

## REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, May 25, 2021

MPR

### REGULAR MEETING MINUTES

- I. Call to Order – 6:33 PM
  - a. Opening Prayer by Fr. Sia.
  - 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, Tim Foley, Carolyn Brandt, Marilou Vardeman, Michelle Goldsmith, Matt Stabb
    - iii. Members of the Audience – NONE
  - c. Chairperson Remarks – by Melinda Shetler.
    - So nice to see everyone for our first in person meeting in over a year.
    - Welcome to Todd and Fr. Sia to their first in person BOE meeting.
    - Kudos again to all our Regina teachers and staff for making it through this difficult year.
    - Graduation was very nice with a great turnout.
  - d. Approval of Minutes –
    - o Approve April 27, 2021 – Regular Meeting Minutes
    - Motion to approve by Witt. Second by Clark. All in favor
  - e. Approval of Agenda –
    - o Motion to approve Agenda by Abusada. Second by Nibauer. All in favor.
  - f. Open to the Audience – NONE
- II. NEW BUSINESS DISCUSSION - NONE
- III. OLD BUSINESS DISCUSSION – NONE
- IV. ADMINISTRATIVE REPORTS – see BOE packet
  - a. Elementary Report – Additional comments by Celeste Vincent
    1. Our kids still accomplished educational growth this challenging year.
    2. Teachers met their goals.
    3. Preschool graduation was last week and is available to view on the website.
    4. June 9<sup>th</sup> will be a meeting regarding the Pre-K remodel.
    5. RHS Seniors walked around the outside of the elementary building in their caps and gowns this year instead of inside. So nice to see all the little faces pressed against the windows and waving to the Seniors.
  - i. Question by Matt Stabb regarding the projected number of students to be in grades 4, 5 and 6 next year. Expressed concern on the larger class sizes. It was noted that the policy for these grades is not to exceed 28 students per class and that number has not been exceeded.
- b. JH/SH Report –Additional comments by Mr. Plummer:
  1. Very nice bacculaureate ceremony last week. Great to have the teachers, parents, and seniors in person.
  2. Graduation also went well and was a very meaningful event.
  3. ISAS testing has been completed. This was Regina’s first year with this assessment test.
  4. Already working on plans for next year.
  5. One open position remains – Library/Media Center. Has been posted for a month with no applicants to date.
  6. Will be returning to the pre-pandemic class schedule with eight class periods per day.
- c. Enrollment Report – See BOE packet. Additional comments by Pam Schowalter:

1. There are 21 students leaving Regina. Some due to moves out of the district and several are returning to their pre-pandemic school.
  2. First international interviews were this past week. Vietnam is interested and open to coming in the fall. China is not yet allowing travel abroad.
  - d. Business Office – Additional comments by Marilou Vardeman
    1. Please see the Key Statistics report in the packet.
    2. Q3 financials reviewed by Finance Committee last week and is also included in the packet.
    3. A new Facilities Manager has been hired.
  - e. Religious Education – Additional comments by Carolyn Brandt:
    1. Redoing all the in-person lesson plans for next year and working on the calendar for next year.
    2. 57 students participated this school year. Last year has 105 participants.
  - f. Regina Foundation – Report in BOE packet. Additional comments by Kecia Boysen
    1. All outstanding invoices have been paid to the school.
    2. Excellence Fund has about \$10K left to raise this fiscal year.
    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, raised about \$20K and was already distributed.
  - g. Boosters, PISA, Home & School – Committee Reports in BOE packet
- V. CALENDAR AND DISCUSSION ITEMS
- a. Gavin and Shetler’s BOE terms are ending June 30, 2021. Respective parishes have found new candidates, Julie Beard (St. Mary) and Amy Lynch (St. Patrick). They will be invited to the June BOE meeting.
  - b. The following comprise the slate for the executive officers for next fiscal year:  
 Andy Cutter – Chair  
 Chris Clark – Vice Chair  
 Angela Villhauer – Treasurer  
 Alaina Welsh – Secretary  
 The BOE will formally vote on the executive officer positions at the June meeting.
  - c. Graduation was last Sunday.
  - d. Building and Grounds Committee – See information from Jason Dumont added this week to the BOE packet.
  - e. Strategic Planning Committee – Comments by Patrick Gavin
    1. Third party, Catholic School Management, had a kick-off call last week. They requested some documents and we are in the process of gathering.
    2. Will formally start in July.
    3. Will take approximately six to eight months to complete.
    4. BOE will approve the final plan for adoption.
  - f. Finance Committee – Comments by Angela Villhauer
    1. Dashboards are in place for the reporting of financial information in a user-friendly way.
    2. Discussion about Federal COVID reimbursement. Amount to be requested is yet to be determined.
  - g. Catholic Identity Committee – Comments by Ellen Abusada
    1. The committee is dividing up to investigate the different parts of the rubric to identify areas for improvement. This will eventually include a parent survey.
  - h. Health and Safety Committee – Comments by Sue Kloos
    1. Beginning efforts for succession planning. This is Sue’s last year as a BOE member.
- VI. CAPITAL CAMPAIGN UPDATE – See notes above (Section IV.f)
- VII. COMMITTEE REPORTS – In the BOE packet and see Section V above.

- VIII. MEETING SCHEDULE – See BOE packet for current schedule.
  - a. Note that if a committee is planning to meet in person, then must reserve a location with Carolyn Sueppel.
- IX. CLOSING PRAYER – by Fr. Adam
- X. EXECUTIVE SESSION – 7:16P
- XI. Open Session – 8:01 PM
  - o Motion to go back into open session made by Fr. Witt. Second by Gavin. All present in favor.
  - o Motion to approve contracts for the new Activities Director and the new English teacher presented by Glenn Plummer made by Fr. Witt. Second by Fr. Adam. All present in favor.
  - o Motion to temporarily suspend the By-Laws that require an active Board of Education member to serve as Chair of the Building and Grounds Committee, thereby allowing Jason Dumont to serve as the Chair of the Building and Grounds Committee until December 31, 2022. Motion made by Welsh, second by Fr. Witt. All present in favor.
- XII. Adjournment – 8:03 PM
  - o Motion to adjourn by Fr. Witt. Second by Fr. Adam. All in favor

Respectfully Submitted by  
Alaina Welsh  
BOE Secretary