

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, June 23, 2020
6:15 pm Reception for Outgoing Board Members (Front Circle Drive)
6:30pm Board Meeting
Vision: *To foster excellence with faith, knowledge, and community*

Regular Agenda

- | | |
|--|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks- | |
| d. Approval of Minutes – May 26, 2020 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
| II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS | 15 minutes |
| a. Elementary | |
| b. Junior/Senior High | |
| c. Enrollment Report | |
| d. Business Office | |
| e. Religious Education | |
| f. Foundation | |
| g. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 5 minutes |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. Election of Board Officers | |
| b. Boosters | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Policy/By-Laws Committee – Conduct the Board of Education Self Evaluation. | |
| VI. CAPITAL CAMPAIGN UPDATE | 10 minutes |
| VII. GROWTH AND VITALITY STUDY UPDATE | 10 minutes |
| VIII. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| IX. MEETING SCHEDULE (Refer to the Information Page) | |
| X. CLOSING PRAYER | 1 minute |
| XI. EXECUTIVE SESSION | 15 minutes |
| XII. ADJOURNMENT | |

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, May 26, 2020

6:30 PM

Virtual Meeting Minutes

Regular Meeting Minutes

I. Call to Order- Board of Education

- a. Opening Prayer
 - i. Father Witt provided the 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: Glenn Plummer, Celeste Vincent
- c. Chairperson Remarks- Shetler praised the faculty and staff with all their efforts to meet the needs of our students and families during this time. Shetler wanted to point out the Senior Award video, as it was really great for students to be recognized. Shetler also voiced that Diane Platt created a musical video with all her students playing virtually that was so beautiful. Recognized Father Juarez and Janan Rustan, as they will be outgoing BOE members at the end of June and thanked them for all their efforts.
- d. Approval of April 28, 2020 Minutes: Father Witt moved to approve the minutes, seconded by Abusada, motion approved.
- e. Approval of May 26, 2020 Agenda: Father Witt moved to approve amended agenda, seconded by Rustan, motion passed.
- f. Open to the Audience- N/A

II. Administration Reports

- a. Elementary - Report in packet. Vincent thanked Father Juarez and Janan Rustan for their work on the Board. End of year activities- Friday Seniors and preschoolers came to school to obtain their belongings and it was a great day. Praised the 6th grade team. 6th grade had a beautiful virtual prayer service, picked up their belongings, and got their photo taken safely. Thanked St Wenceslaus for donating Bibles to the 6th graders. The other grade levels will partake in picking up their belongings on Thursday. Celeste has been involved in many meetings and awaiting to see what the state is recommending. Elem will have one to approve for new hire and 3 resignations. Received a letter from a 6th grade parent telling her how special the teachers made it for the 6th graders.
- b. Jr/Sr High - Report in packet. Plummer stated that seniors dropped off books on Friday and 7-11th graders will come in this Friday to return materials using a safe process. Senior Award Virtual Award Ceremony was conducted. They will be doing one for 7-11th grades separately due to length. Recognized Tim Foley as working and submitting the videos for the Awards. Glenn has been working with iheart Radio to honor the seniors with graduation. Air time -TBA. Glenn has been working with senior parents and has set date of June 14th for graduation ceremony on the Football field. Big Ten Rentals will generously donate equipment of stage, screen and projector for slide show. Owner has a senior daughter graduating. Back up date June 21, 2020. Working out details. Glenn asked the question to priests wondering if they could have graduation before noon. Priests were hopeful that mass would be occurring, thus morning would not work. Working on details of time frame with survey to parents and trying to make it as traditional as possible.

- c. Enrollment - Report in packet.
- d. Business Office - No report
- e. Religious Education- No report
- f. Foundation - Report in packet. Shetler encouraged all to participate in the Excellence fund.
- g. Boosters, PISA, Home and School- No reports.

III. Old Business Update N/A

IV. New Business Discussion N/A

V. Calendar and Discussion Items:

- a. Rustan presented a slate of Candidates for the Officers.

Melinda Shetler- Chair,
Patrick Gavin- Vice Chair,
Angela Vilhauer- Treasure,
Alaina Welsh- Secretary,
Father Witt- Provost.

- b. Shetler informed all that Rustan sent out an email to the Committee Chairs to send in their year-end summaries to her for the June Meeting.

VI. Capital Campaign Update. Dumont was absent, though provided a report to Shetler. \$70,000 left to achieve goal. Tear out/pouring a new parking lot this week. Fixing leaks on Ted Pacha roof. Still on schedule. Preliminary discussions with Doug Bottorff for Pre-K designs.

