

**REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING ANNUAL CORPORATE MEETING**

Tuesday, July 23, 2019

6:30 PM

Regina MPR

- I. **Call to order** : The annual meeting of Regina Inter-Parish Catholic Education Center called to order by Shetler.
- II. **Business:**
  - a. **Appointment of Officers:** Shetler stated: As required by law, the corporate body is to conduct at least one meeting annually. According to our bylaws, the Board of Education is also the Board of Directors of the Corporation. As chairperson, I therefore, without objection, declare the officers of the Board of Education as the officers of the Corporation. Father Witt stated No objections.  
Seeing no objections we shall move on to the Appointment of Registered Agent
  - b. **Appointment of Registered Agent:** Shetler stated that Father Juarez is appointed as the Registered Agent of the Corporation.
  - c. **Other business:** none
- III. **Adjournment:** Shetler declared the annual meeting Adjourned, and the Board of Education meeting for July is called to order.

**REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING**

Tuesday July 23, 2019

**Regular Meeting Minutes**

- I. **Call to Order- Board of Education**
  - a. Opening Prayer
    - i. Father Witt provided opening prayer
  - b. Roll Call-
    - i. Voting Members (absent in parenthesis): Ellen Abusada, Fr. Adam, Fr. Beckman, (Jason Dumont), (Patrick Gavin), Andy Cutter, Fr. Juarez, Sue Kloos, Scott Nibaur, (Chris Clark), Janan Rustan, Angela Villhauer, Alaina Welsh, Melinda Shetler, Fr. Witt, (Annette Goodheart)
    - ii. Ex-Officio Members: Present- Alan Opheim, Pam Schowalter, Celeste Vincent,
  - c. Chairperson Remarks- Shetler welcomed all.
  - d. Approval of June, 2019 Minutes- Villhauer moved to approve, seconded by Welsh motion passed.
  - e. Approval of Agenda- Welsh moved to approve, seconded by Father Witt, motion passed.
  - f. Open to the Audience- none
- II. **Administration Reports**
  - a. Elementary - Vincent stated the Report is in the packet

- b. Jr/Sr High - Report in packet.
- c. Enrollment - Report in packet. Discussion ensued regarding Exit Surveys. Schowalter will provide Chair with results.
- d. Business Office - Report in packet. Opheim indicated that on July 29, the computers will be upgraded and will not be functional until July 30th. Opheim stated that the Diocese has excluded athletics needing a separate insurance policy to rent Regina gym. Waivers will continue to be needed.
- e. Religious Education- N/A
- f. Foundation - Report in packet.
- g. Boosters, PISA, Home and School- N/A

**III. Old Business Update** N/A

**IV. New Business Discussion**

- a. Appointment of committee chairs and install new Board member.** New Member, Andy Cutter introduced self. Cutter volunteered to Chair SIAC committee.
- b. Board of Education Self Evaluation-** Rustan indicated that only 25% have been returned. Encouraged all to complete by using the handouts available. Rustan to compile and provide to Shetler to report back.
- c. Conduct new Board Member Orientation-** Conducted by Rustan, Villhauer, and Shetler after meeting.
- d. Approve Concussion Resolution. (See attached resolution and guidelines).** Discussion ensued regarding Best Practices. Father Adam motioned to adopt resolution in packet, seconded by Father Witt, motion passed.

**V. Calendar and Discussion Items**

- a. Policy/By-Laws Committee-** All new BOE members to receive copies of Policy/By-Laws Manual and school handbooks. Documents may be accessible on google docs. (E- copy).
- b. Attendance/Termination Policy 204.0R** Attached in packet. Reminder to all BOE members.
- c. Process and procedure for reserving rooms for meetings.** Committee Chairs to schedule/request meeting room times from Alan, Celeste, or Glenn.

**VI. Capital Campaign Update** Dumont sent an update via email. Boysen included information in the Foundation Report.

**VII. Committee Reports-** Reports In packet. Chairs will provide update of actions in August.

- Villhauer invited all to the Year End Finance Committee meeting on Aug 20th at 4:30.
- Kloos voiced that Health and Safety will cont to address Vaping awareness for parents. Plan to replace cameras in the back parking lot. Addressing the need to rekey the Athletic Facility for liability.
- Rustan indicated that Policy is addressing if there are inconsistencies with By-Laws and Policies.
- Nibaur provided an example of Fundraising efforts for alums to sponsor a classroom to be upgraded.

VIII. **Meeting Schedule**

a. Board Meeting	4th Tuesday	8/27/19	6:30 PM	MPR
b. Executive Committee	2nd Thursday	8/20/19	6:30 AM	HS Library
c. Finance Committee	3rd Wednesday	8/2019	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	9/12/19	9:00 AM	HS Meeting Room
e. SIAC/Education	2nd Tuesday	TBA	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	8/20/19	4:30 PM	TBA
g. Building and Ground	2nd Monday	TBA	6:30PM	Business Office
h. Strategic Planning	3rd Monday	TBA	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	9/19/ 19	5:30 PM	HS Library

IX. **Closing Prayer-** Fr. Beckman provided closing prayer.

X. **Executive Session**

a. At 7:10 PM, Rustan moved to adjourn in Executive Session, seconded by Nibauer, motion passed.

b. **Executive Session**

XI. **Reconvene from Executive Session** - At 7:40 PM, the board reconvened from executive session.

a. Motion by Welsh to **accept resignations** of Whitney Giller elem music teacher, Jared Galpin 4th grade teacher, Laura Galus- Elem teacher, & Kassey Bailey- kindergarten teacher, Seconded by Father Witt, motion passed.

b. Motion by Father Witt to approve following **Teacher contracts for hire:** Annie Chapman- elem music teacher, Becky Hoffman- 6th grade teacher, Morgan McDowell- 3rd grade teacher. Seconded by Welsh, motion approved.

c. Motion by Welsh to approve the following **Coaching contracts for hire:** Jared Galpin- Head Basketball, Tim Foley- Jr High Cross Country, Emily Gahan - 7th Grade Volleyball, Kaitlyn Cooley- Head Dance and Cheer. Seconded by Father Witt, motion passed.

XII. **Adjournment-** at 7:50, Father Witt moved to adjourn the meeting, seconded by Father Adam, motion passed.

Respectfully submitted,  
Janan Rustan  
BOE Secretary