

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, April 28, 2020  
6:30pm Board Meeting Via Remote Access  
Vision: *To foster excellence with faith, knowledge, and community*

**Regular Agenda**

- |   |            |
|---|------------|
| <b>I. CALL TO ORDER – Board of Education</b>  | 10 minutes |
| a. Opening Prayer   |            |
| b. Roll Call  |            |
| c. Chairperson Remarks-   |            |
| d. Approval of Minutes – March 24, 2020   |            |
| e. Approval of Agenda   |            |
| f. Open to the Audience   |            |
| <b>II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>   | 15 minutes |
| a. Elementary   |            |
| b. Junior/Senior High   |            |
| c. Enrollment Report  |            |
| d. Business Office  |            |
| e. Religious Education  |            |
| f. Foundation   |            |
| <b>III. OLD BUSINESS UPDATE</b>   | 5 minutes  |
| <b>IV. NEW BUSINESS DISCUSSION</b>  | 10 minutes |
| a. Approval of Run for the Schools Contract   |            |
| b. Approval of Teacher Contracts  |            |
| c. Approve Father Chuck as Alternate Check Signer & Registered Agent  |            |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>   | 10 minutes |
| a. <b>Board Chair</b> – Appoint the nominating committee for new Board officers (Policy #202R Nomination Committee Policy.) |            |
| <b>VI. CAPITAL CAMPAIGN UPDATE</b>  | 10 minutes |
| a. Approve Glenn Plummer as Regina representative as required in section 4.2 of Build to Suit contract.                     |            |
| <b>VII. GROWTH AND VITALITY STUDY UPDATE</b>  | 10 minutes |
| <b>VIII. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>  | 5 minutes  |
| <b>IX. MEETING SCHEDULE (Refer to the Information Page)</b>   |            |
| <b>X. CLOSING PRAYER</b>  | 1 minute   |
| <b>XI. EXECUTIVE SESSION</b>  | 15 minutes |
| <b>XII. ADJOURNMENT</b>   |            |

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting	4 <sup>th</sup> Tuesday	5/26/20	6:30 PM	MPR
B. Executive Committee	3 <sup>rd</sup> Wednesday	_____	5:30 PM	HS Library
C. Finance Committee	3 <sup>rd</sup> Wednesday	_____	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	_____	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 <sup>nd</sup> Tuesday	_____	4:00 PM	HS Library
F. Catholic Identity Committee	3 <sup>rd</sup> Tuesday	_____	4:30 PM	Room 409
G. Building & Ground Committee		_____		Business Office
H. Strategic Planning Committee	3 <sup>rd</sup> Thursday	_____	5:30 PM	HS Library
I. Health & Safety				

**II. ENROLLMENT**

**2019-2020 Month-by-Month Comparisons**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	457	451	451	451	454	455	456	458	458	
<b>JR/SR</b>	344	339	342	342	342	340	340	341	341	
<b>PreK</b>	58	58	58	58	56	57	57	57	0	

**2019-2020 Tuition**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
<b>Budget</b>										
<b>Elem</b>	\$1,979,200	\$2,001,430	\$2,000,030	\$2,000,030	\$2,002,696	\$2,008,029	\$2,008,029	\$2,016,383	\$2,014,980	
<b>JR/SR</b>	\$2,354,420	\$2,275,087	\$2,285,937	\$2,312,563	\$2,318,690	\$2,315,447	\$2,310,089	\$2,310,089	\$2,310,089	
<b>PreK</b>	\$358,500	\$21,921	\$64,490	\$100,493	\$133,279	\$163,542	\$195,350	\$227,650	\$255,963	

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, March 24, 2020

6:30 PM

Virtual Meeting

**Regular Meeting Minutes**

**I. Call to Order- Board of Education**

a. Opening Prayer

i. Father Juarez provided opening prayer

b. Roll Call-

i. Voting Members Present: Ellen Abusada, Fr. Adam,

Fr. Beckman, Jason Dumont, Patrick Gavin, Janan Rustan,

Fr. Juarez, Sue Kloos, Scott Nibaur, Chris Clark, Andy Cutter,

Angela Villhauer, Alaina Welsh, Melinda Shetler, Fr. Witt, Annette Goodheart

ii. Ex-Officio Members: Alan Opheim, Glenn Plummer, Celeste Vincent

c. Chairperson Remarks- Shetler welcomed all to the virtual meeting due to COVID 19 precautions. Shetler gave praise to administrators, staff and teachers who have been working hard to keep updated, as well as with preparing, planning and organizing for continued academic learning for the students.

