



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



Norwalk Catholic School Governing Board Meeting Minutes January 17, 2018

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

Board meeting was called to order by Board Chair Pat Schwan at 7:07pm.

1. Prayer – Andrew Shella. Mission statement was recited.

2. Presentation – 7th grader Elena Penner and her parents were in attendance. Elena was the first student at NCS/SPH to reach 1,500 AR point and for her achievements was bestowed the honor of “President for the Day” on 1-17-18. Elena was presented with a certificate of honor from Mr. Doughty and Board Chair Pat Schwan. Elena was congratulated by all of the board members.

3. Approval of November 15, 2017 and December 6, 2017 (work session) board meeting minutes. Motion to approve was made by Andrew Welfle. Seconded by Julie Roberts. Motion passes – minutes approved.

4. Financial Report – Mike reviewed November and December financial reports with the board. Ed Choice and mandated services funds were received. A few expenses were up due to getting ready for the cold months ahead. Expenses were up slightly due to heating bills, specials had expenses for fundraisers and the Diocesan assessment was due.

5. President’s Report –

a. A discussion was held regarding tuition rates for the 2018-2019 school year. A handout was passed out to review the rationale for the proposed tuition rates. The ECC tuition rates are important to be established early for parents considering pre-school in the Norwalk area. We have a very cost effective tuition rate for a catholic school. A lot of careful analysis is needed each year to establish our budget and tuition rates. We

are working to increase enrollment. A motion was made to approve tuition rates for the 2018-2019 school year was made by Frank Van Dresser. Seconded by Andrew Welfle. Motion passed – tuition rates for 2018-2019 approved.

6. Chairman's Report –

a. Reminder that 2 board member terms will be completed this school year.

b. Please take time to review the administration job descriptions. Will discuss at an upcoming meeting.

c. Update on the upcoming Capital Campaign. Currently meeting with potential executive committee members. Would like this to be a 12 person committee.

d. Fundraising policy and procedure discussion was held. Trying to consolidate all small fundraisers. Will discuss at a later date.

e. Focus Group Discussion

1. Catholic Identity/Parish Outreach - Jen Naseman – no report – waiting on Fr. Gilbert to return.

2. Culture – Mark Coriell – In the process of forming committee.

3. Curriculum – Heather Belden – Scheduled meeting on 2-6-18.

4. Staff – Julie Roberts – Scheduled meeting on 1-23-18.

5. Retention/Enrollment – Denise Stine – Added additional people to the Enrollment team and had a meeting on 1-10-18.

6. All Are Welcome – Andrew Shella – Scheduling a meeting for next week.

7. Finance – Andrew Welfle – Had a meeting on 1-16-18. Piecing all financial information together.

8. Facilities/Transportation – Pat Schwan – Recently had a meeting. Talked about the needs and concerns on both campuses. Next scheduled meeting in March.

9. Technology – Frank Van Dresser – Recently had a meeting. Will be meeting again in early February.

f. A list of upcoming school/church events was discussed. Pat encouraged everyone to please sign up to help with the Friends for the Future hospitality weekend.

7. Fr. Gilbert Mascarenhas report – absent

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

9. Standing Committee Reports – please see Chairman's Report section.

10. Executive Session – not needed.

12. Motion to adjourn was made by Frank Van Dresser. Seconded by Denise Stine. Meeting adjourned at 8:50pm.

Next Meeting: February 21, 2018

Open Board Meeting

7:00 pm Board Meeting – SP High School Library – St. Paul Campus

Prayer – Frank Van Dresser

Presenter – Angie Smith

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