



St. Nicholas Academy

APPROVED

October 14th, 2014

St. Nicholas Academy Board of Limited Jurisdiction.
170 Siebenthaler Avenue, Cincinnati, Ohio 45215 (513) 868-2727
Meeting September 9th, 2014

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

Rick Bohne and Kevin Braun joined the meeting in progress.

Also present were Jason Fightmaster and Jim Volz

Call to Order and Faith Formation

1. The meeting was called to order by the Vice Chair, Bridget Hoffman. Fr. Ray led the Faith formation with a scripture reading from St. Paul.
2. Fr. Ray welcomed the new Board members and reminded them that we are here to serve the children and our communities. He expressed the hope that this would be a good school year for all.
3. The members then joined in praying the Our Father.

Determination of a quorum

1. There were 6 of 9 members present.
2. The Vice Chair reported that there was a quorum.

Approval of Minutes from June 2014

1. The Vice Chair stated that she did not receive the June Minutes and did not think they been sent out.
2. The Recording Secretary reported that the minutes were sent out to all members in June. Since not all members received them, they will be re-sent so that everyone will have the opportunity to review them prior to voting on them at the October meeting.

Communications- There were no communications to report

Introductions- At this point, the Board members took a moment to introduce themselves to one another since there were several new members present.

Principal report

1. Enrollment is currently 218 with one more student possible by the end of the week. The kindergarten is at 24 which is a good number.
2. Jason has 2 quotes for updating the phone system with another coming on Friday from CBTS. The quotes were close with one exception. One quote is from Ohio Telecom. This company will make a donation back to the school in the amount of \$3,000. Jason's goal is for a master phone in the office, voicemail for each teacher and a phone in each classroom. Jason is hopeful for the phone improvement project by next year, if not this year.
3. The school has purchased new faucets for the boys and girls bathrooms. They are one handle faucets which are easier for the students to turn off. Jim has been struggling to remove the old ones. Jay Hollmeyer will have someone come to look at them. There are 10 faucets yet to install.
4. Jason reported that the current PA system is obsolete. American Sound was out to fix it this past summer and will give Jason a bid to replace it. Michael Finan asked if updating this will decrease the need for a new phone system. Jason said a PA system can tie into a phone system but our current system is too old. Jason stated that each of the phone systems being looked at are voice over. Discussion ensued concerning the use of email versus voice mail and is it better to update the phone system versus the PA system. Whichever decision is made, the improvement will increase security for the students.
5. Jason reported that every time it rains hard, the roof leaks and we get water in the Staff room. Siegel Roofing has given 2 quotes. The 1st would be a quick fix and the other would be to fix the entire problem. The first time this problem was noticed was at the end of this past school year. The estimate for the immediate fix is \$981. The real fix is \$3600. Jay Hollmeyer will have

someone come to give a second estimate. It seems to affect only the school and not the Church. Fr. Ray noted that OLSH Parish would need to give their approval for the repair. Jason reported that he also had the storm drain cleared out when the work was done this past spring. This should help since the downspouts eventually drain here.

