



## St. Nicholas Academy

Approved

02/21/2017

St. Nicholas Academy Board of Limited Jurisdiction

2170 Siebenthaler Avenue, Cincinnati, Ohio 45215

(513) 686-2727

Meeting January 12<sup>th</sup>, 2017

**In Attendance:** Fr. Ray Kellerman, Fr. Matt Robben, Bridget Hoffman, Joe Geers, Mary Imhoff, Angie Noble

**Also present:** Aideen Briggs, Jim Volz

**Not present:** Rick Bohne, Fr. Tim Bunch, Kevin Braun

### **Call to Order and Faith Formation:**

1. The Chair called the meeting to order. The meeting opened with Faith Formation and discussion.
2. Fr. Ray shared the idea that we should work to incorporate scripture readings into religion class during the week. There is a wealth of richness here that should be used. There are wonderful guides to help the teachers explore the scripture readings. Fr. Ray offered to order some books to be used for this. The books have scripture readings and a meditation. They are called *Five Minutes With the Word*. The members felt this would also be good to hand out at Open House.

### **Minutes:**

1. There was one correction made to the minutes prior to the meeting.
2. Angie moved that the minutes be approved as amended. Joe seconded. All were in favor.

**Communication-** No communications were received.

## **Principal Report**

1. The first lockdown drill was held on November 29<sup>th</sup>, 2016. The drill went well. There will be some adjustments before the next drill which will occur next week.
2. The Christmas activities included a Band concert, the 8<sup>th</sup> grade play, and the Christmas concert (grades 1, 3, 5 and 7). There was great attendance at the Christmas concert.
3. Bob continues to work hard making repairs and improvements in the school.
4. Malloy Roofing has submitted a bid for the roof repair above the gym. The estimate is \$2300. This leak was originally thought to be the result of a leak in the door which it was not. After the roof is repaired, Bob will replace the necessary ceiling tiles.
5. Aideen continues to work with parents who are behind on tuition. All but one were able to work with the school on this issue.
6. We passed the internal validation on December 1<sup>st</sup>, and requested the External Visit Chair through the OCSAA website portal. Two faculty committees created a Preliminary Improvement Plan (Catholic Identity and Academic Performance) that was shared with the faculty in email or at the January faculty meeting. These will be further refined at the in-service on January 27<sup>th</sup>, 2017. On January 10<sup>th</sup>, we received notice that our Chair would be Mrs. Martha (Marty) Hartman from the Toledo Diocese. Our external visit is Tuesday February 21<sup>st</sup> and Wednesday February 22<sup>nd</sup>. Team members thus far are Mrs. Martha Hartman, Ms. Carolyn Murphy (St. Michael's), Mrs. Kim Roy (St. Vincent Ferrer), and Mrs. Judy Metcalf (assistant principal MND).
7. Recently, a student was suspended for inappropriate behavior. Aideen will meet with the student and parent tomorrow. Aideen has also met with the class members.
8. We will end the school year with Mass on the last day of school. Thank you to Fr. Matt for giving us this opportunity. Teachers would like this to become a new tradition, if possible. Special Persons Mass will be Friday, February 3<sup>rd</sup> at 9:30 a. m. in Church.
9. Catholic Schools weekend Open House planning is underway. The Archdiocesan Mass will be on Tuesday, January 31<sup>st</sup>. Five 8<sup>th</sup> grade students will be chosen to attend.
10. The Chipotle fundraiser was great with 50% of the proceeds donated to SNA. We made \$515. MVP night is Saturday, January 21<sup>st</sup>. SNA will receive 20% of the food purchases. The Birthday Book program has a couple of students. Hopefully, next year will be better when we have the whole year. XU beer carts continue to do well, but parent participation has been challenging. There has been a great response from the faculty volunteering for these events. February 1<sup>st</sup> and 8<sup>th</sup> are the next Beer cart opportunities. The Hair Study made \$250. Another are school made \$1000 and St. Gabe's made about \$5000. There will be another opportunity in the future.
11. Fr. Ray commended Aideen for her hard work with those who were behind on tuition.