VII. Growth & Vitality Update: Discussion will be conducted in the Executive Session.

VIII. Committee Reports- Health & Safety and Policy Committee Reports included.

Kloos discussed Iowa Dept of Ed and 2 athletic association guidelines and initiatives to follow. Immediate concern with baseball and softball returning and possibility of summer camp for art. Question to the BOE. For BB and SB- Can't use dug out for practice, but can for game. Question if Regina should go above and beyond and not use dugouts for games? Opened up for comments and wondered what our comfort level is? Nibuer indicated that the equipment is kept in dug out and dugouts needed to be used a little bit, but also recommended keeping equipment outside as well. Softball has prescreens of health questionnaires and temp recordings taking place. Question of wondering if they need to do waivers so the school is not liable? Wondering who makes that decision. Wondering about transportation issues. Will get more info on Thursday from the Dept of Ed and Athletic association regarding questions. AD met with coaches. Bleachers will be closed and only used for media. Softball field wind breakers will not be put out to ensure proper spacing of spectators. No concessions, no sunflower seeds, no sharing drinks, food. Fans will not need to wear masks, but will be responsible for themselves. Cutter wondered if we will offer media coverage. Glenn stated that Regal Cast will be offered. Abusada agreed with Kloos regarding not using the dugouts. Kloos recommended equipment be lined up outside. Recommended sanitizing equipment and decreased need for sharing equipment. Shetler hopes the AD and coaching staff feel empowered enough to do what they need to do to keep selves and students safe. Welsh wondered if water and bathrooms will be available? Glenn recommended restrooms behind the press box be used vs school restrooms. Recommend everyone bring their own water.

IX Meeting Schedule

a. Board Meeting	6/23/20	6:30	TBA
b. Executive Committee	6/17/20	5:30	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 Potentially adding times & dates

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

XI. Executive Session

- a. At 7:06, Father Witt motioned to adjourn into Executive Session, seconded by Rustan, motion passed.
- b. Executive Session

XII. Reconvene from Executive Session - At 7:13 pm, the board reconvened from exec session.

-Motion by Father to approve following Elem contract: Rachael Gronstal- 6th grade
Seconded by Abusada. Motion approved.

-Motion by Nibaur to approve following High School contracts:

Dustin Elsbury-PE

Cody LaKose-Science

Vera Lazarre-Spanish

Lisa Moore-English

Seconded by Rustan, motion passed.

XIII. Adjournment- At 7:15 pm, Father Juarez moved to adjourn the meeting,
seconded by Father Witt, motion passed.

Respectfully submitted,
Janan Rustan
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
June 2020**

FACILITATOR OF FAITH COMMUNITY

PRAYERS

We thank God for another successful school year.

We are grateful for all the volunteers who assist us in our mission.

We are grateful for all the efforts of our teachers who had to deliver learning in many different methods due to Co-Vid.

We are grateful for partnering with Father Rudy Juarez over the past sixteen years. We thank him for his great support of Regina. Blessings to you Father Rudy.

Thank you to Janan Rustan, outgoing board member, for her assistance over the years, especially as secretary for the Board of Education.

PILLARS OF FAITH- Pillar IV was added and staff completed this pillar also for training. Thank you to Tim Foley who facilitated the discussion for this class.

STANDARD #1 – VISION

IOWA DEPARTMENT OF EDUCATION- Glenn and Celeste continue to attend virtually the weekly IDOE meetings.

SUMMER PREPARATION

Administrators and administrative assistants are continuing to close out the past academic year.

RETURN TO LEARN-

STATE DOCUMENT- Glenn and Celeste have been working on the formal Return to Learn Plan which is due to the state on July 1st.

LEADERSHIP COMMITTEE- The Return to Learn Committee met for the first time on Tuesday, June 16th, at 2:00p.m.

SURVEY- The Return to Learn Survey was sent to parents on Thursday, June 18th.

We will use the results of this survey to help guide our planning, assist teachers, and jumpstart further thinking/action items for our committee

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

SIS-Student Information Systems. Multiple center employees continue to be trained on JMC. There are many components to this system and we are working collaboratively to learn the system.

PRESCHOOL DIRECTOR- Barb Wilson, kindergarten teacher for Regina Elementary, will be our new preschool director. Barb will be working jointly with Mary Pechous to ensure for a smooth transition. We welcome Barb to her new position and we are grateful for Mary's dedication to our youngest learners all these years.

STANDARD #3 – MANAGEMENT

HIRING- We have been conducting virtual interviews and are working to fill our open positions.

