

Norwalk Catholic School
Governing Board Minutes
June 17, 2015

Attendance: Msgr. Morman, Pat Schwan, Jen Naseman, Julie Roberts, Rachel Cefalu, Dennis Doughty, Frank VanDresser, Andrew Welfle, Denny Camp, Fr. Recker, John Evans, Jay Anderson and Sue Riley

Absent:

Guests: Mike McLaughlin, Sue Lesch and Fr. Nathan Bockrath

1. Prayer – Fr. Recker and the Mission Statement was recited.
2. Open Meeting – The board expressed our gratitude to Fr. Nathan Bockrath for all his good work that he has done at Norwalk Catholic School as chaplain.
3. Presenter – Sue discussed the Advancement & Admissions Office of the strategic plan. She handed out and reviewed an office report. Friends for the Future raised \$648,000 to date. Sue anticipates us raising \$700,000 which is a record total. \$3.8M raised by Norwalk Catholic School, St. Paul and St. Mary parishes over the past three years.
4. Minutes
 - a. Approval of the April 15, 2015 and May 20, 2015 Meeting Minutes – Motion to approve the minutes was made by Julie Roberts, seconded by Msgr. Morman, motion passed.
5. Financial Report – Mike reviewed his May Preliminary Statement. Tuition collections were good in the month of May. We were beginning to look at replacing our ancient phone system in the near future. Due to a loss of electricity in Norwalk, we needed to replace the phone system immediately. So far the phone system is working well. Look at the profit and loss Mike anticipates that we will break even at the end of the fiscal year. The diocese is partnering with an accounting firm to begin audits/reviews for the diocesan schools that want to participate. The diocesan schools can agree to an annual review for \$3,500 for an audit/review once a year for three years. A motion to authorize the NCS business manager to enter into the engagement process with the diocese selected public accounting services for the purpose of training review and possible future auditing procedures. The financial commitment for these initial services should not exceed \$3,500. John Evans accepted the motion, Frank Van Dresser seconded the motion, motion unanimously passed.
6. President's Report

- a. President's Presentation – working on goals from the president's office. This will involve working with teachers personally to make improvements in the classroom to improve classrooms. We will share in-service with Norwalk Public School.
 - b. Accreditation Document completed. We have been approved.
 - c. STEM – We lost two Science teachers but their spots will be filled with great teachers. Denny would like to work on a starting salary schedule.
 - d. Transportation Issue – Monroeville has worked with some parents to have payment in lieu of transportation. Other parents declined and they will be transported. Not all Monroeville parents have been contacted. Parents have a right to have their children transported to Norwalk Catholic School. Dennis Doughty is working with Willard to provide transportation to Norwalk.
 - e. Hire – Cynthia Llewellyn – Science & Sr. Carolyn Marie – 2nd grade (Sr. Myriam and Sr. Joyce Marie) to work in our schools. We will not need to pay for the Sister's salary or health care. Msgr. Ken motioned to hire Mrs. Llewellyn and Sr. Carolyn Marie and Frank Van Dresser seconded the motion, motion unanimously passed.
 - f. Fr. Nathan Bockrath completed the chaplain duties. He recommends teaching an Advanced Theology so students can work with other students.
 - g. Changes in the high school/junior high handbook was reviewed. Motion to accept the changes to the handbook was made by Frank Van Dresser, Julie Roberts, seconded the motion, motion passed.
 - h. Openings: World Language (German) and Music Director (Band).
 - i. Dennis Doughty recommends that we amend the tuition for EHOVE students to be 25% of the total tuition. Frank Van Dresser motioned to accept the recommendation, Msgr. Morman seconded, motion passed.
7. Chairman's Report – Pat reviewed the documents below. Let's table the nomination policy and make a motion to approve accept the * below, Frank motioned, Julie seconded, motion passed. Thank you to Fr. Recker and Msgr. Morman for hosting the Spring Fling cookout. Dates will be suggested. The Ice Cream Social/Donut Social will be moved to the second weekend of September.
- a. Board Retreat Summary
 - b. Review of Policies and Procedures
 - i. Board Recruitment and Nomination Policy
 - ii. Board Member Application and Board Opening
 - iii. *Board Member Job Description
 - iv. *Conflict of Interest and Confidentiality Statement – to be signed each August. Member will abstain from voting. "Privy to information pertaining to..." as edited
 - v. *Orientation Checklist
 - vi. Committee Report Form

- vii. * Governing Board Self-Assessment – Pat Schwan would like the board to complete the document this year. Please forward by the end of July meeting so that Pat can review.
 - viii. 2015 Board Profile
8. Father Recker’s Report –Continuing the exterior and rectory work.
9. Monsignor Morman’s Report – The building commission gave approval for the work on Wooster street, the bishop is now waiting for approval.
10. Standing Committee Report
- a. Executive Committee
 - b. Catholic Identity/Parish Public Outreach –
 - c. Development & Marketing –
 - d. Technology –
 - e. Curriculum/Staffing/Academics –
 - f. Finance –
 - g. Facilities – the focus will be on roofs.
 - h. Retention/Enrollment –
 - i. Vision/Nominating –
11. Executive Session - Jay move into Executive Session at 9:06 p.m. Out of Executive Session at 9:25 p.m. Denise Stine was voted as the next board member.
12. Additional – A motion was made for Pat and Frank to remain Chair and Vice-Chair for the 2015-2016 school year. Pat Schwan thanked John Evans for his commitment to Norwalk Catholic School and the Governing Board. John thanked the board for the open conversations and the opportunity to serve on the board.
13. Meeting adjourned at 9:34 p.m.

Next meeting: August 19 @ 7:00 p.m. Prayer: Pat Schwan & Presentation: Jim Tokarsky