## **Marketing**

1. The focus for the 2016-2017 campaign is presence/visibility. The goal is to get our name back out there. This is slightly more challenging than previously since we are pocketed at the end of a residential street and not visible from the street where many saw us simply by driving down Plainfield Road.
2. Two hundred yard signs were ordered in burgundy from *Up All Night Printing*. They were printed in black by mistake. They were re-ordered in burgundy, and the black ones were sold to us at a reduced cost (less than half price). The signs can be used next year as well since the part of the sign about Catholic Schools Week can be removed. Joe suggested that next year the part of the sign that replaces the Catholic Schools Week information be in white print on a burgundy background to improve visibility.
3. One hundred fifty postcards were ordered and will be sent out to preschool families at St. Savior, St. John, Holy Trinity and OLSH.
4. Angie has done 5-10 Facebook posts each week with a reach of more than 300 with each. Our Facebook page has had 12 new likes since December. Angie will follow up with these individuals.
5. Three Facebook boosts are planned for the near future- the video post, the Open House post and the MVP post. These will run until Open House.
6. Adds and advertorials (1/4 page of each for a half page total) will appear in the Community Press newspapers. They were purchased for both East and West regions. Eastside regions received ½ page but in the West edition, we received a full page with 2 additional photos and captions. This is thanks to Barb Taylor who is a current SNA parent and Enquirer graphic designer in charge of these publications.
7. Posters, fliers and blurbs are being placed in parishes, businesses, and libraries. Bridget will make copies of the flyer and deliver them to the area preschools.
8. Stacy Norton at Norton Advertising was able to give us seven junior billboards at almost \$400 below budget. Barb Taylor did the design for these as well.
9. There will be a joint ad in the *Catholic Telegraph* which is set to drop into mailboxes next week.
10. The video from last year has been reworked by Channel 12/Star 64 at a discounted cost. We are hopeful that next year we will be able to have the video reproduced.
11. The focus now is on Open House. Angie will prepare tour guide talking points. We will use about ten 7<sup>th</sup> and 8<sup>th</sup> grade students as tour guides.
12. We will utilize free marketing for the remainder of the year: news blurbs in Parish bulletins twice a month, PR in Community Press newspaper and Hometown Enquirer.
13. Thanks you to the teachers who stayed after school on Friday assembling yard signs.

### **Athletics**

1. Girls' volleyball tournament was the last two weekends. This will be followed by boys' basketball.
2. Knights Madness begins Friday January 20<sup>th</sup>, at 5:30 p.m. All teams will play except 3<sup>rd</sup> and 4<sup>th</sup> grade who play on Thursday. Angie will be making signs for this event again this year.

### **Finance Committee**

1. The Finance Committee met last Thursday. Those present were Mary Imhoff, Bridget Hoffman, Jim Volz and James Jennings.
2. The Archdiocesan guidelines for Finance Committees were discussed. It was determined there were no conflicts of interest for any of the members.
3. Mary will act as Chair and Bridget will serve as Secretary.
4. SNA received a bequest from a former student at St. John the Evangelist. The members discussed this donation and how it is to be allocated. It was stipulated in the bequest that it is to be used for scholarships for students.
5. The members looked at the proposed budget and cash flow statement. Income is as budgeted.
6. The Committee will meet monthly at least at this time.
7. Jim distributed a copy of the audit which we will review at our next meeting.

### **Finance**

1. The December report shows we are still favorable to the budget. There is still some deviation due to timing.
2. Voucher checks show below budget. That is because some voucher students registered late and these checks then come in later.
3. Discussion followed concerning the budget for this year and next year. Cash flow would be improved if all back tuition could be brought current.
4. The Cafeteria and Latch Key line items were discussed. The question was raised as to if the cost for Latch Key needs to be increased. The question was also asked how many students utilize this. Aideen pointed out that the students there for tutoring are watched for half an hour at no charge before tutoring begins. Joe inquired if we are advertising this program. Information is in the registration packet.

### **Scheduling**

1. Fr. Matt brought up the issue of scheduling. He will often get a call the day before an event is to take place requesting use of the Church, Marian Room etc. These requests need to be made earlier. This applies to Athletics also.
2. Last Wednesday, there were people playing in the gym at 10:45 p.m. This was almost definitely not students.
3. Kevin will be asked to take care of this scheduling for Athletics.
4. Scheduling request should be made to Sally Dietrich [OLSH@fuse.net](mailto:OLSH@fuse.net).

## **New Business**

### **Donation and Tuition Assistance**

1. Bridget is investigating guidelines for the scholarship distribution.
2. The members reviewed the scholarships available to the school at this time. They are The Gerry Myer Scholarship Fund, One Faith One Hope One Love Archdiocesan Scholarship, Individual Parish Scholarships, Scholarship from Mr. Brem, and Gala/Gamefest Scholarship Fund.
3. Families are encouraged to file FACTS. A report is then sent to the Pastors who makes the monetary awards.
4. The Ed Choice Scholarship has increased \$100 for next year.

### **Tuition**

1. The Board looked at various proposals for tuition for 2017-2018 school year.
2. There was much discussion.
3. Fr. Ray made a motion that tuition be increased \$190 for the 2017-2018 school year. Fr. Matt seconded the motion. Five members were in favor, one was not. The tuition increase of \$190 passed.
4. The members discussed the proposal to give a discount to teachers who have children attending Catholic Schools. It was decided we would revisit this issue next year.

### **Mission Statement**

1. Aideen had distributed the Mission Statement to the Board. There were no further comments on it.
2. Fr. Ray moved that the Mission Statement be approved. Joe seconded. All were in favor.

The meeting concluded with a prayer.

The next meeting date is February 21<sup>st</sup>, 2017.