d. Approval of Feb. 25, 2020 Minutes- Welsh moved to approve minutes, seconded by Father Adam, motion passed.

e. Approval of Agenda- Father Adam moved to approve, seconded by Father Juarez, motion passed.

f. Open to the Audience- N/A

**II. Administration Reports**

a. Elementary - Vincent praised staff for the hard work they have done. Preparing for material pick up on Thursday 3/26/20. Survey indicated that parents requested materials vs more screen time. Curriculum & activities to be distributed to cover 3 weeks of school. Honoring families that are not able to complete tasks at this time due to personal situations. Staff members have a great spirit. Using a multi-tiered approach- listening to what parents are desiring.

Clark re-emphasized the importance of practicing social distancing. Vincent stated proper procedures they have put in place to be followed.

Nibaur recommended that we get the word out to parents / teachers to stay home if they are feeling sick or have a fever. Vincent indicated that this has been addressed via email and will keep reminding everyone.

Welsh questioned what Regina is doing about Staffs' salaries. Opheim voiced that after consulting with the diocese and executive team, he put out a staff email indicating that any "school year based" employee (preschool, am/pm, hot lunch) will be paid their scheduled work hours through April 10th. Exclusion of coaches of spring sports other than varsity track, due to the sport already started- will make accommodations. Opheim will provide recommendations on April 13th regarding "School Year based" employees. Hourly payroll equals \$45/50,000. Dumont questioned if teachers were included. Opheim indicated teachers are under contract for a full year and will continue to get paid through August.

b. Jr/Sr High - Plummer indicated that they had ½ of teachers in Regina 3/23/20 for meetings and the other ½ of teachers were instructed to stay home due to various situations to adhere to the COVID 19 precautions. The locker/material "pick up" from students - 90 % of students picked it up. Plummer voiced that teachers were awesome! Students that were not able to pick up locker contents should email Glenn for

future pick up procedures. Online instruction - Classes are still for grade and credit. Non-Publics are able to continue to provide classes for credit unlike the public school. Teachers are required to provide 4 hours of office hours to email or google meet/chat to communicate. Teachers are sending out a master schedule and will modify times to ensure students have the ability to utilize office hours. Teachers are also recommended to check their email routinely throughout the day. Plummer voiced that they have been preparing to deliver instruction this way for the last 4 years through professional development with the AEA. Teachers are ready and most likely will have some bumps in the road, but will address, fix and make things better. Optimistic that they will be back in session April 13th.

Father Juarez questioned if all students have internet /computers in their home and if not- potentially a donor could help? Plummer indicated that all 7-12th graders have Chromebooks and only have had 2 contacts that have spotty Wi-Fi at their homes. They will communicate with Jess from IT to obtain hot spots or students to drive in to utilize Wi-Fi from the parking lot. Kirkwood class requires Adobe illustrator and will issue a laptop out to 1 student.

c. Enrollment - N/A

d. Business Office - Opheim has been involved in many webinars, briefings, press conf, updates, including Mercer, Johnson County, & Diocesan Principals. Emphasis Initially on payroll logistics shifting to mode of looking at May payroll, unemployment, sick leave, & FMLA,

Raffle - Due to no NCAA- Trish to take over refund checks as people request. Expressed appreciation to everyone who donated.

Letter- Michelle Winders received a letter from Iowa Central Bus company asking Regina to pay 100% so they could continue to pay their employees. Regina is unable to bill for not utilizing the bus when not in session and losing potential \$ from the state, therefore will be paying the amount of the contract that we are expected to pay. Will have Regina's lawyer look at the contract and provide recommendations.