6. Jason then reported on varmints around the campus. The fox has not been caught but seems to have moved onto another area. The traps will remain until the 30 days have passed. Further discussion ensued concerning the ongoing pest control program for the building.
7. The school year is off to a good start. Jason spoke to the staff about a more positive and collaborative attitude. Jason decided that conferences would be over two nights instead of 4 for the fall. Parents will only see the homeroom teacher at this time. If the student is having a problem in a subject, the homeroom teacher will give the suggestions made by the subject teacher. If this doesn't solve the problem, the parents can send the subject teacher a note or email. Conference sign-ups will be done online. For the spring conferences, the parents will meet with all of the teachers for their children.
8. Mrs. Tenkman has left her position at SNA to take a full time position at Fairfield. She has a special license which has certain requirements and she was falling behind by not teaching. She helped out in several classrooms. She has not been replaced and most teachers agree it is not necessary to do so. Michael Finan expressed his concern for the 3rd grade. Jason said there will be help for that class.
9. The 5th grade had their trip to Camp Kern last week. Mrs. Burke does a great job with this. She had parents involved and the students got along well together.
10. The Walk-a-thon is scheduled for Friday, October 10th. All of the students will walk at the same time. The walk will take the student off campus this year. They will walk down Siebenthaler to Dorian. The goal is to walk around the neighborhood and show what SNA is really about. Jason will notify the surrounding neighbors. The walk will take place from 10am-2pm with lunch in between. The monetary goal is to raise \$10,000. The students will have a free day on October 17th if the goal is met.
11. Teacher conferences are scheduled for October 1st and 2nd. The faculty requested that conferences take place around midterm.
12. On October 6th and probably the 7th as well, Jason will be off campus. He will be attending the Archdiocesan Summit in Dayton. This is a religious conference with breakout sessions and a Principal's meeting on Monday.
13. Jason reported a student incident. The Board discussed the matter at length and agreed on the next steps to be taken including parent communication.

Finance Report

1. Jim Volz reported that he has completed the financial report required by the Archdiocese. He needs the necessary signatures for this report to be sent to Archdiocese. He will then forward this to the Board members.

2. Jim stated that he did his regular reports for August. He also edited the proposed budget to reflect our current enrollment and the absence of Mrs. Tenkman. Once the budget is approved, Jim will resubmit the information in the traditional format.
3. Fr. Ray moved that the budget be approved. Jay seconded the motion. Discussion ensued concerning salaries and health care payments and voucher money received. Jim noted that the number of voucher students has remained fairly constant. Jason explained that there are now 2 ways to obtain vouchers. Bridget called for a vote. All were in favor.

Pastors Committee

1. Fr. Ray passed out minutes from the Pastors meeting in June.
2. Michael Finan stated that the one piece of feedback that he had received was that parents would like to see the Opening Prayer Service more student oriented.

Finance Committee

1. There is an opening for a Chair of the Finance Committee
2. Fr. Ray nominated Jay Hollmeyer. Michael Finan seconded. All were in favor.

Facilities

1. Michael Finan has one person to help with the Facilities Committee. He will also reach out to Jim Raussen. Jay Hollmeyer will also assist. It was suggested that something in the Wednesday folder may help bring volunteers forward.
2. Michael mentioned that Rob Adleta donated mulch and a crew for the playground work that was done. They brought in three times the amount of mulch that we purchased. He is also responsible for the water fountains as well as mats in the activity center.
3. Fr. Ray suggested that we review the Lease Agreement to determine the restrictions that may apply to Jim Raussen's suggestions for additional uses for the facility. We cannot allow a 3rd party to make money off of our facility because we are nonprofit. It is also necessary to determine if any insurance issues exist.

Meeting Schedule

1. The meeting will remain on the 2nd Tuesday of the month.
2. The following dates were set:

October 14th, 2014

November 11th, 2014

December- NO MEETING

January

February

March

April- NO MEETING unless something unexpected comes up

May

June

Rick Bohne thanked Bridget for running the meeting. He is excited about the new school year and optimistic about the future of SNA. Affordability is essential for all schools and he believes there are many people who would like to attend SNA but simply cannot afford it.

Athletics

1. The Athletic Committee is still meeting and organizing.
2. Kevin Braun wants our name back in good standings with CYO.
3. The Board has not formally accepted the Athletic bylaws. Fr. Ray will circulate an amended copy so that they can be reviewed and voted on. Jason asked Kevin if he had read the new Archdiocesan guidelines on sports. Kevin reported that from what he had read, SNA is very close in compliance.

Gala

1. The Gala is scheduled for Saturday November 22nd, 2014.
2. Valley Plumbing gave a \$1,000 sponsorship to the Gala. Fr. Ray suggested we patronize them when possible.
3. There will be good food and a fun time for all.

The meeting concluded as the members joined in praying the Hail Mary.

