



St. Nicholas Academy

APPROVED

Jan. 13th, 2015

St. Nicholas Academy Board of Limited Jurisdiction.
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 868-2727
Meeting November 11th, 2014

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

Jim Volz and Jasom Fightmaster were also present.

Call to Order and Faith Formation

1. The meeting was called to order by the Chairman, Rick Bohne.
2. Rick led the Faith formation with a thanksgiving prayer *Creative Thanksgiving*.

Determination of a quorum- the Chair reported that a quorum was present.

Approval of Minutes

1. Michael Schweitzer requested that the minutes be amended to reflect the fact that the previous Athletic calendar was erased when Kevin Braun took over Athletics. Anyone with something on the calendar, needs to check to be sure their event is on the schedule.
2. Jay Hollmeyer moved that the minutes be approved as amended. Fr. Ray seconded the motion. All were in favor and the minutes were approved as amended.

Communication

1. Gail Dorsey approached the Chair to inquire if SNA was interested in taking on Bingo as a fund raiser. Bridget voiced the concern that it is difficult for people to commit to this type of endeavor. Discussion ensued and the Board decided not to pursue taking this on. It was also mentioned that St. Clement has a super Bingo on one Saturday which raises approximately \$20,000 – \$25,000.

Standing Committees

Finance

1. Jay Hollmeyer reported that everything appears to be on target.
2. He deferred discussion on current expenditures until new business.

Facilities

1. The school bathrooms are scheduled to be completed on November 26th, 2014. The plumbers are donating their labor. This will involve turning off the water to the building for a two hour period. Fr. Ray inquired if Fr. Howard had been informed, since this will affect the parish in the event of a funeral.
2. The roof repairs are scheduled.
3. Jay reported that one of the boiler pipes has a crack in it. Premier reported that it could be welded at a cost of a few hundred dollars.
4. Jay Hollmeyer should hear back this week on the PA system, but the price should be less than previous estimates have been.
5. Jay also reported that we are looking at a lease phone system. He believes a 3-5 year lease from Cincinnati Bell will be better for the school. The monthly cost will be about \$600 per month which includes the monthly service charge of about \$200. The net increase will be \$400 for a leased system which will not become obsolete. Jason clarified the bids that he has received to this point. Pro On Call gave an estimate of \$12,760 with a 3 year warrantee. Ohio Telecom gave a bid of \$12,400 but will give a \$3000 rebate. Parts and labor are warranted for 5 years. CBTS gave an estimate of \$769 per month for a lease. This qualifies for E-rate which would be \$150 per month making the balance \$610 per month. CBTS did not recommend an additional phone in the Knight's room. There is a phone in the gym in case of emergency. We would still have 2 lines coming into the school. The Board will wait until all of the information is in before making a recommendation. Kevin Braun inquired about the timeline. Jason is hoping for spring break or summer.
6. Kevin Braun said that the handle to the Concessions is broken off. Jason is aware of this. The key still works. Jay reported that we should let the school maintenance personnel take care of this and it is a school expense.

7. Mike Schweitzer also reported on the boiler. He reported that Schweitzer Brothers recommended replacing the pipe and not repairing it.

8. Mike also reported that OLSH received an insurance payment for a lightning strike that occurred in July 2013. It cost \$3300 to fix the fire detection system and \$1800 for tree removal. The repair cost was split 80/20. There is a \$2,000 deductible. OLSH received a check for \$3100. SNA was given \$1651 and OLSH received \$1524.

Marketing

1. The Marketing Committee will meet this coming Thursday. They are currently working on Open House and thank you notes.

2. Fr. Ray asked about the time table for the annual letter. Bridget is hopeful to have it completed by the end of the year.

Athletics

1. Kevin Braun reported that we hosted the CYO tournament. He heard several compliments about the facilities.

2. We hosted finals on Sunday and made almost \$1000.

3. SNA has several CYO teams for Basketball and Volleyball.

Pastors Committee

1. The Pastors have not met since the last Board meeting.

2. No report was given.

Principal report

1. Jason Fightmaster reported that the ADM (average daily membership) was 219. We have added one 1st grader bringing our current enrollment to 220.

2. The plumber had to be rescheduled. The water needs to be shut off, so it will be done over Thanksgiving break.

3. The roof repair will also be done over Thanksgiving break.

4. Premier is to present a written estimate for the boiler repair. Premier advises replacing the gas line or valves because of a water leak, while Schweitzer Brothers does not agree with this. We will wait for the final information and bids to be received before deciding which company to use. The repair cost will be split 80/20.

5. The 1st trimester ends Friday November 14th. Report cards will go out on November 19th.

6. The school has received 2 grants from the state of Ohio. We will receive a free Marks system. This is an emergency response system. With the press of a button, emergency response personnel are notified to respond. It is a radio system through Motorola. Jason is waiting for Motorola to contact him to set this up. The cost would have been \$2,000. The school also received a \$5,000 refund for the security improvements made last year.

7. The teachers participated in a religious in-service on October 31st. The theme was *Angels among us*. The moderator was Tom Sparrow. He did an excellent job and was well prepared. It centered on growing together as a staff and concentrated on the Rosary in the afternoon.

8. Teacher evaluations are coming up soon. Jason will observe each teacher for the formal evaluation.

9. The school has purchased two books for the Staff. They are both by John Hattie. The first book looks at the effect teachers, students and administrators have on what happens in the classroom. This is more of an administrator's book. The second is a newer book geared more toward teachers. The books were purchased as part of professional development. Jason was exposed to these books through classes he is taking through the Archdiocese.

10. The sixth grade is collecting can and boxed goods for Thanksgiving. The proceeds are then split and given to St. Vincent de Paul or area food pantries in Deer Park, Norwood and Reading.

