

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, October 24, 2017
6:30 Regular Board Meeting
MPR

Vision: To foster excellence with faith, knowledge, and community

Regular Agenda

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| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks – Presentation for Run for the Schools | |
| d. Approval of Minutes – September 26, 2017 | |
| 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 |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| VI. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VII. MEETING SCHEDULE (Refer to the Information Page) | |
| VIII. CLOSING PRAYER | 1 minute |
| IX. EXECUTIVE SESSION | 15 minutes |
| X. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	11/28/17	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	11/16/17	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	11/15/17	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	11/09/17	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Tuesday	11/14/17	4:30 PM	HS Library
F. Catholic Identity Committee	3 rd Thursday	11/16/17	4:30 PM	HS Library
G. Building & Ground Committee				Business Office
H. Strategic Planning Committee	3 rd Monday	11/20/17	6:30 AM	Business Office
I. Health & Safety	3 rd Thursday	11/16/17	5:30 PM	HS Library

II. ENROLLMENT

2016-2017 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	479	480	482							
JR/SR	367	372	371							
PreK	81	72	71							
Total	927	924	924							

I. UPCOMING DATES

Jr/Sr High Service Day	Oct 27		Off Site
ACT's	Oct 28	8:00 AM	
Preschool Halloween Parade	Oct 30 & 31	10:30 AM	Elementary
Elementary Halloween Parade	Oct 30	1:30 PM	Front Circle
Book Fair	Nov 1-3 & 6-8		Elem Library
Parent Teacher Conferences	Nov 2	2:00 PM	Elementary
Parent Teacher Conferences	Nov 3	8:00 AM	Elementary
No School	Nov 3		
Staff Appreciation Week	Nov 6- 10		
Band Festival	Nov 10		Off Site
Senior Citizens Thanksgiving Dinner	Nov 16	11:00 AM	HS Gym
No School	Nov 22-24		

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Oct 25	2:15 PM	High School Gym
All Saints Mass K-12	Nov 1	9:30 AM	High School Gym
Mass 7-12	Nov 8	2:15 PM	High School Gym
Mass 7-12	Nov 15	2:15 PM	High School Gym
Thanksgiving Mass K-12	Nov 21	9:30 AM	High School Gym

III. Holy Days

All Saints Day	Nov 1
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, September 26, 2017

6:30 PM

Regina MPR

Regular Meeting Minutes

I. Call to Order- Board of Education

- a. Opening Prayer
 - i. Father Juarez provided opening prayer
- b. Roll Call-
 - i. Voting Members (absent in parenthesis): Ellen Abusada, Fr. Adam, Fr. Beckman, (Jason Dumont), Patrick Gavin, Chad Hageman, Fr. Juarez, (Anne Kelly), Sue Kloos, Scott Nibaur, Matt Pacha, Janan Rustan, Angela Villhauer, (Alaina Welsh), Matt White, Fr. Witt
 - ii. Ex-Officio Members: (Kecia Boysen), (Carolyn Brandt), (Tim Foley), Michele Goldsmith, (Ryan O’Hearn), Alan Opheim, Glenn Plummer, (Stacy Sueppel), Pam Schowalter, Celeste Vincent, Kelly Starr, Gail Hensch, Julie Rhomberg.
- c. Chairperson Remarks- Pacha praised the committee chairs by stating they are excellent and are doing great work for Regina. Pacha gave recognition to Dumont, Opheim, and the Foundation Office in the the work they are doing for the Capital Campaign. Pacha thanked Kloos and Welsh for organizing the Teacher Appreciation dinner that was held prior to the BOE meeting.
- d. Approval of Aug. 29, 2017 Minutes- Fr. Jurez moved to approve the minutes, Seconded by Fr. Witt, motion passed.
- e. Approval of Agenda- Fr. Witt motioned to amend the agenda to add to New Business addressing safety concerns of lack of supervision of students at home football games. Seconded it by Father Juarez. Motion Passed.
- f. Open to the Audience - None present.

II. Administration Reports

- a. Elementary - Report in packet. Vincent welcomed new teacher reps present- Rhomberg and Hensch.
- b. Jr/Sr High - Report in packet. Plummer provided insight into ACT scores. Plummer highlighted Homecoming activities timeline and indicated that Student Council was finalizing details. Pacha expressed interest in the recent speaker, Father Tom. Plummer voiced that Father Tom provided Church Teachings and guidance of Love and Acceptance to the LGBTQ community.
- c. Enrollment - Report in packet. Schowalter gave praise to the parishes in assisting her with baptism records for recruitment. She reaches out to families multiple times in the early years with various recruitment actions. Student Ambassadors are out in the Parishes thanking them. Schowalter has provided the Executive Committee Exit Survey Results and Pacha indicated they will be reviewed in the Oct. EC meeting.
- d. Business Office - Report in packet. Opheim shared that Regina has six candidates for the Communications Marketing Coordinator position.
The “Old Blue” van will be retiring. 2 “new” white vans will be utilized due to the generous donation from the Foundation.
STO is at ⅓ of what we can get this year. NOW is the time to donate.
- e. Religious Education- Report in packet.
- f. Foundation - Report in packet.
- h. Boosters, PISA, Home and School- Report in packet.