SRI (Student Reporting Information)- Celeste and Glenn completed this state report and certified the report this month.

SPRING BEDS- Celeste and Glenn will be completing these required state reports this month also.

STANDARD #4 – COLLABORATION

VIRTUAL TOURS FOR INTERESTED FAMILIES- Thank you to Shane who put together a virtual tour that can assist us with enrollment procedures.

Thank you to Pam who is working around Co-Vid issues to help with enrollment as we do have interested families for next year.

EVALUATIONS – Administrators and teachers are completing the end of the year sharing of professional development plans/goals. Teachers have done a wonderful job with their professional goal setting and accomplishments for the year.

STANDARD #5 – ETHICS

SURVEYS- We will be looking at the needs of our families to see how we can best support students and families not just academically, but socially/emotionally.

DIOCESAN SCHOOLS- Non-Scott County diocesan schools will be meeting Wednesday, June 24, to begin discussing finer details of procedures under the “in-session” model.

STANDARD #6 – LEARNING COMMUNITY

ENROLLMENT Update

Outgoing

9 families (12 students) who are moving (in state/out of state/international)

1 family (2 students) going to neighborhood school

1 family (2 students) going to public

1 family (2 students) home schooling

Incoming as of June 18, 2020

K=41

1=60

2=49

3=69

4=63

5=68

6=68. Total =418

Regina Junior-Senior High School
Board Report
June 2019

Principal as Spiritual Leader

1. The Religious Celebration calendar for the 2020 - 2021 school year is still in the works.
2. There were many teachers and administrators who took advantage of the Pillars of Faith lecture series being free during the pandemic. This series is being allowed by the Diocese as part of our catechist training. It was well over 30 hours of lecture, followed by discussion.
3. Thank you Father Rudy! You have been a great supporter of Regina and an incredible chaperone in Italy.

Principal as Instructional Leader

1. AP results should be back in July. A report could be ready by the July meeting.
2. We have started to work on our professional development calendar for the 2020-2021 school year. Return-to-Learn topics and options will drive our PD for the upcoming year.
3. Preliminary discussions have begun on ways we can better address social injustice and inequities at Regina.

Principal as Administrator

1. Spring BEDS and Student Reporting are complete.
2. Our Desk Audit was evaluated and we did not have any non-compliance issues.
3. Return-to-Learn planning has been consuming most of my time. We have at least weekly meetings with the IDE. We convened our Regina R2L Team and sent out our parent survey. Celeste and I have spent multiple hours developing the first parts of our plan.
4. I have been working on finding furnishings for the new wing.

Principal as Communicator

1. Commencement for the Class of 2020 was held on June 14. Students and parents were very appreciative for the opportunity to have a somewhat traditional ceremony.
2. Here is some data that was included in my graduation welcome address:
 - a. 100% of our seniors graduated (48 in the class)
 - i. 77% of our graduates are planning to attend a 4-year college
 - ii. 21% will start in a community college
 - iii. 2% are joining the military
 - b. 72% of the class took at least one AP course
 - c. 70% of the class took at least one college course (other than an AP course)
 - d. The Regina Class of 2020 accepted over \$778,000 in scholarships and were awarded over \$1,140,000.
3. Softball and baseball games have started. Teams seem to be following the guidelines appropriately.

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

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

Total: 799 students – School year ending 2019-2020

Projections for 2020-2021 school year

K	1	2	3	4	5	6	7	8	9	10	11	12	
41	60	49	69	63	68	68	60	60	62	44	64	54	762 students
X	3	1	4	3	0	3	6	0	13	2	1	1	37 Students not returning

Elementary K-6: 418

Jr. High 7-8: 120

Sr. High 9-12: 224

Total: 762 students + 4 pending acceptance (grades: 7th (2), 8th (1) 9th (1))

Recruitment

Parishes—Thank you to all four of our parishes for allowing Regina to stay connected with weekly articles/bulletin notices. During the summer months, Regina will submit bimonthly to the parish bulletins/social media.

Upcoming Parish Topics:

July 4th/5th—Farewell to Fr. Rudy and THANK YOU!

June 20th/21st—

Virtual Tour Update—Elementary Virtual Tour is complete and up on our web page. We have used it many times.

Waiting for a reply from Marketing on Jr./Sr. High Virtual Tour—shared this with administrators.

Financial aid--assisting past recipients and new families with this information. Deadline has been extended through July 15, 2020.

Student Ambassadors 2020-2021—said goodbye to our 3 senior ambassadors. Welcoming 57 Student Ambassadors for the 2020-2021 school year. Will be ordering polo shirts for them in July. Orientation will take place in August –could be virtual.

