

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, April 28, 2020

6:30 PM

Virtual Meeting Minutes

I. Call to Order- Board of Education

a. Opening Prayer

- i. Father Witt 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 stated:

“ I just want to say thank you to our Regina Administrators who continue to lead and guide our faculty and staff through this time period with the virtual learning and meeting the needs of our students and families. Lots of positive comments and feedback and I believe it really sets us apart from other schools during this time frame”.

“As you are all aware, tonight is Alan’s last “official” board meeting in his current position. He is hanging up his hat at the end of the week as Director of Business Operations and I know that I speak on the behalf of everyone as I express our deepest gratitude and respect for Alan’s service and commitment to Regina!!! I wish we could have a huge celebration as a group (we will have to arrange for that later), but I want Alan to know that we wish him well as transitions to bigger and better things (more free time in general, and time with family). I appreciate Alan’s work on ensuring a relatively seamless transition of duties and helping us out during the interim with ongoing accounting needs, etc. Best of luck Alan and you are always welcome to join in on our board meetings if you decide you miss hearing from us! “

- d. Approval of March 24, 2020 Minutes. Fr. Witt moved to approve the March 2020 minutes,
Seconded by Fr. Adam, motion passed.

- e. Approval of April 28, 2020 Agenda- Rustan moved to approve the April 2020 agenda, seconded
by Nibaur, motion passed.

- f. Open to the Audience- N/A.

II. Administration Reports

a. Elementary - Vincent expressed her appreciation to the wonderful teachers and all that they are doing for the students to customize their needs. She has heard positive feedback from multiple families and read a few quotes from families.

*Formally recognized Alan with all his wonderful attributes and the hard work he has done for Regina.

*Special thanks to Father Juarez for being a parish partner and helping Regina throughout the years. Wishes him the very best.

*Shane has done incredible work behind the scenes. ie. virtual spirit week.

*Jess has worked very hard for families to stay connected.

*\$ 840 Box Top was collected which is very positive.

*Father Adam voiced he has also heard how grateful that families are for what Regina is doing.

b. Jr/Sr High - Plummer provided an update-met with Seniors twice via google meet. The majority of students desire to try to push back Baccalaureate and the graduation ceremony in hopes to have it be traditional. Tentative schedule would be a June date and if that didn't work due to COVID, they would look into dates for July. If it would be later than that, Regina may need to look into having a Virtual Graduation and Baccalaureate and potentially would be held at same time.

*Students are hoping to have Prom and a Lock in. Regina will try to make it possible if able to.

*Awards assembly- Lynn, Glenn and Tim are working to try to create videos to send out to families.

*NHS induction- Lynn is working with her leaders on a virtual forum.

*Online classes- a survey was sent out to parents. -results back. Glenn has emphasized to teachers to provide an extension of the due dates (1 week) without penalizing % taken off. Trying to be more lenient and understanding to what students are going through.

*Google meets with teachers twice a week. Tues and Fri morning for updates and answering any questions they might have.

*Discussed adhering to proper procedure in naming a physical part of building after a teacher.

*Thanked Father Rudy for all his support and welcomed him back to Regina anytime.

*Thanked Alan as well and indicated they both started at the same time at Regina with Glenn "winning" for who stayed the longest.

c. Enrollment - Report in packet.

d. Business Office - Report in packet. Opheim indicated that administrators have had multiple google meets to discuss transition. Transition Review to employees conducted to let them know who they would report to- either Celeste or Glenn and they have all gone well. Alan assured all that he would be around for any questions that arise. He thanked everyone who he has worked with over the years, especially Celeste.

e. Religious Education- Report in packet.

f. Foundation - Report in packet.

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

III. Old Business Update N/A

IV. New Business Discussion

a. **Approval of the Run for the Schools Contract.** 3-year contract. Run is held on Sunday. Parishioners are still able to attend mass other times, than race time. Alan serves on their board as an Ex-Officio. Michelle Winders will assume this role. Net \$12-15,000 per year. If they can't do a physical race, it will be held virtually as a contingency plan.

Rustan moved to accept the 3-year contract with the Run for the Schools. Seconded by Abusada. Motion passed.

b. Teachers Contracts:

The following persons are recommended for hire for the 2020-2021 school year.

Rustan Moves to approve the following Elem Contracts.

Kelly Starr

Jennifer McGrane

Michelle Pelechek

Barb Wilson

Mary Rockafellow

Katy Lincoln
Doug Vollstedt
Alicia Andrews
Joan Ochoa
Bailey Wulf
Julie Rhomberg
Steph Foley
Morgan McDowell
Diann Zirtzman
Jorie Means
Lindley Visser
Kris Boulund
Jan Rudolph
Christine Ney
Erin Vorwerk
Krystle Davis
Rachel Scholze
Mary Duffey
Annie Chapman Brewer
Kris Rutt
Cara Richmond
Kyle Holderness
Gail Hensch
Pamela Miller-DeKeyser
Kristine Larson
Megan Glass
Julie Dailey
Seconded by Welsh. Contracts approved.

The following teachers and staff members are being presented to have contracts approved for the 2020-2021 school year.

Rustan moves to approve the following contracts.

