



St. Nicholas Academy

APPROVED

St. Nicholas Academy Board of Limited Jurisdiction
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 686-2727
Meeting: September, 12, 2013

In Attendance:

Officers:

Adele Iwanusa, Acting Chair; Jay Hollmeyer, Treasurer; Mary Imhoff, Secretary

Members:

Fr. Tom Espelage, Fr. Ray Kellerman, Fr. David Howard, Karen Stevenson, Millie Heil

Principal:

Jason Fightmaster

Also in Attendance:

Cathy Honsaker, new member nominee (St. John's); Chris Pastora, Archdiocese

Not in Attendance:

Ralph Nardini, Rick Bohne, Sr. Helen Lucille Habig

I. Call to Order and Faith Formation

1. The regular meeting of the St. Nicholas Academy Board of Limited Jurisdiction was held on Thursday, September 12, 2013 at 7PM in the St. Nicholas Knight room.
2. The Chair called the meeting to order, noting that a quorum was present.
3. Faith Formation was led by Adele Iwanusa.
4. The Chair noted that three members would be leaving the Board since their terms have expired: Adele Iwanusa, Jay Hollmeyer & Mary Imhoff. The Chair expressed her gratitude for the opportunity to keep Catholic education in this area. Cathy Honsaker was welcomed as the tentative replacement for Mary Imhoff (St. John's representative). Adele Iwanusa has contacted Sr. Rita Stirwald to be the educator representative. She has not accepted due to a new role she has with the Sisters of Notre Dame.

5. The Chair expressed her frustration over the lack of communication that exists for the Board. Messages have gone out to some members but not all. It is essential that good communication exists on all levels – Archdiocese, Pastors, Board members, as well as Business Managers. Perhaps Sr. Helen can help here. She reminded everyone we need to keep the school mission in mind
6. The Chair also expressed the need to come up with a plan to meet the added financial needs other than simply taxing the parishes.

II. Approval of Minutes

1. Minutes from the August meeting were approved as submitted.
2. Cathy Honsaker was introduced to the Board. Cathy is on Finance at St. John Parish and has grandchildren attending SNA. She was approved by the Board and will begin her term in October 2013.

III. Discussion of Governance Model

1. Chris Pastora attempted to combine original document with the changes. He stated that we need to take the Governance Document, Facilities & Covenant Agreement and make sure they all align. Mr. Pastora stated there was a need to consult with the Archbishop and the attorneys and as a result the documents were delayed in reaching the Board members.
2. Chris Pastora began the discussion of the Governance document. Fr. Ray expressed that he had several reservations concerning the changes made. There was discussion about filling a vacancy, which was explained to Mr. Pastora. Fr. Ray explained that in the event a parish is without a priest, the parish administrator will take the place of the pastor.
3. There followed discussion about the parishes indemnifying the Board members. Per Rich Kelly, this wording is as the Archbishop dictated. The Archdiocese holds the policy for the parish and each parish is billed for it.
4. Under Elections (p. 5) annual meeting was changed to organizational meeting.
5. Under Section 3 (p. 7) Notice of Special Meetings is provided to Board members no less than 5 days if possible.

6. Section 7 (p. 8) Voting Point C. “Voting can be done by secure means of communication” was stricken and “by proxy” added. After discussion the revision stands.
7. Article VIII – b. Pastors can unanimously over rule any action by the Board. Discussion ensued. “Any action” seemed too broad. Per Chris Pastora, it is a Board of Limited Jurisdiction. If all three priests decide they are using their ownership, they should have that authority. The authority does not pass to a designee but remains with the pastor.
8. Addendum B – Strike “Canonical Pastor” and add “Board Chair” to sign documents.
9. Fr. Howard will take documents back to his leadership. He feels the need to have Covenant, Governance and Lease all ready. Chair stated there is a need to get this Governance document signed in order to proceed as a board.
10. There was discussion about the Lease agreement. This is a new document of fifteen (15) pages replacing a previous four (4) page document, which OLSH would like attached to the Governance document. Fr. Ray expressed view that Lease has nothing to do with Governance, and it is imperative that we have a Governance model. Fr. Howard is to send a communication to Pastoral Council at OLSH.
11. Mr. Hollmeyer expressed view that we need to move forward. The Board has reviewed document. New chair needs to be named.