Opheim indicated that he has not gotten many Tuition questions yet from K - 12th. Preschool- Sandy will not send out April statements.

Welsh wondered if anything had been done with hiring for Alan. Plummer has had at least 10 applicants and will continue to proceed.

Opheim- indicated that the school has been on an "all door lock" basis the afternoon on March 14th.

Teachers still have access to school to prepare for the curriculum. Recommending working remotely. The janitorial night crew is still continuing to do flat surface cleaning, deep cleans, and projects they have planned for summer. No extra expenses are being conducted. Opheim will continue to evaluate projects.

Clark stressed the importance of practicing social distancing and recommended leadership have meetings in separate rooms to ensure safety of all. Administrators voiced they are following recommended guidelines and will take recommendation under consideration.

e. Religious Education- N/A

f. Foundation -N/A

g. Boosters, PISA, Home and School- N/A

### III. New Business Discussion

- a. **Treasure Discussion:** Father Witt stated - due to Opheim retiring and Vilhauer's term ending, recommended a solution to provide a consistent application of budget, confidence, and institutional history, that it seems logical to suspend the rules and ask Angela to stay on as a voting member of the exec committee.

Father Witt - Moved to suspend Article VI, Section 2-g of the ByLaws and vote Angela Villhauer as the Treasurer of Regina for a term not to exceed three years, and as a non-voting member of the Board, but a voting member of the Executive Committee.

Seconded by Welsh. motion passed.

**VI. Calendar and Discussion Items-** Shetler reminded Parish Pastors to obtain either a new BOE Rep or renew appointments. Alaina Welsh, Chris Clark, and Janan Rustan's terms are ending.

**VII. Capital Campaign Update**

- a. Dumont informed all that we are down to only \$ 154,000 to be raised. Confident that they will obtain dollars. Design work for **Pre-K** on hold due to COVID 19. Dumont's desire to have **Pre-K** drawings by the end of summer with the least expense from what they need for City. On hold.
- b. **Line of Credit-** Step 1 Opheim indicated that BTS will continue to work on schedule. Bridgestone will have a delayed product, as they are shut down that may potentially affect Project. Developed a lot of pot holes by garage this winter. Goal- \$400.000 for Concrete. BOE needs to approve a line of credit to ensure authorization when the time is right to complete. Step 2. Line of credit recommended, to ensure the opportunity to complete construction, meet payroll, ins, and business due to not knowing if the STO will release funds or what the cash flow will be, due to the COVID -19 Pandemic.

Father Witt moved to approve expanding the approved level of the academic wing expansion to include the concrete budget by \$400,000 which brings the project total to \$3,650,000. Upon majority passage of the motion, a unanimous vote is given for the Corporate Resolution being sent to the Diocese of Davenport. Seconded by Dumont, motion passed.

Father Witt moved to approve exploring and executing Lines of Credit with Hills Bank for a Construction Line of Credit tied to the approved academic and concrete projects and a Business Continuation Line of Credit, if needed, to meet payroll, insurance, and other business continuation needs brought about due to the Coronavirus pandemic. Upon majority passage of the motion, a unanimous vote is given for the Corporate Resolution being sent to the Diocese of Davenport.

Seconded by Dumont, motion passed.

**VIII. Growth and Vitality Update.** Shetler provided an update on the Meiter study. Meiter conducted focus groups and surveys and were really happy with the completion. 50% of families responded and 299 7-12th students completed. Next step- Finalizing date for a zoom conference with the Exec team and Admin team in April. Formal recommendations to be provided in May. TBA.

**IX. Meeting Schedule-** Sub committees need to be virtual and arrange if appropriate. Meetings can be deferred if needed.

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

**X. Adjournment-** at 7: 55, Father Juarez moved to adjourn the meeting, seconded by Abusada, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

**Final Official Report from Alan Opheim  
Director – Finance / Operations  
April 28, 2020 Board Meeting**

Business Office –

- The STO decided to have multiple due dates rather than extend to one due date this year. Therefore, they will be processing financial aid applications based on those received as of April 15, May 15, June 15, and the final due date of July 15 which currently coincides with the tax due date. Sandy will process the forms internally for Regina. After results come from the STO, normally 30 days or more, Sandy calculates the Regina financial aid. It is very likely that anyone submitting forms at June 15 or July 15 may not have results back before school starts, especially those that wait until July 15.
- I will have given a Transition Review to the 8 individuals that currently report to me and informed them of who they will report for now.
- My ex-officio role on the Run for the Schools Board will be filled by Michelle Winders.