I. **Old Business Update** none.

II. **New Business Discussion**

- a. Father Juarez is concerned with the lack of supervision of students / kids during Home Football games. Children throwing rocks on track and climbing Riser/tower. Nibaur voiced that Health and Safety addressed safety concerns last year. Vincent stated that a reminder to parents to supervise their children will be posted in the Oct. newsletter. Plummer voiced the Press Box will provide a general statement at the next home football game.

III. **Calendar and Discussion Item -**

Nibaur stated that the Pancake breakfast will be held Oct. 8th, from 7:00 am- noon. Tickets can be obtained from Parishes or at Regina.

IV. **Committee Reports-** In Packet.

- a. Building and Ground- Pacha stated the Locker rooms look great. Hitting Facility construction in process, as steel is going up. Opheim is addressing the front parking lights.

VII. **Meeting Schedule**

a. Sept. Board Meeting	4th Tuesday	10/24/17	6:30 PM	MPR
b. Executive Committee	2nd Thursday	10/12/17	6:30 AM	Business Office
c. Finance Committee	3rd Wednesday	10/18/17	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	10/12/17	9:00AM	Business Office
e. SIAC/Education	2nd Tuesday	10/10/17	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	10/19/17	4:30 PM	HS Library
g. Building and Ground	2nd Monday	10/9/17	6:30PM	Business Office
h. Strategic Planning	3rd Monday	10/16/17	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	10/19/17	5:30 PM	HS Library

VIII. **Closing Prayer-** Father Adam provided closing prayer.

IX. **Executive Session**

- a. At 6:53 pm, Fr. Witt moved to adjourn in Executive Session, Nibaur second, motion passed.

b. Executive Session

X. Reconvene from Executive Session - At 6:55 pm, the board reconvened from Executive session. Motion by Abusada to approve the new HS math instructor, Beth Hill. Seconded by Nibaur. Motion approved.

XI. Adjournment- at 6:56, Fr Juarez moved to adjourn the meeting, Father Witt seconded it, motion passed.

Respectfully submitted,
Janan Rustan
BOE Secretary

REGINA ELEMENTARY
BOARD REPORT
October 2017

FACILITATOR OF FAITH COMMUNITY

UPCOMING RELIGIOUS CELEBRATIONS:

October 18—World Hunger Mass, K-6 2:00

November 1—All Saints Day, Mass, K-12 9:30 am

November 21—Thanksgiving Day Mass, K-12 9:30 am

SERVICE PROJECTS:

October = Penny Wars/Run for the Schools and food collection. Penny Wars raised \$1688.47 for Run for the Schools.

Our November service project is for the Crisis Center.

MONTH OF THE ROSARY:

Regina Elementary celebrated the Month of the Holy Rosary with various classroom activities.

PRIESTHOOD SUNDAY:

Special blessings on October 29th to our priests. This is a special day set aside in the United States to honor the priesthood. It is the last Sunday of October. It is a time to thank priests who have impacted our lives in so many ways. We say thank you for all that they have given to us through their priesthood. We are thankful for Father Beckman, Father Juarez, Father Witt, and Father Adam. Thank you for helping our students and our school. We appreciate all that you do.

NATIONAL VOCATION AWARENESS WEEK:

The week of November 5th-11th is National Vocation Awareness Week. We will be praying for more persons to answer the call to a religious vocation.

STANDARD #1 - VISION

ELL/LAU PLAN APPROVAL:

Regina's center-wide ELL plan, the Lau Plan, was recently updated and submitted to the Department of Education. This plan details the services and supports provided to English Language Learners at Regina. Lagkana Waters is the ELL provider for Regina Education Center.

FASTBRIDGE TRANSITION:

Celeste Vincent and Kelly Starr attended a workshop on this reading assessment tool on October 23, 2017.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

IOWA ASSESSMENTS:

Students completed the Iowa Assessments (formerly ITBS) during the week of October 9-13. We expect results back within the next two months.

PARENT-TEACHER CONFERENCES:

Conference schedules went home to parents on October 16th. Conferences will be held November 2nd and 3rd.

STANDARD #3 - MANAGEMENT

END OF FIRST QUARTER:

The first quarter will end on October 26th.