Incoming Kindergarten Students will receive a July mailing and a Crownie coloring page.

Crownie Update—Crownie suffered some tears this year. Mending has been completed. Cleaning will take place May 2021. Crownie is back at Regina.

International Students—working with them as they tackle E-learning and meeting graduation requirements for international seniors. Extending health insurance for students that are unable to return home—school year health insurance expires June 15,2020. Summer host families are all set.

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: 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.

Retention

Admissions Higher Education Classes through Dayton:

University of Dayton-Moving Your Catholic School Forward NOW: How to Create a Plan of Action to Face COVID-19 Challenges through People Engagement—5 online classes. Class 1 and 2 have been shared with BOE Executive Team, as well as the Foundation Office. LOTS of positive information to assist Regina through this pandemic.

Blessing notes went out to all students who are NOT returning to Regina this fall. Elementary notes were sent out on Friday, June 12th to 16 elementary students. Jr./Sr. High blessing notes were sent out to 21 students on June 17th. (Round 1)

Exit Surveys were completed and sent out to elementary, Jr. High and High school parents and guardians on June 19th. The results will be shared with administrators and the Board of Ed. Executive Committee. (Round 1)

**Regina Foundation
Kecia Boysen
Executive Director
Monthly Report 6/16/20**

Capital Campaign Phase 1 Continuation (as of 6/12/2020)

Remaining cash pledges to be fulfilled (59 donors):	\$173,227
Cash on Hand	\$439,579
Lead pledges to be fulfilled:	\$ 52,601
New Cash pledges to be fulfilled:	\$505,706
Total:	\$1,171,113

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

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

Phase 1 Continuation total: \$2,876,411 (lead pledges plus new money raised during continuation phase)

\$1,026,411 raised toward \$1,100,000 (\$73,589 left to raise)

Matt, Jason, Kecia, Mike Villhauer of BTS and Bryce Carlson of ASI did a walkthrough of the new Education Wing on 5/27 to discuss placement of donor signage and the donor wall. We are finalizing design specs and updating the donor lists to begin production.

Excellence Fund (annual appeal)

- ❓ 2019-2020 Excellence Fund as of 6/12/2020: **\$452,256.31 (709 donors)**
- ❓ Last year at this time: **\$406,902.58 (758 donors)**

Hills Bank Classroom Cash: The Foundation received a check for \$1,394.06 from Hills Bank for their Classroom Cash program. The program allows customers to earn money for the private school or public-school district of their choice each time they make a purchase with their Hills Bank debit card or business debit card. With every purchase, the bank makes a donation back to the school at various times throughout the year.

Match challenges: The \$5,000 match challenge from Chad & Leslie Keune/Advantage Custom Builders will begin on Tuesday, June 16. We will send an eblast to donors with the match details and a FYE appeal.

Business Partners Appeal: Last year the Business Appeal raised \$12,200. We are currently at \$5,775.

Committee Meetings

- Development Committee – Met via Zoom on Thursday, June 4 to discuss FYE calls (minutes attached).
- Foundation Executive Meeting - Next Meeting: 11 a.m., Wednesday, July 8.
- Foundation Board Meeting – Next Meeting: 4:30 – 6p.m., Tuesday, August 18

Donor meetings & calls

- Visits/calls of note: Kecia is completing FYE calls to all major donors that gave over \$1,000 last year, but have not yet given to the 2019-2020 Excellence Fund.

Other

- Visibility in the Regina community (goal = at least 2 events per month) = June: No school.
- Kecia presented a preliminary 2020-2021 budget to the Executive Committee on 6/9. The final budget will be presented to the full board for approval at the August board meeting.
- Hills Bank and Trust Company is working to put together a formal process for accepting and processing PPP Loan Forgiveness Applications. At this time, they are waiting for the SBA to release its updated guidance addressing the newly enacted changes before we finalize our forgiveness process. They expect to send a formal instruction package shortly after the SBA releases its updated guidance. Two important changes that benefit PPP loan borrowers, include:
 - Extending the covered period for all PPP loans to 24 weeks (instead of 8 weeks) from origination
 - Reducing the minimum amount that businesses must devote to maintaining payroll in order to receive forgiveness from 75% to 60% of the covered loan amount

Upcoming Events/Important Dates

- Impact Report To print week of Sept. 7 (tentative)
- Alumni Awards Luncheon Friday, October 2, 2020
- Regal Eats Saturday, October 17, 2020
 - Elks Lodge
- Donor Appreciation Celebration 5 – 7 p.m., Sunday, November 1, 2020
 - Ted Pacha Family Club, Kinnick Stadium

