



St. Nicholas Academy

APPROVED
October 14, 2014

St. Nicholas Academy Board of Limited Jurisdiction

170 Siebenthaler Avenue
Cincinnati, Ohio 45215
(513) 686-2727

Meeting June 10th, 2014

In Attendance: Fr. Tom Espelage, Fr. Ray Kellerman, Rick Bohne, Bridget Hoffman, Michael Finan, Cathy Honsaker, Millie Heil

Not Present: Barry Smith, Dan Prickel, Jason Fightmaster
Jim Volz was also in attendance.

I. Call to Order and Faith Formation

1. The meeting was called to order by Rick Bohne. The Faith formation consisted of 2 short scripture readings.
2. These were chosen to remind us of our unity as owners of SNA and the role of the Board.

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

III. Approval of the minutes

1. Fr. Ray moved that the April minutes be approved.
2. Fr. Tom seconded the motion.
3. All were in favor and the minutes were approved.

IV. Communications

1. Rick Bohne reported there was one item of communication. Sr. Helen Habig reported on Jason Fightmaster's evaluation. She reported she believed it was fair and objective. Next year, parents and teachers will have input into the evaluation.
2. Cindy Hardesty will be Sr. Helen's replacement at the Archdiocese.
3. Rick Bohne will contact Dr. Rigg to determine if the Archdiocese will follow code in filling Sr. Helen's position on the Board.
4. Sr. Helen thanked the Board for her retirement gift.

V. Principal report- none was given

VI. Marketing

1. The new student night went well.
2. The baskets for the Parish festivals are finished.
3. The Marketing Committee will now start working on the 2014-2015 school year.

OLD BUSINESS

I. Tuition Assistance Fund

1. Fr. Ray brought up the issue that money had been borrowed from the tuition assistance fund several years ago and still needed to be replenished.
2. Jim Volz explained that some of the money had been replaced and he will move the remainder into that account.
3. He will send an email to the Board members with the current numbers.
4. It was unnecessary to proceed with Fr. Ray's motion to make the Tuition Assistance Fund whole since the process is in progress.

NEW BUSINESS

I. Budget

1. Bridget Hoffman questioned the number of students that the budget was based on. She thought 234 students was too high a number since enrollment is currently at 210. Jim Volz explained that historically these numbers increase over the summer and Jason has been following up with families to determine if they will be returning.
2. Michael Finan asked how many students have not registered that we think will be returning and the effect this has on the budget. Jim Volz will continue to verify the estimated number for next year with Jason Fightmaster. Jim also explained that enrollment and salaries are the two greatest areas that impact the budget. Bridget questioned if the budget numbers included an aide for Kindergarten. She also asked about the Gym, Art and Music teachers being moved from agency to contract and if this would affect the cost of benefits. Fr. Ray explained that these are part time employees who would likely not have a great effect on the budget due to benefits. Jim Volz explained that we have to stay within the Archdiocesan guidelines for benefits and that they issue a report to reflect who is receiving benefits. Jim will make a note to monitor the effect, if any, that this will have on the budget.
3. Cathy Honsaker brought up the impact of voucher students on the budget. Discussion ensued. Members expressed the sentiment that continued enrollment at SNA should be a good fit for both the student and the school and in some cases the Principal may need to have a conversation with the family if this is not the case.
4. Michael Finan noted that Parish support was down 5% and questioned the reason for it. Jim Volz responded that Parish support is based on 18% of the collections and festivals from the previous year so this is an actual number as opposed to an estimate.