DIOCESAN REPORTS:

Regina Education Center thanks Michelle Winders for her support and completion of this report for NCEA.

STATE REPORTS:

Celeste and Kelly have completed the state BEDS report.

STANDARD #4 - COLLABORATION

FIRE PREVENTION:

The Iowa City Fire Department presented a Fire Prevention Assembly on October 5th.

STAFF APPRECIATION:

Staff Appreciation week will be celebrated on Nov. 6-10. Home and School and PTO are coordinating the events for this week.

PTO:

Regina PTO will hold their 2nd meeting of the year on Nov. 9th at 11:30 a.m. in the elementary library.

BOOK FAIR:

Home and School will sponsor the elementary book fair beginning on November 2nd. The book fair will be located in the elementary library.

STANDARD #5 - ETHICS

EVALUATION:

Professional staff have already met with their administrators and submitted professional growth plans. Administrators are currently working on observations and formal class evaluations for the fall.

FLU CLINIC:

Regina Education Center will offer a flu clinic for staff and their families on October 25th.

VIRTUS:

Center administrative team met with the superintendent's assistant for Virtus audit on October 19.

STANDARD #6 - LEARNING COMMUNITY

HALLOWEEN PARADE:

Regina Elementary will host their Halloween Parade and parties on October 31st at 1:30 p.m.

NO CLASSES:

November 3rd – due to Parent/Teacher Conferences

November 22-24 – Thanksgiving Break

FAMILY BINGO NIGHT:

The elementary will be hosting family bingo night as a way to celebrate community. Prizes include winning a donated turkey for Thanksgiving.

November 12th beginning at 4:00 pm in the cafeteria. Thanks to Mr. Vollstedt for calling numbers.

HOME AND SCHOOL – Next meeting is on November 9th at 6:30.

PISA – Next meeting is on November 13th at 5:30 pm.

BOOSTERS – Next meeting is on November 12th.

ENROLLMENT SUMMARY as of 10/19/16

K – 76

1 – 65

2 – 68

3 – 68

4 – 65

5 – 59

6 – 81

Total Elementary Enrollment = 482

*Enrollment is up 34 students from last year this time.

Regina Junior-Senior High School
Board Report
October 2017

Principal as Spiritual Leader

1. The 7-12 Service Day is Friday, Oct. 27. The day will start and end with a prayer service at Regina. The students are arranged in groups and assigned homes and businesses in the area. Shelly Conlon has done a tremendous job in organizing this special day.
2. Upcoming Celebrations:
 - Nov. 1: K-12 All Saints Day Mass @ 9:30
 - Nov. 8: 7-12 Mass @ 2:15
 - Nov. 15: 7-12 Mass @ 2:15
 - Nov. 21: K-12 Thanksgiving Mass @ 9:30
 - Nov. 29: 7-12 Mass @ 2:15

Principal as Instructional Leader

1. Iowa Assessments were given to grades 7-11 on October 16-17.
2. PSAT was given on Oct. 11.
3. The first semester midterm is Oct. 26. Notifications will be sent from teachers to parents/guardians of students with a D or F.

Principal as Administrator

1. The Consolidated Accountability and Support Application (CASA) was approved by the state.
2. The Student Reporting in Iowa and Fall BEDS reports were completed.
3. Differentiated Accountability is due in December.
4. Parent-Teacher conferences will be held on Thursday, Nov. 2 from 4-8 and Friday, Nov. 3 from 8-12. Conferences must be scheduled with our online program (instructions sent home) for Thursday night. Friday's conferences are on a first come, first served basis.
5. Enrollment Summary (10/19)
 - 7 - 53
 - 8 - 80
 - 9 - 55
 - 10 - 48
 - 11 - 65
 - 12 - 70
 - Total - 371

Principal as Communicator

1. The Pub Lab will be "converted" to a student lounge in the weeks to come. The room will still be used for publication purposes, but when not being used for those purposes high school students will be able to use the room to study or relax.
2. A group of 10 junior high girls attended the Open Minds, Open Doors Conference at Coe College. The conference is intended to encourage junior high girls to pursue career fields with foundations in science, technology, engineering and math.
3. Mary Crompton has been named a state finalist for the Wendy's High School Heisman. Eligibility begins with maintaining a GPA of 3.0 (B average) or better. Applicants also need to be proven leaders and role models within their school and community. And applicants must perform in at least one of the 47 school sponsored sports recognized by the International Olympic Committee in the Summer and Winter Olympic Games or the National Federation of State High School Associations. Only 10 female and 10 male students are selected as finalists in each state.

**Admission
Pam Schowalter
October 2017
Board of Education Report**

Enrollment

Elementary has currently for the 2017-2018 school year 482 students. (+2)
We ended May 2017 with 446 students.

