5 and 8 will take tests in Science, 4 and 6 in Social Studies. Math and English will be taken by all. The testing will occur in March. The Iowa/CogAt tests for grades 2-7 will be given in April for all students in grades 2-7.
13. Catholic Schools week begins January 25th. Open House will be held on Sunday January 25th from 12:30 – 2:00 pm. Each day during the week, we will celebrate a different group. Monday is Students, Tuesday is Community, Wednesday is Grandparent/Special person, Thursday is Staff and Friday is Students. The events are being planned by a committee of teachers.
14. The PTO President and Vice President have resigned from their positions. Jason will meet with the remaining board members this week.
15. Jason reported that we are currently running on one boiler. One boiler had a leak in a tube causing rusting and corrosion in the other tubes inside the boiler. Premier was hesitant to start the boiler in case

some of the tubes would malfunction. An inspector came and recommended that all 71 tubes be replaced. The one that leaked was replaced at a cost of \$1500. A pressure test has been performed and the results were acceptable. Premier will close up the boiler as long as they receive the pressure test information in writing. We will re-evaluate once we hear from the insurance company since we have boiler insurance through the Archdiocese. Unfortunately, the 2nd boiler has also started to leak. The question was raised as to what the worst case scenario would be in the event of tube failure. Discussion ensued concerning replacement, BTU's and boiler efficiency. Michael Schweitzer mentioned that the boilers should be turned off and dried out each summer. Jason will continue to monitor the situation including the temperature of the building.

16. We now have one dumpster to be used for recycling. It will be emptied every 2 weeks at a cost of \$30 per month.

17. St. James of the Valley may be closing in the near future. The decision will be made the 1st week in February. Cindy Hardesty said this is a very emotional time for them and asked area schools to wait until the end of the school year to take new students from there to avoid placing them in a more difficult situation. Bridget stated that everyone in the room could understand their feelings and sympathize with them. It was noted that John Paul II does not accept EdChoice students.

18. Michael Finan inquired about enrichment programs explaining the concern from families that there is not currently an enrichment program for either students who are struggling or those excelling.

New Business

Athletics

1. Kevin Braun reported that he had spoken to Pat Shomaker who said there was a committee creating new bylaws for Athletics.
2. Pat will get with Kevin after reviewing what is underway and then Fr. Ray and Kevin will meet.

Strategic plan

1. Fr. Ray reported that the 4 people on his committee had met with Dan Averbeck who had helped put together the strategic plan for Elder High School. They used a process called Future Pull wherein you look to the future and dream, then try to determine how you will make your dreams be realized. Here, what gets in the way is the disability to say we cannot get there.
2. Dan is unable to work with us at this time and recommended Bruce Vincent to assist us. Bruce lives in Boulder, Colorado. He is interested in working with us and has sent information for the Board to review.
3. He is willing to do this at half his normal fee which would be a cost of \$750 plus travel and hotel. His plan is to do this in one day. He would arrive and have a social evening with the committee to get to know people. The next day would be spent determining the type of future we would like to see. He does this

with computers so he has an automatic response. This will determine where we want to go, how we want to get there and so on. Fr. Ray suggested early summer as the best time to do this. The idea is to do this as a retreat to meet and determine a vision for the future. Fr. Ray asked the members to look over the information given to them, so that the Board can make a decision at the next meeting so that Fr. Ray can confirm arrangements with Bruce.

4. Bruce understands the workings of a Board that is so often involved with putting out fires that they struggle with getting to the visioning. He involves the larger community surveying parents and students concerning a vision for SNA in 5 years. Then, question how to get there. Another positive aspect of this procedure is that it provides a public face to the Board.

Phone System – see Principal's report for update.

New Business

Facilities Lease/Payment

1. Jim Volz reported that there is still a disagreement between what the Lease agreement states and the bill we received for liability insurance from the Archdiocese. Jim received a bill for \$2140 for liability insurance. Additionally, there is a balance from last year for \$2250. The total outstanding is \$4390. SNA is not paying this because it is not in the Lease agreement. He has sent several communications to the Archdiocese that insurance is paid by OLSH and then come to us through them.

2. Michael Schweitzer stated that OLSH is contesting their liability insurance bill also. He has requested a breakdown of the bill for insurance but thus far has not received it.

3. Discussion ensued concerning the fact that the Lease is a legal document that we are to be governed by and that amendments need to be made. There has been no response to the phone calls to the Archdiocese. Bridget has attempted to get clarification on the bill as well. The School and Parish are apparently being billed for the same square footage.

4. The Board recommending holding the bill until clarification comes from the Archdiocese.

5. The Lease was drawn up by Wayne Morris per Fr. Ray. Page 9, number 15b addresses the insurance and page one specifies the split of the leased premises.

Teacher Salaries/Budget

1. The Archdiocese has sent out their guidelines for teacher salaries. Last year, we attempted to adjust salaries to a more fair level.

2. Jason has not had an opportunity to review this in depth, but wanted to advise the Board that he had received this document.

Tuition

1. Bridget stated we should have this by Open House even though we have not set the budget for next year yet.
2. The same format will be used for tuition for next year with a credit for students from covenanting parishes.
3. Cindy Hardesty inquired if there was a need for a pre-school and if we had considered opening one. Discussion ensued. Fr. Ray suggested a feasibility study.
4. Jim Volz reminded the members that tuition and salaries go together. If salaries increase, tuition will also increase.
5. Fr. Ray would like to have a group of interested parents reach out to Robert Bellarmine Parish about SNA.
6. Michael Finan suggested checking with some of the area schools to compare tuition.
7. Michael Finan moved that tuition be increased by 3%. Fr. Ray seconded. All were in favor.

Personnel Update

1. Fr. Howard will be leaving OLSH effective July 1st, 2015.
2. OLSH Pastoral Council will meet with Bishop Binzer. They will discuss their goals and vision for the future.

The OLSH Dads and Men's club would like to increase their numbers. They would like to address the Board next month.

The meeting closed with *The Our Father*.

The next meeting is scheduled for February 10th, 2015.