Building & Grounds

- With school not returning to session, required concrete work in the front of the school will take place soon. We sought bids from 4 vendors, with only 2 responding. The lowest priced vendor was selected. We are done work with the company in the past.
- To the extent we are able, some of the summer work will begin in May for carpets, waxing, and other cleaning.

**Final Summation**

To this Board, the officers, members, and all of the previous boards and officers, I thank you for the privilege I have had serving you. I have tried to do the best I could in providing a service to Regina, its staff, students, parents and other stakeholders. Never in February did I dream we would be in the state we are now. Yet, during these 70 days since my first announcement, I have also had no second thoughts about my decision. That confirms to me that it is time. Regina deserves someone to help move us into the future of the unknown. We will see how long my part time structure lasts, but you have my word that whether a couple of months or longer, I will give you my best. I started as an hourly employee in 1968 in a drug store in Mason City, and am ready to return to that structure to close out my working career. Whether a month or two, or longer, here or elsewhere, I need the change, my family needs the change, and Regina needs the change.

One of my reviews 20 years ago reminded me that there were times I had to step out of the forest to see the trees. I need to find the trees, again. The phrase below hit me when I read it on LinkedIn today:

If you keep looking for the success of yesterday, you will miss the success of today. Let us all find today's success.

Best wishes to all. God Bless. Go Regals.

**Admissions  
Pam Schowalter  
April 2020  
Board of Education Report**

**Elementary K-6: 458 students/ Jr./Sr. High 7-12: 341 students**  
**Total: 799 students**

K	1	2	3	4	5	6	7	8	9	10	11	12	Total: April 2020
64	51	75	66	68	71	63	59	72	44	64	54	48	799

Elementary K-6: 458

Jr. High 7-8: 131

Sr. High 9-12: 210

Total: 799 students (our numbers are +3 students since February)—one student enrolled due to our E-learning offerings

**Parishes**—thank you to all four of our parishes for allowing Regina to stay connected with weekly articles/bulletin notices.

**Topics:**

April 11/12—Fr. Treveno reflection on his first year as the Regina Chaplain

April 18/19—Distance and e-learning happenings at Regina

April 25/26—Preschool and kindergarten “Spring” project and mailing to our youngest learners.

May 2/3—Mary/Regina Tribute

**Virtual Tour Update**—two tours: elementary and Jr./Sr. High. Outline of photos and script drafted for elementary. Looking to be up and running the beginning of May. Outline and script submitted for Regina Jr./Sr. High virtual tour—shared out with Marketing Director—status—in work.

**Financial aid and Foundation Scholarship**—assisting past recipients and new families with this information. Deadline has been extended through May 15, 2020.

**Student Ambassador** applications will go out May 1<sup>st</sup> electronically to all 6<sup>th</sup> through 11<sup>th</sup> grade students. Deadline will be May 15<sup>th</sup>.

**Area Preschools/Day Care**—Spring Thank You card and gift for continued support of Regina's Kindergarten Class of 2020.

**Incoming Kindergarten Students** will receive a Spring Activity/Seed Packet/Science card the first week of May.

**International Students**—working with them as they tackle E-learning. Contacting agencies regarding poor academics, as well as families. Working with host families and their struggles of 24/7 parenting of international students. Extending health insurance for students that are unable to return home—school year health insurance expires June 15,2020. Looking for commitment of summer host families. Locating host families for the 20-21 school year. I-20 updates of Diocese of Davenport signatures and exit forms for seniors AND students trying to return home for the summer.

**Enrollment inquiries** for this school year are ongoing. Our local community is quite interested in our E-learning. With schools closed, student transcripts are currently unattainable.