Jr./Sr. High has currently for the 2017-2018 school year 371 students. (-1) (one 8th grade student attending for 3 classes). We ended May 2017 with 382 students.

Total # of students—853

2017-2018 BEDS # 848 students (368 Jr/Sr and 480 elementary)
2016-2017 BEDS # 831 students (one 7th grade student attended school for 1 class)
2015-2016 BEDS # 835 students
2014-2015 BEDS # 818 students
 BEDS=Basic Educational Data Survey

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
76 full	65	68	68	65	59	81	53	80	55	48	65	70	853	October 2017
0	0	0	1	0	1	0	1	4	3	3	4	3	20	Int'l (Included in #'s*)
							2*		2	2**	1*		7*****	Spring Pipeline

***international

Recruitment:

WIA/IIA—Regina has one student (8th) from WIA/IIA for this fall. We are at the early stages of working to have an additional student this Spring.

ASA Global —has three students (9th, 2-11th) this fall. We are currently working on two additional students for this January.

Kindergarten 2018-2019—Admissions is working with elementary administrators for the timeline for Kindergarten Round Up. 30 area preschool/daycares have been visited this month. There are a total of 63 preschools and day cares that Regina reaches out to with kindergarten information. Calls will be completed by mid November.

We are in the design process of “Save the Date posters and postcards, as well as invitations to Kindergarten Round Up.

Parish Baptismal Data Base—is now complete for all four parishes. October we mailed the first Regina gift to these families. There are four different gifts dependent on the child's age. We have received positive feedback. A very small number have moved—the databases were updated accordingly.

Student Ambassadors and students will be out in our parishes serving coffee and doughnuts this fall and spring. It is a great way for Regina students to say thank you to the parishes for their continued support of Catholic education. November 5th our students will be at St. Patrick's 7:30, 10:00 and 12:00 masses. November 19th is the new date for St. Mary's (due to scheduling, Oct. 8th was canceled). Regina students will be at the 8:30 and 10:30 masses. Admissions will supervise students.

Student Ambassadors had their first meeting of the year on October 10th at 7:30 AM. There are 32 student ambassadors at Regina this year! Ambassadors will be present at the Foundation's Capital Campaign fundraiser on October 22nd. They will also be Greeters at Parent/Teacher conferences on Nov 2nd from 4 pm-8 pm and Nov. 3rd from 8-12.

Retention:

Parent Ambassador Program has been established for students in grades 1-6. We have one grade level parent paired with each of our new families. New families received a phone call after the start of the school year from Admissions. This past week they received a call from their ambassador. Ambassadors will get "newsy notes" from Admissions 4-5x during the school year to share out with new families and make them feel welcome and part of the Regina community.

Working on Parent Ambassador Program for new families in grades 7-12. They also received a follow up call from Admissions. Any concern about the start of the year has been shared with the administrative team.

International Students have been in touch with our ELL teacher. Some have taken the TELPA (English proficiency test) to see if they needed additional ELL services.

Postcard Promo has been completed for October (kindergarten students) by Regina's Student Ambassadors.

Currently, admissions are looking to design five additional postcards.

Regina's Preschool students will receive a "Halloween Treat" from the Admissions office October 30th and 31st. They will also receive a gift in January to celebrate Catholic School's Week.

Additional learning opportunities:

Webinar: Rolling Out the Red Carpet: Creating an Intentional Student and Customer Experience.

Homeland Security and Diocese of Davenport workshop—International Students—rules and regulations

Two Marketing/Media Presentations: Power Plan with KWWL—NBC and KWWL.com/CW TV/ME TV and Brown Deer Living and Manville Heights Living with N2 Publishing.

Alan Opheim
Director – Finance / Operations
October 24, 2017 Board Report

Administrative Concern

- With lighting still not in place in the front lot, and with daylight savings time soon ending; we may have to resort to temporary lighting for the front lot. Alan and Jim will spearhead the effort. I have been told the light bases will be set the week of October 30, 2017.

Business Office –

- STO Contributions are being accepted. As of this writing, I have not received an update from the STO of our standing, however, I am certain much more is needed to meet our need factor and goal. If you know of someone that I should contact regarding the STO, please get that information to me soon. November 30 is the deadline for contributions to be dedicated to the Regina pool.
- A new Communications and Marketing Coordinator has been hired. Shane Schemmel will start in the position in mid-November. She comes to Regina from her most recent position as Assistant Executive Director of the Summer of the Arts in Iowa City.