IV. New Board Make Up & Chair - POSTPONED

V. Principal’s Report

1. Jason is working on something concerning school building security – security system is outdated, too many keys to doors are out. Since we are in the black, he is going to use some of the funds to upgrade the camera, DVR, keyless entry, etc. Chris Pastora stated that we are trying to get approval to use auxiliary funds for school security. Principal is not expecting money to come from parishes.
2. Lights in cafeteria and activity center could be changed out and we could then go on a payment plan and the savings should pay for the lights. This will be put on the back burner for now.
3. The school needs new air conditioners for computer rooms. This can be done using auxiliary funds.

4. Phone systems need to be updated. Getting quote for VOICE OVER SYSTEM. VOIP system in past could not do 911 calls. Jason will check on this.
5. School cleaning going well.
6. Activity center should fall to Jim O'Shea.
7. "Meet the Teacher" went okay. Would have liked more people to come.
8. Child Protection Program (safe environment) will be overseen by Carol Dunham. She will take care of teachers, coaches, and volunteers, for anyone with more than one hour of contact per month. This program requires monthly work.
9. Jason thanked the Board for the plant. Fr. Ray thanked him for the wonderful communications.

VI. Standing Committees

1. Finance
 - i. The cost for boiler maintenance is higher than estimated.
 - ii. Mr. Hollmeyer stated surplus funds should go in to strategic fund.
 - iii. Mr. Hollmeyer also suggested checking Premier splitter system which is quiet and efficient
 - iv. Mr. Hollmeyer will help new Finance person to ensure smoother transition.
2. Development
 - i. Ralph Nardini was not in attendance but encouraged the Board to find other funding for the security project.
 - ii. Jason Fightmaster said it will go forward and the school would cover the excess.
 - iii. Fr. Ray suggested the annual appeal letter specify a specific use for the funds.
3. Pastor Committee
 - i. No Report since the Pastors meeting was to occur after the Board meeting
 - ii. Fr. Ray said they are continuing Catholic Social Teaching for the Catholic identity portion of school improvement.
 - iii. Human rights and responsibility is topic being covered. It is enjoyed by both the Pastors and the students.

4. Marketing

- i. The Walk-a-thon is scheduled for October 4. Tee shirts have been ordered. Barb has posters for each class to track their progress. We have 19 sponsors (\$1,600). Thank you note will be sent to the sponsors by the students in the 8th grade. Water and Gatorade have been donated for the walk .
- ii. Directory is in progress. The PTO will cover the cost of the Directory.
- iii. The Annual report will be reformatted to go with the annual appeal letter.
- iv. The Marketing committee has lost three (3) members and is looking for more recruits.
- v. Knights & News should go out in the next three (3) weeks. This will go into the Parish bulletin and Wednesday communication.
- vi. The Marketing committee will keep the website updated
- vii. On October 3rd, Courtney will meet with X.U. about volunteers working concessions.
- viii. Fr. Ray cautioned the Marketing Committee about putting pictures of students on the web. He reminded them to be sure the appropriate waivers are signed for web, newspaper, newsletter, etc.
- ix. Fr. Ray encouraged Jason to have kids outside of church after Mass to get sponsors for the Walk-a-thon.

5. Athletics

- i. Millie reported that Athletics are going well so far. We have teams for girls basketball, soccer and football
- ii. Millie is still the Gym Coordinator
- iii. Millie reported that the Coke machine is leaking. Coke will be notified again to check it. It was suggested that if there is no satisfaction, perhaps Pepsi should be contacted to service the Gym.

VII. Old Business

1. Night for St. Nicholas

- i. This event is scheduled for Nov 23, 2013. Our goal this year is \$10,000.
- ii. The Committee has several new members with new ideas.
- iii. Over the past 2 years over \$17,000 has been raised for tuition assistance through this event.

2. Chairs for Committees

The following Board members have been assigned to these committees:

- i. Karen Stevenson – Marketing
- ii. Rick Bohne – Parent Committee
- iii. Ralph Nardini – Development

- iv. Cathy Honsaker – Finance
- v. Millie Heil – Athletics
- vi. Barry Smith (possible new Board member from Holy Trinity) –
Facility

VIII. The next meeting will be October 1, 2013 @ 7:00 PM

IX. The meeting was adjourned with a prayer.