Policy 2020

Year- End Summary of Committee Action

Policy Committee Goals for 2019-2020

1. Review $\frac{1}{3}$ of Policy Manual from dates 2017 school year. (Reviewed every 3rd year) - **Met.**
2. Review list of new Diocesan Policies. Make sure BOE has knowledge of them to ensure Regina is consistent/compliant with the practice. - **Met- ongoing due to the Diocese modifying their handbook.**
3. Review the policies that are in the Regina Handbook to ensure accuracy. - **Met.**
4. Stay current with evolving issues and evaluate the need for Policy VS. Procedure. - **Met.**
5. Review if there are any inconsistencies between the By-laws and Policies to ensure Regina is in compliance. - **Met**

Recommend continuing to address the above goals for **2020-2021.**

Please see monthly 2019-2020 Policy Committee Reports for specific Policies reviewed/modified.

Strategic Planning Committee
Year- End Summary of Committee Action

We commissioned the Meitler Vitality and Growth study of which the letter of findings will be presented to the BOE at an upcoming meeting.

Catholic Identity Committee
Year- End Summary of Committee Action and Goals

Catholic identity again utilized the wonderful talent of Mr. Demory and hung his Senior mural up in the science hallway. We also purchased and hung different banners in the parking lot. We continue to support any Catholic projects or education for the teachers.

Next year we would like to work on ideas and designs for the new addition. Continue to purchase some additional banners for the light poles. Support the teachers at Regina in professional development.

Health and Safety Committee

Year- End Summary of Committee Action and Goals

Health and Safety Committee seeks committee members. More members = more input.

There are several topics that are ongoing issues with each school year. Regina has a well thought out Emergency Operating Plan, Return to Learn and Return to Play Guidelines in place. I just want to point out that they should have regularly scheduled reviews to make sure that they are up to date and accurate with current information. The Return to Learn / Play Guidelines consistently mention "the school nurse" which I don't believe that Regina has one in place which suggests that should be more accurately written as to reflect how Regina actually handles those situations.

Rental Agreements for use of Regina facilities; If someone could clarify for me which forms are being used and is it Bryce now who handles those now that Alan has retired? With the new school year approaching there are bound to be requests.

The Hitting and Weight Room facility was re-keyed.

Hitting and Weight Room facility.... more specifically the Weight Room. In light of the COVID-19 virus, we are currently waiting on Guidelines from the Iowa High School Athletic Association and what they are mandating as far as social distancing, contact tracing, etc. There have been informal discussions to date. The Weight Room will not open until all safeguards are in place.

COVID-19; Baseball / Softball practices have resumed and games have started at the time of this submission. Great attempts have been made at following the guidelines to keep everyone safe at practices as well as games. When fans assembled for the games, we have a large area that provides ample room for social distancing... however it is our nature to sit in groups that we can only assume that the groups have previously been together such as families and close friends. I would suggest that when families bring their own snacks and drinks... that they bring hand sanitizer and masks as well. Those masks could be used when speaking to surrounding groups who they may not have had previous contact with or in a situation where physical social distancing may be difficult.

PPE / Personal Protective Equipment; use of masks, face shield, hand washing for at least 20 seconds and social distancing is our new normal. Hand sanitizers / alcohol sprays are meant for situations where hand washing may not be immediately available.

Vaping - The Johnson County Health Department representative came to provide information on vaping during the High School parent teacher conferences. The Elementary had fliers for parents re: the dangers of vaping. I want to add that vaping products are not legal for individuals under the age of 21 as of December, 2019. (Nancy Bonthias did her Vaping presentation live at Regina on 5/19/2019 at 6pm)

Pedestrian Crosswalk across Rochester Avenue to the convenience store near and existing bus stop. The City of Iowa City is considering a pedestrian refuge island / median much like the one on First Ave near the HyVee as part of the coming upgrade of Rochester Ave.

Immunizations / Updates; Every school year we strive to have our Immunization Records up to date. Elementary records continue to be up to date by their filing date. High School and Junior High have been difficult to have completely up to date as some students have not have their boosters completed by the filing date. If you are not immunized... consider yourself at risk.

Flu shots are always encouraged as well as frequent handwashing and staying home when you are sick. Security Cameras in the back-parking lot have been discussed since it is an area not directly visible from the street. A temporary pole and camera have been installed. In light of current construction, I'm not sure where we are with this.

AED's and Stop the Bleed Kits are located in various areas across campus. We had talked about adding emergency contact phone numbers to these sites and I would need our current administration to update us if this has been done.