Special Events / Fundraising / Advancement

- Gala plans are in full motion with Trish and her team. The date is Saturday, February

Buildings & Grounds

- I continue to be actively involved in aspects of Phase 0, which includes the First Avenue Drive, Parking additions, and some of the inside remodeling.
- The lack of a ramp at the end of the ramp out of the parking lot on the Elementary end has been rectified and there are now complete ramp accesses to the parking lot and on the sidewalk end by the crosswalk.
- Building and Grounds will be meeting Monday night before the Tuesday Board meeting. We will be reviewing the Fire Inspection that was conducted by the ICFD earlier this month. There were no issues that I deem major, however, there are a couple of recommendations for door modifications to the copy room and the gray door by the preschool bear room. Other issues will be verbally discussed after the B&G meeting during the Board meeting.

Ad Hoc and other participation

- Advancement Team meetings
- Phase 0 meetings
- CMC planning
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools (conflicts prevented me from attending these this month)
- Donor Appreciation Event

Committee Meeting Schedule:

Finance – November 15, 2017 4:30 HS Media Center

Building and Grounds – TBA

**Regina Tri-Parish Religious Education
Board Report
October 24, 2017**

Wednesday, September 27, 2017

- We had our first real class for K-6. Everything went well. It was extremely busy with new registrations coming in that night and having to find rooms for the new students.

Wednesday, October 4, 2017

- 1st graders made Prayer Pockets. They are made from felt and they hold prayers. They get a different prayer every week to learn and then they put it in their Prayer Pocket and take it home so they can say them with their parents.

Sunday, October 8, 2017

- This was class for the 7th and 8th graders.
- They learned about Prayer.
- They talked about unanswered prayers.

Wednesday, October 11, 2017

- 3rd graders made a Creation Quilt. Each student gets a square of white fabric and they draw something that God created with fabric markers. They had fun.
- 5th grade had a Bible presentation. Father Beckman blessed and handed out Bibles in the Chapel. Every 5th grader received their very own Bible. Thank you Father Beckman!

Wednesday, October 18, 2017

- 3rd graders had a Creation Prayer Service with the Creation Quilt they made last week. Now every week it will be displayed in the hallway so that everyone can see the beautiful quilt they made.
- 4th grade had a visit with Father Juarez. Thank you Father Juarez!

Sunday, October 22, 2017

- This was class for the 7th and 8th graders.
- They learned about praying for needs vs wants.

Off to a great start!!

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

**Regina Foundations
Executive Director
Board Report
10/16/2017**

Capital Campaign

- Capital Campaign Cumulative Total - **\$4,751,507.01** (492 donors) - last month: \$4,720,421.01 (489 donors)
 - \$4,550,839.50 from 489 gifts and pledges
 - \$200,667.51 from 6 in-kind gifts
 - \$9,658 average per family
 - 79% of campaign goal
 - 115 declines
- The Capital Campaign Continuation Committee met on 9/27. Committee members provided updates on contacts and final attempts will be made to reach and secure commitments by the next meeting on 10/25. At that time next steps in the campaign will be determined. The next meeting of the Capital Campaign Continuation Committee will be 5 p.m., Wednesday, October 25.
- CC leadership will provide an update on progress and have new renderings available to view at the Donor Appreciation Celebration on 10/22.

Excellence Fund (annual appeal)

- 2017-2018 Excellence Fund (annual appeal) **\$53,648.21** (117 donors) – last month: \$40,235 (88 donors)
- Last year at this time we were at \$42,260
- As of 10/11/17 there are \$28,868.48 in outstanding pledges from the 2016-2017 Annual Appeal.
 - \$10,293 are auto withdrawals
 - \$2,125 are commitments to be paid by year end
 - \$5,250 are matching gifts from businesses/corporations
 - \$11,200 are others that need to be paid (of this one large pledge is for \$6,000)

Office Efficiencies

- New signage for the Foundation office was ordered and installed outside of the Foundation Office, the ED Office and the CMC office. Signage is consistent with that of the school.

Committee Meetings

- PR/Marketing Committee – Met on 9/28. Committee discussed goal setting, committee structure and priorities moving forward. Next PR/Marketing Meeting, Thursday, 10/26.
- Stewardship Committee – Met on 9/19. Committee discussed the Alumni Award Luncheon on Friday, October 6 and Donor Appreciation Dinner on Sunday, Oct. 22. Thirty three (33) guests attended the Alumni Award Recognition Luncheon at Blackstone and many friends and family members of those honored joined us for the Pep Rally/Award Presentation and on the Panchero's Patio during the Homecoming game.
- Next Stewardship Meeting, Tuesday, 10/19. Will set goals and finalize plans for the Donor Appreciation Celebration.
- Development Committee- Has not met since 8/23. Next meeting TBD.
- Foundation Executive Meeting – Next Meeting: Wednesday, November 8.
- Foundation Board Meeting – Next meeting: 4:30 p.m., Tuesday, November 21.

