



Norwalk Catholic School Governing Board Meeting Minutes November 15, 2017

Attendance: Pat Schwan, Msgr. Ken Morman, Fr. Gilbert Mascarenhas, Frank Van Dresser, Jen Naseman, Julie Roberts, Heather Belden, Denise Stine, Mark Coriell, Andrew Welfle, Andrew Shella, Denny Doughty. Not in attendance – Sue Riley.

Board meeting was called to order by Board Chair Pat Schwan at 7:02pm.

1. Prayer – Msgr. Ken Morman. Mission Statement was recited.

2. Presentation – Sue Lesch, Chief Advancement Officer. Friends for the Future campaign in progress. A discussion was held regarding the recently held Setting our Direction dinners. A handout was given to each board member that summarized the meetings. The summary has been distributed to our stakeholders in several ways. Several items can be addressed of short term. School function fundraisers were discussed. Fundraising for all of our activities needs to be handled differently. We will need a good list of items that are needed that require funding for implementation.

3. Approval of October 18, 2017 board meeting minutes. Motion to approve was made by Julie Roberts. Seconded by Msgr. Ken Morman. Motion passed – minutes approved.

4. Financial Report – Reviewed with the board. A new format of the Income Summary and Balance Sheet was given to members. Tuition collection is being monitored very closely. We have had an increase to office supplies and substitute teachers this month. Cafeteria income has increased.

5. President's Report

a. A handout was passed out from the Bishop's Office regarding Diocese operational changes and office organization for Diocese properties. Msgr. Ken Morman was able to give a more detailed explanation of this document.

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

Heather Belden

Mark Coriell

Jenifer Naseman

Julie Roberts

Andrew Shella

Denise Stine

Andrew Welfle

Sue Riley, Ex-Officio

Dennis Doughty, President



- b. Safe school handout regarding anti-bullying was given to each board member.
- c. 2017-2018 Norwalk Catholic School quick reference cards were given to each board members. These cards list our student population and tuition costs.
- d. Still looking to fill our maintenance position. Custodial position was filled today. We have a few people lined up to take the bus driver course.

6. Chairman's Report –

- a. Presidents Evaluation Summary – Denny's dedication to our school is greatly appreciated.
- b. President's job description needs to have some adjustments. Please review and it will be discussed at a later date. A committee may be formed to review this job description. A transition of leadership needs to be discussed more.
- c. Strategic Plan – please refer to Sue Lesch's handout. We need to address the dinner items with our Board Strategic committees. We will hold a Board work session on 12/6 at 6:30 PM to discuss and put into motion this effort.
- d. A Motion was made by Frank VanDresser: *The Norwalk Catholic School Governing Board gives the approval to the FCEDO Endowment Board to proceed with the feasibility study and establishment of an executive committee with the purpose of supporting a capital campaign.* Motion was seconded by Julie Roberts. Board unanimously approved the motion giving the immediate approval to the FCEDO Endowment Board. Thank you for your commitment to the school.
- e. Thank you for your help during the Thank You weekend at the masses. Friends for the Future kickoff weekend fellowship is an upcoming event that Board members will be needed to host.
- f. Business & Professional breakfast went very well. Choir was great.

7. Fr. Gilbert Mascarenhas report – nothing at this time.

8. Msgr. Ken Morman report – nothing at this time.

9. Standing Committee Report – *will be utilized for the Setting our Direction Focus Groups*

- a. Executive Committee/Vision/Nominating – no report
- b. Catholic Identity/Parish Public Outreach – no report
- c. Development & Marketing – please refer to Sue Lesch's report
- d. Technology – no report
- e. Finance – please refer to Mike's report
- f. Facilities/Transportation – no report
- g. Retention/Enrollment – no report
- h. Culture – no report
- I. All Are Welcome – no report

10. Executive Session – no needed.

11. A Governing Board work session meeting is scheduled for December 6, 2017 at 6:30 PM.

11. Motion to adjourn was made by Msgr. Ken Morman. Seconded by Julie Roberts. Meeting adjourned at 8:30pm.

Next Meeting: January 17, 2018
7:00pm Board Meeting – SP High School Library – St. Paul Campus
Prayer: Andrew Shella
Presenter: Melissa Englert

“A Family of Faith, A Culture of Excellence, A Calling to Serve”

Norwalk Catholic School Governing Board
Work Session
December 6, 2017, 6:30 PM

Attendance: Pat Schwan, Frank Van Dresser, Jen Naseman, Julie Roberts, Heather Belden, Denise Stine, Mark Coriell, Andrew Welfle, Andrew Shella, Denny Doughty, Sue Riley.

a. Strategic Plan – A Board work session was held to discuss the Setting our Direction feedback that has been aligned with our Strategic Plan. Board members were assigned different focus groups associated with their Strategic Plan areas. Board members should assemble a committee of stakeholders and meet prior to our next Board meeting in January of have it scheduled by our Board meeting. These focus group meetings should last around 1 hours. The focus groups should plan to meet a few times so that the priorities can reviewed and discussed. This is a great opportunity for our school.