**Projects in the works** are Elementary and Jr./Sr. High spreadsheets on students that have been accepted, pending or pipeline. Follow ups are happening.

**Kindergarten** inquiries and tours are being followed up on and questions are being answered. Lots of unknowns due to the Covid-19 Virus.

#### **Admissions Webinars:**

3/24 Navigating A Crisis: Catholic School Leadership Today

4/3 Admissions—It's Crisis Time—Partners In Mission

4/6 Virtual Admissions and Marketing: Strategies That Work

4/7 Enrollment and Marketing Tips In Times of Crisis

4/10 Virtual Admissions at the Village School of Naples, Florida—Enrollment Catalyst--Facebook

4/13 Leading Admissions Through Crisis

4/15 Inbound Marketing--Enrollment Management Associates

4/21 We Are Stronger Together—Partners In Mission



**Regina Tri-Parish Religious Education  
Board Report  
April 28, 2020**

First, I hope that all of you and your families have been healthy and safe.

When this all started and we had to stay home starting the week after spring break I knew I wanted to take a proactive approach. So, what I came up with was that every week I would look up to see what chapter each grade was going to cover and I made up a lesson plan with worksheets for each classroom from that chapter. Then I sent every family a packet online via email pertaining to their chapter and encouraged the parents to go over the worksheets together with their child. Faith is so important, and especially during this time, I really wanted each family and child to keep growing in theirs. This coming Wednesday was going to be our Mary crowning. I have a video from last year, and I am going to send it to each of the families.

Carolyn

We're safe at home, not stuck at home

**Regina Foundation  
Kecia Boysen  
Executive Director Monthly Report**

**Capital Campaign Phase 1 Continuation (as of 4/20/20)**

Remaining cash pledges to be fulfilled (69 donors):	\$ 178,592
Cash on Hand	\$ 923,895
Lead pledges to be fulfilled:	\$ 52,601
New Cash pledges to be fulfilled:	\$ 581,673
Total:	\$ 1,736,761

\*total reflects \$77,258 (29 donors) written off

(In kind pledges not included in total): \$ 75,000

Phase 1 Continuation total: \$2,802,111 (lead pledges plus new money raised during continuation phase)

\$952,111 raised toward \$1,100,000 (\$147,889 left to raise)

Matt, Jason, Kecia, Shelley and Mike Villhauer of BTS had a conference call with Bryce Carlson, of ASI, on 4/15 to finalize the Donor Appreciation Wall in the new Education Wing. A final email appeal to donors was sent on 4/20 and the completed donor list is due to Bryce by May 1. A final email appeal to donors was sent on 4/20. ASI would like to have the final contract signed by mid-May or June 1 so fabrication of the wall can proceed.

**Excellence Fund (annual appeal)**

- 2019-2020 Excellence Fund as of 4/20/20 - **\$366,778.13 (560 donors)**
- Last year at this time: **\$329,649.99 (624 donors)**

**GreenState Credit Union Give & Grow:** The program offers members the opportunity to donate to school foundations in markets where GreenState has a branch location. Due to the COVID-19 pandemic, there will be no minimum or maximum for the member's donation.

GreenState will match donations dollar per dollar. Only one donation per household is allowed. The donation cap has been increased this year and gifts made to the Regina Foundation will be matched up to \$7,500!

The 2020 initiative runs April 13- May 15.

**Match donations:** An anonymous donor has offered to match all donations up to \$2,500 as an incentive to raise additional money over and above the Give & Grow match. This match will be communicated to donors after we have reached the \$7,500 limit from GreenState. An

additional \$5,000 match challenge from Chad & Leslie Keune/Advantage Custom Builders will be used to leverage FYE donations in May.

