



Norwalk Catholic School Governing Board Meeting Minutes October 19, 2016

Attendance: Pat Schwan, Msgr. Ken Morman, Fr. Gilbert Mascarenhas, Andrew Welfle, Mark Coriell, Rachel Cefalu, Frank Van Dresser, Denise Stine, Jen Naseman, Denny Doughty, Sue Riley.
Absent: Julie Roberts, Andrew Shella, Denny Camp.

Board meeting was called to order at 7:37pm by Chair, Pat Schwan.

1. Tour of the Early Childhood Center took place at 6:45pm. Tour was led by ECC Director Angie Smith.
2. Prayer – Andrew Welfle. Mission statement was recited.
3. Approval of September 21, 2016 minutes. Motion to approve the minutes was made by Mark Coriell. Seconded by Msgr. Ken Morman. Motion passed, minutes approved.
4. Financial Report - Mike reported that tuition tracking with FACTS collection is better. A discussion was held regarding tuition collection and FACTS enrollment for the 2017-2018 school year. We have received the yearly support from the St. Paul Boosters for Convocation Center. Trek for Tech in the elementary school was a success. Increased expenses for technology to try to update computers.
5. Presidents Report –
 - a. Anti-Bullying Prevention handout for the school was given to each board member. Recent incidents at school are being reviewed and actively being addressed by administration.
 - b. Updated quick reference card was given to each board member.
 - c. Maintenance – A new entry way was poured in front of the Social Hall. A water problem was discovered during this and corrected. Concrete around the SP Campus was recently sealed.
 - d. Technology – Ron has figured out the problem at the ECC. Frontier is unable to supply us with the bandwidth that we need. Ron is working with Frontier to correct this problem.
 - e. New servers that were recently installed are working well.
 - f. Ron has been watching and reworking our HVAC units.
 - g. A discussion regarding bussing from other school districts was held.
 - h. A discussion regarding possibly creating a Jr. High/High School clubhouse was held.

Norwalk Catholic School Mission

Develop Disciples of Christ
Promote Academic Excellence
Foster a Respectful Community

Governing Board Members

Pat Schwan, Chair
Frank Van Dresser, Jr., Vice Chair
Msgr. Kenneth Morman
Rev. Gilbert Mascarenhas
Rachel Cefalu
Mark Coriell
Jenifer Naseman
Julie Roberts
Andrew Shella
Denise Stine
Andrew Welfle
Denny Camp, Ex-Officio
Sue Riley, Ex-Officio
Dennis Doughty, President



6. Chairman Report -
 - a. An update to the Board Recruitment and Nomination Policy was handed out to each member. A motion was made to adopt amended Board Recruitment and Nomination Policy by Frank Van Dresser. Seconded by Msgr. Ken Morman. Motion passed.
 - b. November 12th and 13th is the thank you weekend. A sign-up sheet will be passed around for speakers and attendance at the Pancake Breakfast/Parish Fellowship.
 - c. Strategic Plan was presented to the staff by Pat and Denny at their recent in service day.
 - d. A discussion was held regarding goals setting for each area of the Strategic Plan. Ideas were shared by various board members.
 - e. Congratulated Denny on his induction in the St. Paul Hall of Fame.
 - f. Rachel Cefalu made an announcement that she will not continue for a second 3 year term as a board member after the 2016-2017 school year.
7. Fr. Gilbert Mascarenhas Report – New parking area will be completed soon.
8. Msgr. Ken Morman – nothing to report at this time.
9. Standing Committee Report –
 - a. Executive Committee – no report
 - b. Catholic Identity/Parish Public Outreach – recent presentation by the Sisters of Notre Dame was given.
 - c. Development & Marketing – no report
 - d. Technology – goals presented by Frank Van Dresser – 1. Create a five year plan by the end of 2016-2017 school year. 2. Create a 3-4yr replacement plan.
 - e. Curriculum/Staffing/Academics – no report
 - f. Finance – goals presented by Andrew Welfle. – 1. Have 100% family FACTS participation for the 2017-2018 school year. 2. Increase in SHOP participation.
 - g. Facilities - no report
 - h. Retention/Enrollment – goals presented by Denise Stine – 1. To have the new Retention Form more available to everyone. Have it available on the website for people to fill out. 2. To understand the exit interview data and to be proactive regarding these situations.
 - i. Vision/Nominating – no report
 - j. Facilities/Transportation - no report
10. Executive Session – none
11. Motion to adjourn was made by Frank Van Dresser. Seconded by Andrew Welfle. Meeting adjourned at 9:13pm.

Next Meeting: November 16, 2017
7:00pm Board Meeting
St. Paul High School Library
Prayer: Rachel Cefalu
Presenter: Fr. Paul Schreiner