



## Norwalk Catholic School Governing Board Meeting Minutes February 18, 2015

Present: Jen, Naseman, Jay Anderson, Andrew Shella, Pat Schwan, Frank Van Dresser, Rachel Cefalu, Andrew Welfle, Julie Roberts, John Evans, Dennis Doughty

Absent: Msgr. Morman, Fr. Recker, Sue Riley, Denny Camp

Guest: Matt Fair, Chris Knight, Mike McLaughlin

Meeting was called to order at 7:05 p.m. by Chair, Pat Schwan

1. Opening Prayer – Frank VanDresser
2. Minutes – Julie Roberts moved to accept the January minutes, Andrew Welfle seconded the motion, motion passed.
3. Financial Report – Mike McLaughlin reviewed the January YTD report.
4. Administrator Report – Mr. Fair updated the board about activities in the ECC at St. Mary Campus including activities with students, Ash Wednesday service, preschool registration started recently, Open House coming in March, Cathy Conroy from diocese visited the ECC. Kindergarten – Valentines activities, MLK project, catholic identity, Ames Web – Students progressing above anticipated level. St. Mary mass in Reynolds Hall is working well. Flyer Clubhouse – large number of students and added staff. Integrate St. Mary parishioners with school activities – March 16 10:30 am mass, open house. Accreditation in process. Tours on-going.
5. Chris Knight Diocese Superintendent – Mr. Knight attend board meetings around diocese, Cabinet reports to Bishop Thomas weekly, desire to standardize the Governing Board for school, Bishop – Holy Diocese of Toledo, Catholic Education, Holy families, Vocations. 3 E's – evangelical, efficient, effective. Work collaboratively – share resources. Vital – healthy and sustainable. Process, procedure, and standards. Template for school funding from Parish - 6 to 9 month project. Implementation over a couple years. Parish commitment to NCS is extraordinary. 2-3% decline in enrollment in diocese. Best practices for marketing and enrollment.
6. President's Report –
  - a. Highlights of the report included Presidents meeting first night 100 and second night 40 parents attending – success, school improvements, administrative, recruitment team – consistent message, feedback from parent meetings will be followed up by Denny, working

### Norwalk Catholic School Mission

Develop Disciples of Christ  
Promote Academic Excellence  
Foster a Respectful  
Community

### Governing Board Members

Pat Schwan, Chair  
Frank VanDresser, Jr.  
Vice Chair  
Msgr. Kenneth Morman  
Rev. Anthony Recker  
Jay Anderson  
Rachel Cefalu  
John Evans  
Jenifer Naseman  
Julie Roberts  
Andrew Shella  
Andrew Welfle  
Denny Camp, Ex-Officio  
Sue Riley, Ex-Officio  
Dennis Doughty,  
President

on changes for excellence. Strategic plan carried forward – healthy and sustainable. Working to establish process for future personnel - roles and responsibility. President evaluation was passed out for consideration – consider board compilation for discussion by the Executive Committee. We are encouraging parent participation - more Parent meeting to come. Technology committee formation in the works. Boiler work underway. State Department of Education Superintendent requests for legislative action to reduce student testing which we will all watch closely; and facility action items. We have special niche groups like LEGO group that have been developed for students.

7. Chair Report – We are proud of our students academic and extracurricular excellence. The board will continue to be focused on being involved in our school and parish activities. Grateful for the Pastors, Chaplain, and Seminarian involvement with our students – building character in our students. Bishop mass is March 25<sup>th</sup> – 10 am. First LEGO league – build for the robots to communicate with. Need source of funding and additional volunteers. Strategic plan is important and guides the way we strive for future success. Board committee chair should be reviewing the strategic plan – forward any updates and comments to Pat as we proceed with updating the strategic plan. The date of the next Open Meeting may be changed from May to either April or June due to the planned board retreat.
8. St. Paul Parish report – Msgr. Morman having mass today.
9. St. Mary Parish report – Father Recker having mass today.
10. Committee Reports
  - a. Executive - Review strategic plan areas which committees are responsible and bring back items for consideration to next board meeting. Thank you for the efforts on behalf of the school. May 20<sup>th</sup> – retreat with Aly Sterling. Appreciate Denny energy and efforts on behalf the school.
  - b. Catholic Identity/ Parish Public Outreach – Administrators. Father Nathan for Chaplain plan for role in school. Appreciate Pastors support of the commitment of the Chaplain and Seminarian in the school. Lent activities. We are grateful to the pastors for the involvement of the pastors, chaplain, and seminarian with our students.
  - c. Development and Marketing – Fellowship, FFF kick-off. 4052 mailing. \$413k of \$656k March 22, 23, 28, 29 – phonathon; need volunteers to make calls. Chamber of Commerce business expo will be February 28th. Hall of Fame induction on February 28th.
  - d. Technology - Technology plan in works. Direction and input. Implementation. Committee. Computers has a tool.
  - e. Curriculum/Staffing/ Academics – Need to have our students prepared for college curriculum. College credits within school
  - f. Finance – Reviewed with financial report.

- g. Facilities - Meeting March 2, 2015. Excellent job with heating and snow removal during recent winter weather.
  - h. Retention/Enrollment - Frozen campaign. Billboards, yard signs.
  - i. Vision/Nominating – Idea storm. Development and marketing. Homework for the strategic plan. Start to prepare for one upcoming board vacancy.
11. Executive Session was not needed.
12. Additional – nothing to report.

Next meeting is an open board meeting currently scheduled for March 18, 2015 at 7:00 p.m. in the St. Paul High School Library, Mrs. French will be the presenter. Jen Naseman will have the prayer.

Respectfully submitted by  
Patrick Schwan