### **Fiscal Year-End Schedule 2020**

- Week of April 20 – Determine segments and finalize mailing lists for FYE
- Week of May 4 – Print and stuff FYE Letters (include tax language insert)
- Week of May 11 – Mail FYE Letters
- Sunday, May 24 – Parish Appeal (print flyer to include in parish bulletins & provide pastors w/script)
- Week of June 1 – Begin FYE Calls to donors
- Thursday, June 18 – FYE Phone-A-Thon
- Tuesday, June 30 - END of Fiscal Year
- Friday, July 10 – Last donation accepted for FYE (unless dated June 30 or before)
- Thursday, December 30, 2020 – All pledges for FY 2019-2020 due

**Business Partners Appeal:** Renewals to 36 businesses were sent on 3/10 and 276 letters were sent on 3/11 to prospective Business Partners. We have received nine responses to the appeal (\$4,000 total). Due to the shut-down of many small businesses as a result of COVID-19 we are not doing follow-up calls at this time.

### **Planned Giving**

To date we have received 14 of 57 responses.

### **Committee Meetings**

- Foundation Executive Meeting - Next Meeting: 11 a.m., Wednesday, May 11.
- Foundation Board Meeting – Next Meeting: 4:30 – 6p.m., Tuesday, May 19.
- Joint BOE/Foundation Exec. – Met Monday, March 9 to discuss capital campaign finances.

### **Donor meetings & calls**

- Visits/calls of note: Kecia is currently contacting major donors as a check-in during the COVID-19 crisis. No asks are being made. Fiscal Year-end calls to high level donors will begin mid-May after mailing drops.

### **Other**

- Visibility in the Regina community (goal = at least 2 events per month) = February/March: 4 (Ash Wednesday Mass, 2/26; Regina Bingo Night, 3/6 and Foundation staff attended visitations/funerals for Bill Sueppel, Bud Sueppel and Sandy Letts), April: School closed due to COVID-19.

- The Foundation applied for and was approved for a PPP forgivable loan through Hills Bank.
- Kecia participated in the following webinars related to the impact of COVID-19 of fundraising:
  - Veritus Group webinar, “How Should We Respond in this Time of Crisis?” on ways for non-profit fundraisers to respond to the coronavirus and stock market crises, 3/24.
  - Non-Profit Times webinar, “Coronavirus And Your Message To Donors,” on mail and digital messaging to donors during the coronavirus pandemic, 3/25
  - Gonsler Gerber webinar, “Advancement During The COVID-19 Pandemic,” on what already has been learned about the best possible advancement activities during this unprecedented crisis, 3/27.
- The Foundation is participating in *Resources for Thriving During Crisis: THE SHARED WISDOM MAILING LIST* distributed by Partners in Mission, Advancement and Leadership Services for Catholic Education.
- Kecia attended the Business League of Iowa's Creative Corridor (BLICC) on 2/27 at Tin Roost, NL.
- Kecia participated in the Women Lead Change online conference on 4/6 & 7.

### **Upcoming Events/Important Dates**

- Memorial Mass Cancelled
- Grandparent’s/Grandfriend’s Day Cancelled
- Scholarship Luncheon Postponed until Fall or Spring 2021
- Scholarship application deadlines:
  - Seniors – April 15, 2020 - students notified in May
  - K-12 – May 15 (to align with STO dates) – selection process in June & students notified in July
- Regina Record – to print week of May 25
- Impact Report – theme “Another Decade of Excellence” – to print week of Sept. 7 (tentative)
- Regal Eats Saturday, October 17, 2020
  - Elks Lodge
- Alumni Awards Luncheon TBD
- Donor Appreciation Celebration 5 – 7 p.m., Sunday, November 1, 2020

Ted Pacha Family Club, Kinnick Stadium



Iowa City Road Races Inc.

P.O. Box 3148

Iowa City, IA 52244



Joan DePrenger, President

Matt Fekkether, Race Director

**Agreement Between  
Iowa City Road Races, Inc. and  
the Iowa City Community School District Foundation and  
the Regina Catholic Education Center**

Iowa City Road Races, Inc. (herein referred to as ICRR) and the Iowa City Community School District Foundation (herein referred to as ICCSDF) and the Regina Catholic Education Center (herein referred to as RCEC), hereby contract, agree and covenant that in mutual consideration for the benefits derived from the ICRR-sponsored “Run for the Schools” event that the parties shall comply with each of the terms set out below (this “Agreement”):

1. Participants

The name of the race is ICRR “Run for the Schools.” ICRR is the owner and operator of this event and shall organize and expend its best efforts in management of the race for the mutual benefit of ICRR, ICCSDF and RCEC.