Donor meetings & calls

- Number of personal visits and emails/calls completed over the past month (goal = 26 visits/calls per month on average) = 32
- Calls of note: Responsible for follow-up calls to eleven of the prospects remaining on the Capital Campaign major donor prospect list, met with Patrick Gavin to finalize donation amount for hitting facility/CC, attended the McDonald's Rock n' Roll for the Schools auction on 9/16 which raised \$4,000 for Regina, met with Bob Michael to establish a scholarship in memory of his parents.
- We have received \$500 for the Tuition Assistance Endowment from the Bill Ambrisco Memorial.

Other

- Visibility in the Regina community (goal = at least 2 events per month) = 2 (Locker Room Ribbon Cutting, Ice Cream Social)
- Kecia & Shelley attended the Mercy Iowa City Open House to celebrate the 144th anniversary of the founding of Mercy Iowa City by the Sisters of Mercy and the anniversary of the founding of the Sisters of Mercy by Catherine McAuley. Honored guests included many of the Sisters of Mercy, leaders from Mercy Health Network and Bishop Thomas Zinkula.
- A search committee selected top CMC candidates from approximately 44 applications for the position. Six candidates were interviewed the week of October 9. A final selection will be made the week of October 16. Jessica Murray's last day was Friday, September 15.
- The Impact Report dropped 9/20/17.
- Donor Appreciation Celebration invites were sent 9/22/17.
- Upcoming Events:
 - 5-7 pm, Sunday, October 22 – Donor Hall of Fame Appreciation Celebration

**Ryan O'Hern
Activities Director
Board Report
October 2017**

Football

Regina clinched the district championship with a 7-0 record and finished the regular season at 7-2 overall. Regina will host the first round of the Class 1A playoffs on Friday, October 27th. The location for the quarterfinal round of the playoffs on Friday, November 3rd is to be decided as Regina could be hosting again or on the road. The Class 1A semifinals will be played at the UNI-Dome on Saturday, November 11th and the state championship game is Friday, November 17th.

Volleyball

Regina won the South Division for the River Valley Conference. The Regals will host regional volleyball on Monday, October 23rd and Thursday, October 26th. The regional final for the region will be held at West Liberty on Tuesday, October 31st. The state volleyball tournament is scheduled for November 7-10 at the U.S. Cellular Center in Cedar Rapids.

Cross Country

The girls finished fourth and the boys were seventh at the River Valley Conference meet on Thursday, October 12th. Regina hosted the state qualifying meet at Kickers Park in Iowa City on Thursday, October 19th. The state cross country meet is set for Saturday, October 28th in Fort Dodge.

Policy Committee
Meeting Minutes
Oct. 12, 2017

Present: Celeste Vincent, Glenn Plummer, Alan Opheim, Janan Rustan, Anne Kelly, Kathy Shey, Alaina Welsh, Michelle Winders.

808.0R Policy on Purchases of Non-Academic Supplies, Equipment, and Services.

Changed dollar amount from \$1000 to \$5000.

Revised Oct. 2017. All purchases of goods or services exceeding **\$5000** shall be on a competitive bid basis unless such good or service is unique in character and unavailable elsewhere.

802.R Policy on Financial Assistance, Registration, and Tuition Policies.

Changed Name from "Scrip" to "Regal Rewards."

Reviewed Oct. 2017. School Stewardship- Families, regardless of religious affiliation may earn the school stewardship rate based upon hours of volunteer services as defined and participation in the **Regal Rewards** program.

600.1 Diocese Policy on Student Personnel, 620.0 Diocese Policy on Educational Programs and 622.0 Diocese Policy on Educational Programs were **Reviewed Oct. 2017.**

No need to make a Regina Policy.

242.0R Policy of Calendar Month committee/Individual Key Activities.

Changed Month of April to delete Special Events Office- request Sunday Exemption for Fall Fun Festival.

Update 221.0R Policy of current list of names and contacts for each BOE member on web site and to be distributed to board members.

Reviewed Oct. 2017.

418.0R Temporary Leave of Absence with Pay Policy.

Reviewed Oct. 2017.

601.0R Catholic Participation

Reviewed Oct. 2017.

Respectfully submitted,
Janan Rustan
Policy Chair

Home and School Meeting Minutes October 5, 2017

Meeting called to order by President Sarah Valiga at approximately 6:30 p.m. in the elementary library.

Opening Prayer led by Mrs. Vincent

Introductions were completed of all in attendance. Welcome to new members.

Motion to approve September minutes by Alaina Welsh. Seconded by Erin Pottebaum. Minutes approved.