11. On December 4th, the 8th grade class will present a Seussified Christmas Carol. There will be a charge for the performance of \$6 for 5 people. The proceeds will go to the Honor Flight Program. They will start with dessert at 7 pm and the performance will begin at 7:30. Grades K-4 will have their Christmas program on December 15th at 6:30 pm. There will likely be no charge for this performance.

12. We are using One Call Now for our mass communication. Jason inquired if the pastors and Michael Schweitzer wanted to be notified. All responded affirmatively.

13. Jason signed a contract with Rumpke for the recycling dumpsters. They will remove one of the two paper recycling dumpsters. The other will be emptied and returned. This will then be used for all recycling including paper, cardboard, magazines, plastics, bottles and cans. The cost is \$30 per month. They will be emptied about every 2 weeks.

14. Rick Bohne asked where the reimbursement money from the security improvements would go. Jim Volz replied it would go back into the account to defray the cost of other improvements. The money came from the cameras, and DVR, not from the replacement of the doors. The school paid for this not the parishes, so no money is due back to the parishes.

Old Business

Athletics-

1. The committee had nothing to report as of yet.
2. They are planning to meet in December.

3. Fr. Ray asked if anyone had input into the Athletic bylaws. He stated that any comments would be appreciated.

Strategic Plan

1. The Strategic Planning Committee met on November 3rd, 2014.
2. Daniel Averbeck was asked to assist with this process. Dan assisted with the strategic plan for Elder High School. He also has experience serving on the Board of Trustees for a small college.
3. Dan walked the committee through a plan for strategic planning. This is visioning plan. The goal is to think big and not be a traditional conservative group. It is important to have the big picture in mind and then back into how to get there. The group felt this was a good way to approach this plan. The facilitator that Dan is familiar with is Bruce Vincent. He is in Colorado and Fr. Ray has reached out to him. The committee wanted to get a consensus from the full Board before going forward with this unique way of approaching strategic planning, but they felt this was a very exciting path to investigate. It focuses on the good as opposed to the problems encountered.
4. The Chair further explained that part of this method is to project where you want SNA to be at a future date, i.e. 2020. Then the question comes, "How do you get there?"
5. The Chair also expressed the thought that this strategic plan is a good sign to our families and shows our determination to continue to succeed. This gives great energy to the future and an opportunity for others to be involved at both the school and parish levels. He has witnessed the effect of a great visionary at Moeller High School and the successes there as a result.
6. Fr. Ray expressed the view that Dan was enlightening and refreshing. He spoke about the concept of Future Pull. The idea is to dream about where you want to be in 20 years, and then plan how you can get there. If you don't dream, you won't get there. It is a simple process and can be done on several different levels.
7. Dan Averbeck approaches this from a psychological basis while Bruce Vincent will approach it from a technical perspective. Fr. Ray suggested that we begin some background work by obtaining input from parents, staff, donors, students and supporters.
8. Rick Bohne felt that this process is in keeping with our Catholic teaching. He also inquired if we would be able to schedule a conference call in the event that Bruce Vincent would be willing to assist in this process, but would be unable to travel from Colorado. All committee members thought this was a very positive experience. The members may request that Dan come another night to address a larger group, although he is not immediately available.

New Business

Phone system- already discussed.

Christmas Bonuses

1. Jason asked the Board to approve Christmas bonuses for the teachers. He explained that the cost this year would be slightly less than last year. Discussion ensued. Care needs to be taken to follow tax laws in this area. Jim Volz expressed the fact that the bonuses were included in the budget.
2. Kevin Braun made a motion to give Christmas bonuses to the Staff. Rick Bohne seconded. All were in favor.

Kindergarten Readiness Program

1. St. Vincent Ferrer is presenting a Kindergarten readiness program on November 12th, 2014. A teacher from Good Shepherd Preschool is scheduled to aid in the presentation. SVF will have their Kindergarten teacher there as well. This is an informational meeting not an evaluation. The students at Good Shepherd Preschool all received a flyer concerning this.
2. The question was raised if SNA is missing an opportunity to increase the kindergarten class or to increase our exposure to new prospective families. Discussion followed. Jason will take this under advisement.

Gala

1. The Gala is scheduled for November 22nd, 2014.
2. Some of the highlights include raffles of a Coach purse, a Levian necklace, an I-pad mini, and baskets to take chances on, as well as a photo booth. The cost is \$25 which includes dinner and non-alcoholic beverages. Cash Bar is available.

Questions

1. Jamie Osborne, Secretary of the PTO, addressed the Board concerning the amount of money paid by Athletics to cover the cost of utilities. The \$1250 paid by Athletics for utilities is placing a strain on Athletics. The question was raised if this could be offset. This amount goes back to what OLSH Athletics paid for utilities in the gym and that cost was based on a usage audit. Each building is listed separately on the utility bill. Jim Volz will re-evaluate this to insure the charges to Athletics are correct.
2. The next question dealt with Marketing. There is concern that with all of the groups affiliated with SNA trying to schedule fund raisers, there is no central overseer to determine if a particular fund raiser should be scheduled. Marketing is not able to take this on without additional members. Fr. Ray reported that there was a protocol set up in 2008 to address this issue, but it needs to be revisited.
3. Mr. Osborne also asked about the Christmas program for grades 5, 6, and 7. Jason replied that they would have something in the Spring.
4. He also pointed out that the Board meeting dates on the website are incorrect, and the plans for the Strategic Plan are awesome.

5. Kevin Braun inquired how to heat the gym. Jason will get with Jim O'Shea for information.

Jay Hollmeyer moved that the meeting be adjourned. Fr. Ray seconded the motion.

The meeting ended with a prayer of thanksgiving.

The next meeting is January 13th. 2015.