

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