Principal's Report—Celeste Vincent

Regina Elementary is enjoying a great Homecoming week.

The students enjoyed a Fire Prevention Assembly today.

Everyone is invited to the Knights of Columbus pancake breakfast this Sunday from 8-12 in the Regina cafeteria.

Iowa Assessments will be administered next week.

Good luck to the 3rd grade classes in the Run for the Schools Torch Run coming up as well as all those participating in Run for the Schools on October 15.

Upcoming dates:

We will celebrate a hunger Mass on October 18th at 2:00 in the elementary gym. All are welcome to attend. Regina Elementary will be collecting canned food that week to distribute to the Crisis Center. We pray for those who experience hunger.

Our annual Halloween parade will be on October 31st at 1:30 in the front circle. All are invited to attend. Classroom parties will follow the parade.

Our All Saints Day K-12 Mass will be on November 1st at 9:30 a.m. in the High School gym. All are invited to attend.

Parent-Teacher conferences will be on November 2nd and 3rd with the 3rd being a no school day.

Treasurer's Report – Karina Smith

Income for the month of September included chocolate monies and interest. Expenses included teacher classroom start-up money, Back to School night expenses, new furniture for the library, and expenses for the School Supply Fundraiser. Balance on 9/30/17 was \$49,181.80. Anticipated expenses for October include chocolate prizes (anticipated to be under budget), playground upkeep (mulch), and Staff Appreciation Week. It was suggested to increase the budget for Back to School night next year as expenses were slightly higher given the increase in number of students.

Committee Reports

1. Chocolate sales – Erin Pottebaum

We have about 250 bars remaining. Will discount to \$1 per bar to try to offload them all. Discussed possible places to sell including Knights of Columbus Pancake Breakfast this Sunday, the Homecoming Dance, or after school in the high school lobby. Erin will check into these possibilities.

2. Chocolate prizes – Alaina Welsh

The note went home with students today informing them of prize choices. The assembly will be October 20th.

3. Scholastic Book Fair – Sarah Valiga

The book fair will be November 2,3,6,7 in the elementary library chaired by Kathy Shey and Laura Noble. Watch for volunteer opportunities. It was recommended to better communicate with families about the teachers' wish list baskets available for purchase for their classroom reading libraries.

4. Silver Tea Christmas concert reception– Sarah Valiga

Will be held December 7th in the cafeteria chaired by Sofia Livorsi. It was discussed to possibly skip the punch and just serve water for drinks. A letter to families will go out before Thanksgiving about Silver Tea.

5. Uniform Sale – Jessica Smith and Barb Davis

The next uniform sale is scheduled for January 26th and 27th in the Multipurpose room.

6. Staff Appreciation Week – Missy Aitchison and Julie Conlon

Scheduled for the week of November 6th. We have a great committee this year working on ideas for gifts and meals to celebrate our wonderful staff. Would love plenty of volunteers to help us on Sunday evening, November 5th to decorate the school and set up for the pancake breakfast. Watch for more volunteer opportunities to help coming up in a few weeks.

No new business was discussed.

Meeting was adjourned at 7:15 by Sarah Valiga

	Sep 30, 17	Sep 30, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	747,858.70	1,134,881.87	-387,023.17	-34.1%
11000 · Savings	2,119,287.49	1,570,416.82	548,870.67	34.95%
Total Checking/Savings	2,867,146.19	2,705,298.69	161,847.50	5.98%
Accounts Receivable				
12000 · Tuition Receivables	2,763,487.31	2,962,274.14	-198,786.83	-6.71%
Total Accounts Receivable	2,763,487.31	2,962,274.14	-198,786.83	-6.71%
Other Current Assets				
12200 · Prepaid Computer Contracts	1,701.00	2,833.00	-1,132.00	-39.96%
Total Other Current Assets	1,701.00	2,833.00	-1,132.00	-39.96%
Total Current Assets	5,632,334.50	5,670,405.83	-38,071.33	-0.67%
Fixed Assets				
13000 · Long Term Assets	3,693,573.47	3,771,758.47	-78,185.00	-2.07%
13019 · Construction in Progress	661,090.01	3,067.50	658,022.51	21,451.43%
Total Fixed Assets	4,354,663.48	3,774,825.97	579,837.51	15.36%
TOTAL ASSETS	9,986,997.98	9,445,231.80	541,766.18	5.74%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	3,487,054.37	3,459,934.66	27,119.71	0.78%
Total Other Current Liabilities	3,487,054.37	3,459,934.66	27,119.71	0.78%
Total Current Liabilities	3,487,054.37	3,459,934.66	27,119.71	0.78%
Long Term Liabilities				
26000 · Long Term Loans	551,554.59	584,562.55	-33,007.96	-5.65%
Total Long Term Liabilities	551,554.59	584,562.55	-33,007.96	-5.65%
Total Liabilities	4,038,608.96	4,044,497.21	-5,888.25	-0.15%
Equity				
30000 · Opening Balance Equity	4,972,571.19	4,972,571.19	0.00	0.0%
32000 · Unrestricted Net Assets	674,267.96	725,209.87	-50,941.91	-7.02%
Net Income	301,549.87	-297,046.47	598,596.34	201.52%
Total Equity	5,948,389.02	5,400,734.59	547,654.43	10.14%
TOTAL LIABILITIES & EQUITY	9,986,997.98	9,445,231.80	541,766.18	5.74%

