

**Regis Catholic Schools
Education Commission Meeting
Thursday, November 19, 2020
5:00 p.m.
Virtual WebEx Meeting**

Present: Kayla Bahnum, Brian Hoeschen, Fr. Peter Kieffer, Meghan Kulig, Fr. James Kurzynski, Jackie Lutz, Linda Marx, Kelly Mechelke, Paul Pedersen, Fr. Derek Sakowski, Linda Schultz, Carisa Smiskey, Bill Spangler, Ashley Wolterstorff

Absent: Gayle Flaig, Mark Golden, Fr. Brian Jazdzewski, Fr. Tom Krieg, Eric Nelson, Angel Olson, Fr. Dan Oudenhaven, Fr. George Thadathil

Minutes: Ashley Wolterstorff

- I. 5:00 p.m. Call Meeting to Order, Bill Spangler
5:00 p.m. Opening Prayer – Fr. Sakowski
- II. Approval of September minutes
 - a. Linda Schultz made motion to approve the September minutes. Fr. Sakowski second the motion. All were in favor to pass. September minutes approved.
 - b. At the September meeting, there was a question regarding the number of staff members that are Catholics. Kelly Mechelke reported after the meeting that there are currently 43 Catholic teachers and 31 non-Catholic teachers.
- III. Reports
 - a. Communications – Meghan Kulig
 1. The on-line only auction brought in \$69,898 for tuition assistance. Last year \$96,000 was raised for tuition, and an additional \$52,000 was brought in for the fund-a-need projects. Expenses were less this year.
 - b. Enrollment – Kelly Mechelke reported for Andy Gorniak
 1. Enrollment is the same as it was at the last meeting, 773 students. We are COVID full in most sections at the elementary schools.
 2. Fr. Sakowski asked if there were still a waiting list for some classes. Kelly said there were 24 on the waiting list as of one week ago.
 - c. HR – Kelly Mechelke reported for Jen Eager
 1. We are still looking for an elementary Technology teacher, a high school Religion teacher, a fill in cook and bus drivers.
 2. The Staff Handbook has been finished and a consent form for staff to sign has been sent out.
 3. Open Enrollment for staff health insurance is November 30-December 18. The cost is still unknown.
 4. A few individuals still need to turn in their finger prints. Principals are helping with this.
 5. Payroll is challenging now due to COVID.
 6. Fr. Sakowski mentioned that the parishes do not have a policy for paternity and maternity leaves, but they are looking into implementing

one. Regis might want to look into creating a policy, as well, in the future. Fr. James mentioned that the Diocese should be consulted when working on this. Kelly will reach out to the Diocese and the other system presidents to see if they have any policies in place.

- d. Advancement Report – Kelly Mechelke reported for Mark Golden
 - 1. The 2019-20 Annual Fund report was \$293,628. As of November 10th, the amount raised is \$76,675.47 from 217 different donors.
 - 2. The second mailing for the 2020-2021 Tuition Partnership and Regis Fund was sent out.
 - 3. The new trophy case, endowment funds, Booster Club Memorial and several other projects are being worked on. Mark is wondering about Catholic Schools Week and what will be happening. Fr. Sakowski said that the Non-Sibi will be cancelled this year, but there might be some other sort of appreciation. Fr. Sakowski will follow up with the Foundation to get specifics.
- e. Finance – Kelly Mechelke reported for Eric Nelson
 - 1. For the two days that were taken off in November and for the upcoming days in December and January, the pre-school teachers can not provide instruction on those days, so the tuition at St. Mary's and St. James will be refunded. That total refund came to \$13,000. That total also includes the other days that Miss Cindy's class was shut down due to quarantine.
 - 2. Eric is starting to work on next year's budget. If anyone has anything big that they would like included, they should contact Eric.
 - 3. Eric will have the October monthly budgets to principals soon.
 - 4. There was a financial audit in October that was successfully finished. A new procedural audit was started today at the Central Office.

IV. School Reports – Received in writing

- a. Brian Hoeschen asked about the number of virtual learners at IC or St. Mary's. Carisa said there are 6 at St. Mary's. Kayla said there are 18 at IC. Kelly said that all together in the elementary buildings there are 26. At the middle and high school there are 45.

V. Committee Reports

- a. Linda Marx reported that the Catholic Identity Committee met on November 3.
 - 1. Student Council is taking over music at sporting events. There will be an approved, designated playlist.
 - 2. There was discussion on the Mom's Prayer group. Since there can't be adoration in the school, the group might meet at the various parishes.
 - 3. There was a discussion on new and better ways to get students to share their faith.
 - 4. This week is the Feast of Christ the King. Cookies will be distributed.
 - 5. There might be more members added to the committee so each parish is represented. Students might also be added.

VI. Old Business

- a. There was no old business.

VII. New Business

- a. Review/discuss RCS Mission Statement for accreditation

1. Bill said he thinks the mission statement is very good and he did not have any recommendations for changes. Fr. James said that since nothing major is going to be changing within the system, it makes sense to leave the mission statement as is.
2. The current mission statement was reviewed and confirmed.

- b. COVID

1. Kelly Mechelke explained why Regis chose to close down the middle and high school for two weeks. Even though COVID was a factor, the staff morale and COVID fatigue were bigger factors. That is consistent with why other schools are going virtual, as well. The administration is working hard on supporting staff mentally and keeping them safe. One example of how Regis is offering support is by switching to virtual learning on the days before Thanksgiving, before Christmas and again in January.
2. Meghan will have communication out Monday to remind people that if they will be with people outside of their family over the holiday, they should self-quarantine.
3. Kelly and the administration feel confident in the plan that is in place to keep us open. Our cases are lower than most schools our size.
4. Fr. Sakowski gave credit to Administration and commented they are doing a great job.
5. Kelly explained that the money that was going to be used to hire new virtual learning teachers was divided up and given to the current staff. That gesture was very well received and appreciated by the staff.
6. Linda Marx asked if it would be possible to ask students who won't wear a mask to go virtual. Kelly explained that we have asked the Health Department and our lawyers about this and we can't mandate people wear masks. We can encourage and ask everyone to wear masks, but can't force anyone to wear them.
7. Brian Hoeschen asked about the role that schools play in contact tracing. He asked if parents could be informed so everyone is aware that the schools are taking care of the contact tracing and to stress the importance of parents to notifying the schools when someone in their household is sick. Kelly said this could be added in a future communication. Kelly said that most families are good about letting their schools know when someone in their household tests positive.

- c. Quality and Delivery of Education/Standards Teachers are Expected to Follow During Virtual Learning
 - 1. Carisa explained that teachers are well prepared to deliver virtual instruction. Virtual students are held to the same standards as in-person students.
 - 2. Bill asked how much is being taught live. Kelly explained that teachers are recording their instruction and students can view the lesson later in the day. Virtual learners might be a day behind.
 - 1. For the virtual learning days before Thanksgiving and Christmas, Paul is asking for copies of lesson plans from teachers to see what benchmarks will be set. There is a need to make sure there is academic integrity to what is being taught. This has also been covered at staff meetings.
 - 2. Bill said he would like to see live instruction encouraged as much as possible. He hopes we don't get a lot of slippage on the virtual days.
 - 3. Kelly explained not all families would be able to attend live classes due to multiple children with different schedules, limited bandwidth in certain homes, family schedules, etc.
 - 4. Classes will continue to be recorded so they are available for all students to view when they are available.
- d. Role/Future Role of Commission
 - 1. This will be left open and discussed at a future meeting.

VIII. Closing Prayer-Fr. James Kurzynski

IX. The meeting was adjourned at 6:40 pm.