

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, April 27, 2021

Virtual meeting via Google Meet

REGULAR MEETING MINUTES

- I. Call to Order – 6:31 PM
 - a. Opening Prayer by Fr. Adam.
 - b. Roll Call – (absent members in parenthesis):
 - i. Ellen Abusada, Fr. Adam, Fr. Beckman, Chris Clark, Andy Cutter, Lisa Dutchik, (Patrick Gavin), (Annette Goodheart), Sue Kloos, Scott Nibaur, Melinda Shetler, Fr. Sia, Angela Villhauer, Jason Wagner, Todd Waikel, Alaina Welsh, Fr. Witt.
 - ii. Ex-Officio Members Present – Glenn Plummer, Celeste Vincent, Pam Schowalter, Kecia Boysen, Kelly Starr, Carolyn Brandt, Marilou Vardeman, Michelle Goldsmith
 - iii. Members of the Audience – Joy Kelly, incoming Regina Head of School
 - c. Chairperson Remarks – by Melinda Shetler.
 - Introduction of Joy Kelly, who joined the meeting for about the first half hour. Ms. Kelly remarked that she is looking forward “to coming home” to Regina this summer.
 - Big kudos to our staff for getting us to this point in the school year. We are very appreciative of all they do, and it makes us all proud to be part of Regina.
 - d. Approval of Minutes –
 - o Approve March 23, 2021 – Regular Meeting Minutes
Motion to approve by Witt. Second by Cutter. All in favor
 - e. Approval of Agenda –
 - o Motion to approve Agenda by Fr. Adam. Second by Fr. Witt. All in favor.
 - f. Open to the Audience – NONE
- II. CAPITAL CAMPAIGN UPDATE – see BOE packet – Additional comments by Kecia Boysen
 - a. Tandy from Shive Hattery was unable to attend tonight.
 1. Renderings of the Pre-K are on large display boards in the Foundation office if anyone needs them for a presentation.
 2. The rendering can also be found on the Foundation website. Clark suggested creating a link on the Regina website to access the rendering on the Foundation website.
 3. Foundation plans to finalize payments to the school on the education wing soon.
 4. Plummer commented that lead paint and asbestos needs to be addressed before construction starts on the Pre-K wing. Discussion on who should take the lead on seeing that through.
 5. Vincent shared a special thanks to Shane Schemmel for getting the Pre-K remodel and expansion information published in the Catholic Messenger and for getting information to families.
- III. NEW BUSINESS DISCUSSION –
 - a. Sunday Exemption for Family Fun Festival Fun Run
 1. No motion. Recommendation that the Events office find an alternate time.
- IV. OLD BUSINESS –
 - a. Approve Booster By-laws – See BOE packet.
 - o Motion to approve by Fr. Witt. Second by Abusada. All in favor.

- V. ADMINISTRATIVE REPORTS – see BOE packet
 - a. Elementary Report – Additional comments by Celeste Vincent
 - 1. Thank you to Fr. Witt for celebrating mass today with the first graders.
 - 2. April is volunteer appreciation month.
 - 3. Julie Rhomberg, elementary teacher and BOE representative, had emergency surgery last week and will out the rest of the school year. Please keep her in your prayers.
 - 4. There are 39 new families registered for Regina Elementary in the fall!
 - 5. Special thanks to Kelly Starr for coordinating the implementation of the new Iowa student assessments this past month.
 - 6. Very busy hiring for open positions.
 - 7. Memorial mass this week was beautiful. So nice to be able to have some people in person.
 - b. JH/SH Report –Additional comments by Mr. Plummer:
 - 1. Two separate senior day trips went well.
 - 2. Prom was held outside in a big tent this past weekend.
 - 3. Retakes for the Iowa assessments are being completed this week because a number of students missed the original testing periods due to COVID quarantine.
 - 4. Jim Burchers, Facilities Manager at Regina, has retired. We need to find a replacement ASAP. Marilou to begin search for possible candidates. Ideally would like to have someone in place before the end of the school year.
 - c. Enrollment Report – See BOE packet. Additional comments by Pam Schowalter:
 - 1. Currently anticipating 48 new students in the fall.
 - 2. Severn more students are in the “pipeline”.
 - 3. International student update – Currently working with the Diocese and Embassy to get two of our Chinese students back on campus by the fall semester. They have been vaccinated and will be required to quarantine for two weeks after arrival in the US.
 - d. Business Office – Additional comments by Marilou Vardeman
 - 1. Please see the Key Statistics report in the packet.
 - e. Religious Education –Additional comments by Carolyn Brandt:
 - 1. Last packet pick-up of the school year was April 5th. Continues to go smoothly.
 - 2. Shared the butterfly and flower craft from the last packet.
 - f. Regina Foundation – Report in BOE packet. Additional comments by Kecia Boysen
 - 1. 70+ people viewed the memorial mass online in addition to the in person gathering. It was a very special day.
 - 2. Excellence Fund updated numbers - \$395,210
 - 3. A dedicated mailing to alumni will go out soon requesting contributions to the Teacher Endowment. This is not a traditional ask.
 - 4. Inspire Fund, a special recognition of teachers and staff during the 2020-2021 school year. This is spearheaded by a group of grateful parents to recognize and show appreciation for all the special efforts by the Regina teachers and staff this school year. Monetary contributions will be used to provide a one-time end of year bonus.
 - g. Boosters, PISA, Home & School – Committee Reports in BOE packet
- VI. CALENDAR AND DISCUSSION ITEMS
 - a. Kloos, Cutter, Clark and Abusada appointed by Shetler to the BOE executive committee Nomination Committee. They will provide a slate of candidates for BOE officers at the next BOE meeting.

- b. Additional discussion and planning needed for succession planning.
- VII. COMMITTEE REPORTS – In the BOE packet
 - a. Strategic Planning Committee – comments by Angela Villhauer
 - 1. Recommendation by the Strategic Planning Committee to hire a third-party organization to help create the Fiver Year Strategic Plan. They interviewed several consultants. Selected for recommendation to the BOE, Catholic School Management. Process would take about six months and will include input from the BOE, staff, parents, etc. It will cost about \$35,000 and has been completely funded by a donor. The process would start summer 2021.
 - o Motion to approve contract with Catholic School Management to facilitate the creation of the Five-Year Strategic Plan.
Made by Fr. Witt. Second by Cutter. All in favor.
- VIII. MEETING SCHEDULE – See BOE packet for current schedule.
- IX. CLOSING PRAYER – by Fr. Witt
- X. EXECUTIVE SESSION – 7:38P
- XI. Open Session – 7:46 PM
 - o Motion to go back into open session made by Fr. Witt. Second by Abusada. All present in favor.
 - o Motion to approve the list of staff contracts for the 21-22 School Year presented by Celeste Vincent made by Welsh. Second by Fr. Witt. All in favor.
- XII. Adjournment – 7:51 PM
 - o Motion to adjourn by Fr. Adam. Second by Fr. Witt.
All in favor

Respectfully Submitted by
Alaina Welsh
BOE Secretary