5. Bridget Hoffman suggested the insurance line in the budget remain as it appears until the issue is resolved with OLSH Parish.
6. Michael Finan brought up the issue of the payments made by Athletics for the Activity center. These payments are made directly to SNA, and the school then pays the necessary bills. The payment is not made directly to the OLSH Parish, but rather goes into the school account to offset the expenses incurred by Athletics.
7. Fr. Ray questioned the line item for Tuition Assistance. This is the amount that the Principal has available for tuition reduction for those students in need and is usually \$10,000 - \$12,000. When this was set up, the Principal was given a set amount (5%) to use for families in need. Fr. Ray suggested a limit be placed on this so that the parishes are not so limited in the funds available to them, while the Principal has more funds available to use for assistance. It is also important for the Principal and the Pastors to communicate so that families are not receiving aid from both places. Carol Dunham tracks tuition assistance given to families by both the parish and the school. Fr. Ray questioned if the distribution of the Gala Funds should be re-evaluated. Jim Volz explained where the tuition assistance was reflected in the budget. It is necessary to indicate where tuition assistance is given so that budgetary numbers are accurate.
8. Bridget Hoffman inquired how much uncollected tuition remained from this past year. Carol Dunham has a spreadsheet to track this. Several families pay off their balance at the end of the year. Jim Volz will try to ascertain the amount by obtaining the information from Carol Dunham.
9. Fr. Ray questioned if the telephone upgrade was included in the budget. Jim Volz explained it was not.
10. There was nothing additional to discuss. Bridget pointed out that the Board was not ready to approve this budget until some additional items were addressed.
11. Jim Volz stated that the Archdiocese does not require that we submit our budget for approval. He will email several scenarios based on different enrollment numbers to the members to give them a more accurate budget projection.
12. If there are no questions after the information is provided, a vote can take place by email. However, if there are questions, a conference call will be scheduled.

II. Committees

1. The Committee Chairs need to be set. The Chair read from the Code of Regulation that all non-clerical Board members are to chair a committee. Membership on a committee is open to non-board members. The Chair of the committee may limit the number of members on a committee. Non Board members may chair ad hoc committees. Committee recommendations are then brought back to the Board for approval.
2. Dan Prickel was proposed as the chair the Finance Committee subject to his acceptance since he was not present at this meeting. Finance is his area of expertise.
3. Michael Finan will chair the Facilities committee.
4. Bridget Hoffman will chair Marketing and Development
5. The President of the Athletic Board will chair the Athletic Committee.
6. The Pastors committee will consist of the pastors from St. John, Holy Trinity, OLSH, and St. Savior.

III. Board membership

1. Cathy Honsaker will not be returning to the Board. Her term was a one year term and she has decided not to renew her term. The Chair stated that this was a great loss to which other members agreed. Fr. Tom will need to find a replacement.
2. It was necessary to elect Board officers. Those currently serving could be re-elected to their positions and were agreeable to do so.
3. Cathy Honsaker moved that the officers remain the same. Fr. Ray seconded the motion. All were in favor.
4. It was noted that there is no office of Secretary and this will need to be changed in the Code of Regulation when the change concerning Treasurer is also made.

IV. Lease agreement

1. The Chair received a letter from Dr. Rigg expressing the view that the School and the Parish need to negotiate the issue of insurance payment. The issue needs to be discussed and the lease agreement needs to be amended to reflect the decision made regarding how the insurance payments are to be divided between the School and the Parish.
2. The previous committee involved in the development of the Lease consisted of Fr. Beuter, Fr. Howard and Jay Hollmeyer. The current committee should consist of Fr. Howard, or Michael Schweitzer (Business Manager) and Rick Bohne.
3. Bridget Hoffman expressed the opinion that we need to determine which buildings are being used and possibly consolidate things so we are limiting the areas in use thus lowering our insurance obligation. Football equipment is in the Parish Garage and uniforms are in a room in the Parish Office. The Gala has a room and the teachers have been encouraged to utilize the Parish Center. The Board is in favor of consolidating the areas used. Bridget Hoffman volunteered to check into what areas are currently utilized by the schools.
4. Bridget Hoffman offered to draft the new Lease agreement so as to avoid paying additional attorney fees to the Archdiocese.
5. Jim Volz stated that we are receiving a bill from the Archdiocese for insurance and OLSH is also being billed for it. Bridget has been unable to obtain answers from the Archdiocese.
6. Fr. Ray stated that in the letter from the Archdiocese, Dr. Rigg explained that the Archdiocese has a policy not to pro-rate the break down for insurance.
7. Cathy Honsaker clarified that we do indeed have Liability Insurance to which the response was affirmative.
8. Fr. Ray suggested that Paul Kinkle might be of assistance since he usually handles the Liability insurance for the Archdiocese.

V. Board Retreat

1. The Chair revisited the idea of having a retreat for the Board members. His proposal is to hold this on a Saturday around 11 am possibly on August 9th.
2. It would include lunch, discussion, a prayer service, an evaluation of this past year and how to move forward, and Mass.
3. This would help build relationships and welcome new members.
4. The Chair plans to meet with the faculty in the fall to introduce himself and also to meet with the PTO. We need to get our name out and identify our strengths and what we promote.

The meeting closed with The Hail Mary for the recent shooting victims.

The next Board meeting is scheduled for September 9th, 2014.