



St. Nicholas Academy

APPROVED

Nov. 11, 2014

St. Nicholas Academy Board of Limited Jurisdiction.
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 868-2727
Meeting October 14th, 2014

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

Jason Fightmaster and Kevin Braun joined the meeting in progress.

Jim Volz was also present.

Call to Order and Faith Formation- The Chair opened the meeting with a meditation from *The Principle of Likeness*.

Determination of a Quorum- The Chair stated that a quorum was present.

Approval of the minutes

1. The minutes from June were amended.
2. Jay Hollmeyer moved that the minutes be approved as amended. Rick Bohne seconded the motion. All were in favor and the June minutes were approved.
3. The September minutes were also amended.
4. Jay Hollmeyer moved that the September minutes also be approved. Michael Finan

seconded the motion. All were in favor.

Communications

1. Rick Bohne received an email from a parent concerning the PTO. There was also concern about the PTO fund raisers. Discussion ensued among the Board members.
2. Rick Bohne also reported on an individual who spoke very favorably about the school.

Finance

1. Jay Hollmeyer reported he had met with Jim Volz and Jason Fightmaster. They have gone over the financials of the school. All is on budget.
2. Jim will resend the financial statement to the members.

Facilities

1. Jay Hollmeyer reported that he and Michael Finan had looked at maintenance issues. They are looking at a short term and long range strategic plan.
2. This committee looked at the plumbing issues. Jay has a plumber who will donate his time and \$300 in part to replace the faucets in the bathrooms.
3. The Facilities Committee will put together a quarterly report. They are asking the maintenance personnel to look at the campus and report back to the Facilities Committee on any issues, so that they can be addressed quickly.
4. Jay also reported that he was able to obtain a better bid for the roof repair as well as the intercom system. There was also discussion concerning the possibility of leasing a phone system rather than purchasing a system.
5. Jay also wants to have a walk through with the Business Manager from OLSH to put together a long term plan of maintenance. It is the school's responsibility to look at the maintenance and have the procedures in place. The Facilities Committee will have contact with the host parish so that approval can be obtained before proceeding with their projects.
6. The Committee also wants a maintenance and cleaning schedule compiled hopefully by December 1st, 2014. This will define the maintenance duties and have a protocol in place for dealing with issues as the Staff finds them. If maintenance does not have the necessary expertise to deal with an issue, Jay will make arrangements for a vendor to come in.

7. Jay also reported that a good relationship exists between the host parish, the principal and this committee.
8. Discussion ensued concerning the method to be used to report maintenance issues.
9. Jay would like to get parent volunteers to assist with some of the long range goals.
10. Michael Finan would like clarification on what responsibilities belong to the school and which ones belong to the host parish especially for the Activity Center. He also asked for the guidelines for the use of the facilities specifically by a third party. Bridget will help with this. It was noted that the facilities cannot be used for profit because of our non-profit status, but doing so may enable the school to offer additional extracurricular activities. Fr. Ray pointed out that we would be able to recoup the cost of utilities, but the third party would need to provide a certificate of insurance, usually a one million dollars rider to a homeowners policy.

Marketing Committee

1. The Marketing Committee met on October 1st, 2014. They discussed their current projects including the walkathon, yearbook, website update, and open house. The annual report is due to be started soon.
2. They set additional goals for the year.
3. Knights news and notes should be delivered to the parishes by the end of October.
4. The annual letter will be going out with the annual report. Bridget will reach out to Ralph Nardini for his assistance with this.

Pastors Committee

1. Fr. Ray reported that the Pastors Committee had not met.
2. Five eighth graders have been installed as Eucharistic ministers. Fr. Ray was impressed with their reverence and respect for this ministry.
3. It was also noted that adults who worship with the student on Fridays have been very impressed with their singing and participation.
4. Catholic social teaching is progressing. The pastors continue to meet with the classes to discuss a particular Catholic social teaching. This has been a very positive experience.