Joan Belknap - Media Center/Teacher

Laurie Boland - Health, Religion, PE

Diane Coffin - Science

Shelly Conlon - Religion

John Demory - Art

Jeffry Ensign - Science

Tim Foley - Assistant Principal

Michele Goldsmith - Science

Beth Hill - Math

Kevin Kahler - Social Studies, Religion

Jacob Koch - English

Kimberly Martin - Resource

Marta McAndrew - Spanish

Clark McFerren - English

Conice McIntyre - Math

Patrick Moeller - Business
Tom Nelson - Band
Allison Osweiler - Social Studies, Religion
Nancy Owen - English
Larry Pohren - Social Studies
Barb Reilly - TAG
Travis Richter - Choir
Joshua Rouse - English
Bryce Smeins - Activities Director
Katherine Sprengelmeyer - English, Religion
Matt Staab - Math, Science
Stacy Sueppel - FCS
Jennifer Wallace - Social Studies, Religion
Katie Welter - Math, Religion
Lynne Zoulek - School Counselor
Seconded by Abusada, Contracts approved.
Rustan moves to approve Morgan Goedken for Head Softball. Seconded by Shetler, contract approved.

c. New Business Item

MOTION

Villhauer Moved to approve Father Charles Adam as an alternative check signer on all of Regina Accounts with MidWestOne Bank and Hills Bank and Trust.

DISCUSSION

Father Rudy is the current second check signer, however, with his relocation from Iowa City in June, an alternative check signer is required. Sandra Feeney is the primary check signer. Seconded by Father Witt. Motion passed.

MOTION

Villhauer moved to Approve Father Charles Adam as the Registered Agent for the Corporate of Regina Inter-Parish Catholic Education Center, and Iowa City Fall Fun Festival, Inc.

DISCUSSION

Each corporation in the State of Iowa is required to list a Registered Agent. The primary duty of the Agent is to have a legally responsible person to receive official notices from senders. At Regina this has traditionally been a priest, and stays with the priest as long as they have an Iowa City presence. Seconded by Shetler. Motion passed.

V. Calendar and Discussion Items:

- a. **Board Chair - Shetler appointed Rustan to be head of the nominating committee for Board Officers. (Policy # 202 R Nomination Committee Policy).**

Rustan provided a review of current BOE membership terms. Rustan's position as Secretary, Policy Chair and Executive Team Member /Board Officer will need to be filled as this concludes her term. (6 years). Rustan requested any volunteers to fulfill positions of Board Officers to contact Rustan. Rustan informed all that Welsh is interested in the role of Secretary. Rustan will compose a slate of nominations of Board Officers together and the Board will vote in May.

VI. Capital Campaign Update: Dumont stated that an email was sent out to families in regards to the Donor Wall Recognition and have received \$50,000. Great news- down to \$ 120,000 left to raise.

Site work will begin earlier than planned due to school cancellation. Dumont will coordinate with BTS and Mike Villhauer. Will shut down the East entrance and work their way to the back - are ahead of schedule.

Reference to Design/Build Agreement Between Owner and Contractor

Vilhauer provided motion-

Section 4.2 from the Build To Suit Agreement shall be amended by removing the name of Alan Opheim, and inserting the name of Glenn Plummer. Upon the change, the section shall read:

AS AMENDED

Section 4.2 The owner shall designate Glenn Plummer as his representative who shall be fully acquainted with the Project, and who has authority to approve changes in the scope of the Project, render decisions promptly, and furnish information expeditiously and in time to meet the Project schedule.

DISCUSSION

With Alan’s Retirement, per contract an employee needs to represent Regina when contacts with Build To Suit are needed or change order requests need authorization.

Seconded by Welsh, Motion passed.

VII. GROWTH and VITALITY STUDY UPDATE: Gavin provided an update from a virtual meeting with the Exec Team and Meitler on April 21st. Meitler was very impressed with the Regina Community. Meitler will meet with Exec Team May 19, 2020.

VIII. Committee Reports-

Finance Committee- Vilhauer stated that she has met with Opheim multiple times to address the Transition Period. Praised and thanked Alan as he has done a good job coordinating job duties until Regina has a replacement for him. Alan will continue to be available as needed as a consultant.

Health and Safety- Kloos awaiting direction from the school district and diocese in what types of screenings that will need to be conducted when school does resume.

IX. Meeting Schedule

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|------------------------|-------------|--------------|---------|-----|
| a. Board Meeting | 4th Tuesday | May 26, 2020 | 6:30 PM | TBA |
| b. Executive Committee | TBA | | | |
| c. Finance Committee | TBA | | | |
| d. Policy/ Bylaws | TBA | | | |
| e. SIAC/Education | TBA | | | |
| f. Catholic Identity | TBA | | | |
| g. Building and Ground | TBA | | | |
| h. Strategic Planning | TBA | | | |
| i. Health and Safety | TBA | | | |

X. Closing Prayer- Fr. Beckman provided closing prayer.

XI. Executive Session

XII. Adjournment- at 7:45 PM Father Juarez moved to adjourn the meeting,
Seconded by Rustan, motion passed.

Respectfully submitted,
Janan Rustan
BOE Secretary