



**Norwalk Catholic School Governing Board
Meeting Minutes ~ Open Meeting
November 18, 2015**

Attendance: Pat Schwan, Andrew Shella, Denny Doughty, Denise Stine, Rachel Cefalu, Julie Roberts, Jen Naseman, Msgr. Ken Morman, Andrew Welfle, Fr. Anthony Recker, Jay Anderson, Frank Van Dresser, Jr., Sue Riley

Absent: Denny Camp

Guests: Maria Livengood, Mindy Denman & Dawn Kirby

Meeting was called to order at 7:03 p.m. by Chair, Pat Schwan

**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. Anthony Recker
Jay Anderson
Rachel Cefalu
Jenifer Naseman
Julie Roberts
Andrew Shella
Denise Stine
Andrew Welfle
Denny Camp, Ex-Officio
Sue Riley, Ex-Officio
Dennis Doughty, President**

1. Prayer – Rachel Cefalu. Mission statement was recited.
2. Presenter – Fr. Paul Schreiner.
 - a. Fr. Paul passed out a handout reviewing the responsibilities of the School Chaplin including working with altar servers, visiting classrooms, working with the theology teachers, attending the KAIROS retreat meetings on Thursdays, trying to plan a ski trip with the High School students, scheduling a vocations talk on January 8, 2016, Penance Service will be held on December 9, 2016. Trying to maintain a good balance between Church responsibilities and School responsibilities.
3. Guests: Maria Livengood, Mindy Denman & Dawn Kirby. Mindy spoke for the group regarding the Early Childhood Center.
4. Financial Report – Mike reviewed the October statement. Still working on tuition collection. We are compliant with all food and beverages that are being sold on school premises.
5. IT position – received 4 resumes, 3 good interviews were conducted. Motion made for approval to hire Ronald Forrest for a full time IT position. Frank Van Dresser, Jr. Seconded by Rachel Cefalu. Motion passed.
6. Approval of October 21, 2016 meeting minutes, October 26, 2016 Strategic Planning minutes and November 9, 2016 Strategic Planning minutes. Motion to approve made by Jen Naseman. Seconded by Jay Anderson. Motion passed, minutes approved.



7. Presidents Report:
 - a. November 10th Bishop Thomas presentation to Presidents, HS Principals, Theology Chairs:
 1. Bishop Thomas would like to pre-approve his School mass spaces and know in advance if the mass is an all school mass and requested High Masses.
 2. Will continue meeting with seniors and would like to include juniors in these meetings. Bishop would like to review questions ahead of meetings.
 3. Very strict requirements on Bishops Cross that is awarded to a senior.
 4. Indicated Sacramental preparation belongs with the parishes.
 5. Guidelines will be coming out soon for the Year of Mercy.
 6. Chris Knight's title is Senior Director of Catholic Education.
 - b. Diocesan teacher evaluation forms passed out to the Board.
 1. First 5 years for teachers will include more evaluation.
 2. Walk through evaluations done by administrators with observation for 10-15 minutes.
8. Chairman's Report:
 - a. Pat thanked everyone for their help at pancake breakfast, fellowship Sunday and for speaking at the masses. Thanked Pastors for letting Governing Board speak at masses to thank Parishes for their support of Norwalk Catholic School.
 - b. Pat congratulated all the Norwalk Catholic School students for their extra-curricular activity success.
9. Fr. Recker's Report – No formal report.
10. Msgr. Ken Morman's Report – Ramp on west side of church will open soon.
11. Standing Committee Report:
 - a. Executive Committee – No Report
 - b. Catholic Identity/Parish Public Outreach – No Report
 - c. Development & Marketing – Friends for the Future ROI and brochure we handed out. Friends for the Future date are being moved due to Diocesan blackout dates for fundraising.
 - d. Technology – No Report
 - e. Curriculum/Staffing/Academics – Approval of hiring Ronald Forrest for IT position.
 - f. Finance – Mike's information.
 - g. Facilities – No Report
 - h. Retention/Enrollment – On-going monthly meetings.
 - i. Vision/Nominating – No Report.
12. Executive Session: Meeting moved to executive session at 8:45pm to discuss strategic plan.
13. Meeting adjourned at 9:34 pm.

Next meeting: December 16, 2015 @ 7:00pm
St. Paul High School Library
Prayer: Dennis Doughty