Principal Report

1. The current school enrollment is 219. ADM funding is based on this number.
2. Jason is still waiting on a quote from CBTS for a phone system. This is the group who offered a lease program for the phone system rather than an outright purchase. This allows for automatic software updates as well as phone replacements at cost when necessary.
3. The replacement of the bathroom fixtures will likely occur on October 17th or 31st when the students will not be in class.
4. The quote for the PA system was approximately \$15,000. Jay will get another quote and possibly look at other options.
5. We obtained another bid for the roof from HKC. The cost to repair the roof was \$3,300. Jay Hollmeyer moved that we accept this bid and move forward with the repair. Bridget Hoffman seconded the motion. All were in favor. Mike Schweitzer reported that OLSH was also in agreement. Jay also reported that HKC will inspect all of the roofs and there is money set aside in the budget for the necessary repair.
6. Jason reported that the parent teacher conferences went well with probably over 90% participation. Signupgenius.com was utilized for scheduling the conferences. Anyone without access to this program simply called Carol Dunham.
7. Jason thanked Susie Finan for organizing the walkathon as well as all of the others who assisted. He reported there was no rain until the students came in for lunch. Approximately \$11,000 was raised. The students brought in \$10,600. There was no feedback from neighbors, but 2 neighbors reportedly made a donation. The walk was about 1.15 miles.
8. The trimester ends on November 14th.
9. The third grade students who are on Ed Choice scholarship took the OAA test last week. This will determine what reading test they will take in the spring.
10. We lost one second grader but gained one first grader.
11. The faculty will be having a religious in-service on October 31st, given by Tom Sparrow. The theme is *Angels among us*.

12. The Chair would like to improve communications between the Board and the Faculty.

Athletics

1. Kevin Braun reported that Fall sports are wrapping up. Boys basketball had a very good turn out. Sign-ups for volleyball are going well. We should have a team at each level.
2. Virtus is on schedule for our coaches. The cut off for misses is 3.
3. Sign-ups for sports are done on line. For those playing for a second time, the \$75 fee changes to \$25 when you go to payment.

Old Business

Athletics

1. Fr. Ray reported that the Athletic by-laws have not yet been approved.
2. A sub-committee will be formed to look at the by-laws. Fr. Ray and Kevin Braun will be on the committee. Pat Schomaker will be asked to join as well since he was working on editing this document.
3. This will be revisited at the next meeting.
4. Kevin Braun reported that the existing Athletic facility schedule was deleted when he took over and started using a new software. Anyone on the schedule should check with Kevin to have their event reinstated.

Lease

1. Bridget reported that there are extra desks and equipment currently being stored in the school. She suggested a purge day to determine what is needed and what items should be discarded.
2. Fr. Ray asked if there would be a new lease agreement. Bridget stated that an addendum should be all that is necessary. The lease automatically renews in June unless one of the parties gives notice. There is one area of the lease which is being evaluated. To resolve the issue, Bridget is determining which areas of the campus are being utilized by the school. The school is currently using one garage, 3 rooms, the school, and the activity center. Mike Schweitzer believes the solution to the insurance issue is for the Archdiocese to itemize

the insurance bill. Discussion ensued concerning the campus storage areas.

New Business

Strategic Plan

1. Rick Bohne stated that the Board needs to form a Strategic Plan Committee.
2. Jay Hollmeyer stated that Facilities wanted to have a short term and long term strategy as part of the strategic plan. This is seen as one piece of the plan.
3. Another aspect of this plan is academics which is in place as part of the accreditation process.
4. This plan needs to contain goals that are obtainable and limited in number.
Bridget Hoffman, Rick Bohne, Fr. Ray, and Jason will be part of the Strategic Plan Committee. Jim Raussen will be invited to join as well. Bridget then spoke briefly about MND's strategic plan.
5. Fr. Ray asked Cindy Hardesty if the School office offered any assistance to schools attempting to set up their strategic plan. She referred him to *Lighting the Way*. She suggested that perhaps Chris Pastura from the Archdiocese would be able to assist with the marketing of the school as part of a strategic plan. Rick Bohne stated that we are able to do a portion of this on our own especially the mission statement, Catholic identity of the school, and how to market SNA and the strengths of the school that differentiate it from other area schools. Mike Schweitzer offered to help with any number crunching that was needed. The Chair also expressed the importance of keeping SNA affordable. Discussion ensued.

Lighting the Way

1. Fr. Ray spoke about the information in this document. He explained that this has information outlining what the leadership in the school office is working toward.
2. There will be much more in the months to come about the capital campaign that the Archdiocese is launching. A portion is to go to schools for tuition assistance, and a part is to be returned to the parishes.

Gala

1. The date for the Gala is November 22nd.
2. Some of the highlights include a fun photos booth, mystery boxes, raffles of an I-pad mini and jewelry and an hour with any Reds mascot.

The meeting ended with the Hail Mary.

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