2. Race Sponsors

ICRR will underwrite all the expenses of the race through contributions from private sponsors and race registrations. ICRR will make clear to sponsors that their sponsorship contributions are not direct contributions to ICCSDF or RCEC.

3. Race Registration

ICRR will facilitate individual donations to ICCSDF and RCEC by providing an opportunity for donations to be made during registration and packet pickup on the Saturday prior to the race and on the Sunday of the race.

ICRR shall receive all race registration fees, race sponsorship contributions, money generated from ICRR “Run for the Schools” events, and T-shirt sales.

The parties understand and agree that ICCSDF or RCEC may undertake, manage, and control add-on events to the “Run for the Schools” event, to generate additional funds [e.g., a spaghetti dinner the night before the race]. Before planning such events, approval must be sought and received from the ICRR board.

The race entry form will include a section giving race participants information on how to make a contribution to the ICCSDF or RCEC. Any money generated from this section will be given to the ICCSDF and RCEC. Separate payments will be encouraged for race registration fees and donations. All designated donations to ICCSDF or RCEC received in

combination with registration fees will be provided to the ICCSDF and RCEC after mutual reconciliation with the ICCSDF and RCEC on or before December 1st of the event year. If ICRR and the ICCSDF and RCEC cannot reconcile on or before December 1st, either of the parties may request an independent review of all event registration and financial records related to “Run for the Schools” by an outside party to resolve any disagreement. The independent review shall be paid for by the requesting party.

4. Entry Information Distribution

In order for all information to be disseminated to students and families in electronic form no later than September 1<sup>st</sup>, ICCSDF and RCEC must receive ICRR’s registration forms no later than August 15<sup>th</sup>.

5. Board Representation

A single representative each from the ICCSDF and RCEC will serve on the ICRR Board of Directors as a non-voting, ex-officio member.

6. Event Promotion

ICCSDF and RCEC will use reasonable efforts to promote the “Run for the Schools” event through their respective Foundation web pages, as well as the websites of their respective school districts for at least 30 days prior to the event. Promotional materials shall include a link to the ICRR/Run for the Schools website promoting the event, race information, and on-line entry. ICRR will promote the “Run for the Schools” event through entry forms, race posters, and social media. If possible, the ICCSDF and RCEC logos will appear on all ICRR printed promotional materials.

7. School Donations

ICRR’s role in the ICCSDF and RCEC’ donation drive is to provide an area for donation drop-off during registration and packet pick-up on the Saturday prior to the race and the Sunday of the race. Any registration fees received with donations by the ICCSDF and RCEC will be given to ICRR. Such fees will be given to ICRR after mutual reconciliation with the ICCSDF and RCEC on or before December 1<sup>st</sup> of the event year. If ICRR and the ICCSDF and RCEC cannot reconcile on or before December 1<sup>st</sup>, either of the parties may request an independent review of all event registration and financial records related to “Run for the Schools” by an outside party to resolve any disagreement. The independent review shall be paid for by the requesting party.

8. Participation Awards

No later than September 1<sup>st</sup> prior to the race event, the ICRR Board of Directors will determine and then communicate to the ICCSDF and RCEC representatives the criteria for the receipt of participation awards. The representatives will send this information to all schools in the Iowa City Community School District and all grade levels at Regina.

At the request of ICRR, the ICCSDF will distribute the awards to each recipient for each school.

9. Data Report by the ICCSDF and RCEC

No later than three weeks after the “Run for the Schools” event, the ICCSDF and RCEC will submit an Excel spreadsheet to the ICRR president via e-mail. This spreadsheet will be provided electronically to the ICCSDF and RCEC representatives by the ICRR Board of Directors. The spreadsheet captures the following information:

- a) By school, the numbers of participants and volunteers
- b) By school, the total enrollment as of the official reporting date to the State of Iowa Department of Education
- c) By school, percentage participation
- d) Indications of which schools receive the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place participation trophies
- e) Indications of which schools qualify for the participation awards, based upon the criteria established by ICRR
- f) The total amount of direct donations raised by the Foundations as part of the Run for the Schools event.

In addition, a list by school will be provided including the name and contact information for:

- a) PE teacher
- b) Librarian
- c) Principal
- d) School Contact

10. Potential ICRR Donation to ICCSDF and RCEC

ICRR provides participation awards to schools according to guidelines set by ICRR. In addition, it is the desire of all parties to this Agreement to have a profitable race which would allow ICRR to make a donation to ICCSDF and RCEC. ICRR agrees to donate at least 90% of the net proceeds of the race to the schools, ICCSDF and RCEC, in a proportion determined solely by ICRR. It is the intention of ICRR that any funds donated in this manner be used specifically and immediately (within one calendar year) for the direct benefit of students and teachers and not be used to create a new and/or add to existing endowment funds.

11. Volunteer Coordinator

ICCSDF and RCEC will each appoint a volunteer coordinator to work directly with the Race Director to assist in securing an adequate number of volunteers to ensure a safe and successful event. The names of these individuals shall be given to the Race Director no later than July 1<sup>st</sup> of each year.

## 12. Volunteers

ICCSDF and RCEC will use their best efforts to work together to provide adult volunteers:

- Friday (Registration Set-up)
- Saturday (Registration)
- Sunday (Registration, Set-up, Finish Line, Tear down, Traffic Control)

If provided with the school affiliation of each volunteer by ICCSDF and RCEC, ICRR will include this information in determining participation awards. In order to assist ICCSDF and RCEC in obtaining volunteers, approximately one month prior to the race ICRR will provide ICCSDF and RCEC with a list that includes as much information as possible about the roles needed to be filled by volunteers, such as descriptions and time commitments.

## 13. Insurance

ICRR shall maintain Commercial General Liability insurance covering claims for bodily injury and property damage arising out of operations and the use of hired and non-owned autos in an amount not less than \$1,000,000 per occurrence or per accident and \$1,000,000 in the annual aggregate. ICRR will name ICCSDF, RCEC, Diocese of Davenport, and the Iowa City Community School District additional insureds but only with respect to activities associated with the “Run for the Schools” event. ICRR shall provide the ICCSDF and RCEC with a certificate of insurance listing the ICCSDF, RCEC, Diocese of Davenport, and the Iowa City Community School District as additional insureds.

## 14. Accountability

As a non-profit organization, ICRR will make available all current financial audits, reviews and/or 990s as required by law.

## 15. Indemnity and Hold Harmless

To the fullest extent permitted by law, the ICCSDF and RCEC shall indemnify and hold ICRR, its officers, directors, members, volunteers, and all of its agents and employees harmless from and against all claims, damages, losses, and expenses, including but not limited to attorney’s fees, arising out of or resulting from or in connection with the conduct or management of any pledges or donations received from the “Run for the Schools” event.

## 16. Excused from Performance

Any party to this Agreement is excused from performance under this Agreement for any period and to the extent that the party is prevented from performing, in whole or in part, as a result of Force Majeure, civil or military disturbance, court order, inclement weather, third-party nonperformance, or failure of or non-availability of utilities and/or equipment or other causes beyond the reasonable control of the party.

## 17. Term



The term of this Agreement extends through 2022 and includes the “Run for the Schools” event to be held in the fall of 2020, 2021 and 2022.

18. Authorized Signatures

By the signing of this Agreement, the President of each party represents that this Agreement has been approved by its respective governing Board.

19. Entire Agreement

This Agreement contains the entire agreement of the parties and supersedes all prior understandings, representations, commitments, promises and agreements and shall be modified only in a written instrument signed by all parties.

Iowa City Road Races, Inc.

\_\_\_\_\_  
By its President, Iowa City Road Races, Inc.

\_\_\_\_\_  
Date

Iowa City Community School District Foundation

\_\_\_\_\_  
By its President, Iowa City Community School District Foundation

\_\_\_\_\_  
Date

Regina Catholic Education Center

\_\_\_\_\_  
By its President, Regina Catholic Education Center

\_\_\_\_\_  
Date