	Jul - Sep 17	Jul - Sep 16	\$ Change	% Change
Income				
40000 · Tuitions	836,249.62	826,816.95	9,432.67	1.14%
41000 · Assessments	392,579.66	388,032.19	4,547.47	1.17%
42000 · Foundation Funding	590,164.90	66,758.00	523,406.90	784.04%
43000 · Diocesan Funding	13,820.89	13,476.00	344.89	2.56%
44000 · Nutrition Income	84,669.81	78,313.63	6,356.18	8.12%
45000 · Other Incomes	255,414.65	282,217.40	-26,802.75	-9.5%
46500 · Bus Route Income	5,943.46	5,157.75	785.71	15.23%
Total Income	2,178,842.99	1,660,771.92	518,071.07	31.2%
Gross Profit	2,178,842.99	1,660,771.92	518,071.07	31.2%
Expense				
60000 · Salaries & Wages	1,096,424.82	1,038,759.54	57,665.28	5.55%
60145 · Benefits	215,481.72	202,731.17	12,750.55	6.29%
61000 · Educational Supplies	115,993.79	145,943.30	-29,949.51	-20.52%
61040 · Computer Technology	23,768.85	167,129.62	-143,360.77	-85.78%
62000 · Facility Expenses	140,653.04	141,315.18	-662.14	-0.47%
63000 · Operating Expenses	38,003.58	35,932.91	2,070.67	5.76%
64000 · Building Upkeep	41,692.39	81,684.29	-39,991.90	-48.96%
65000 · Nutrition	20,211.19	18,034.66	2,176.53	12.07%
66000 · Income Offsets	136,582.49	72,235.61	64,346.88	89.08%
66500 · Busing - Routing	10,899.58	9,611.28	1,288.30	13.4%
68000 · Interest Expense	4,836.67	11,320.83	-6,484.16	-57.28%
69000 · Depreciation Expense	32,745.00	33,120.00	-375.00	-1.13%
Total Expense	1,877,293.12	1,957,818.39	-80,525.27	-4.11%
Net Income	301,549.87	-297,046.47	598,596.34	201.52%

Finance Meeting

October 18, 2017

Committee Attendees (Not here this month)

- o Jennifer Lough
- o Deanna Green
- o Scott Nibour
- o (Christy Chambliss)
- o Pam Schawalter
- o (Matt Pacha)
- o Stacy Saeppel
- o (Michele Goldsmith)
- o (Glenn Plummer)
- o (Celeste Vincent)
- o (Kecia Boyson)
- o Janan Rustan
- o Anne Kelly
- o Angela Villhauer
- o Alan Opheim

Finance Committee Agenda October 18, 2017

- o Opening prayer
- o Role call
- o Opening comments
- o Budget 2018-19
 - o Headcount Trend / Projection (1) Kindergarten-Recruitment and 2) All other grades - Retention / Recruitment
 - o Teacher - Change in Base Pay; Impact for each \$100 is \$9,000.
 - o Alternate form of paying for on-going costs of Hilling Facility - Tuition or Otherwise
 - o Ballpark for Tuition Increase - As a business, not a parent
 - o Two Tier Tuition Rates / Financial Aid Considerations (May be a future topic if time does not allow tonight)
- o FY 18, First Quarter Review
- o Wrap up

Headcount Trend/Projection

- o Kindergarten-Recruitment
 - o 63 Daycares in region; actively recruit 30 these; actively recruit from baptismal lists
 - o 70 may be realistic budget
- o All other grades- Retention/Recruitment
 - o No overwhelming reason for changes expected at this time
 - o Trends are variety of reasons
 - o Probably follow trends for the moment

Teacher-Change in Base Pay

- Step Change = \$35,000
- Impact for each \$100 is \$9,000
- Base Pay 2017-18 \$31,000
- \$125K for \$1,000 Base Pay Chg = 4% prox
- \$80K for \$500 Base Pay Chg = 2% Prox

Alternate form of Paying for on-going cost of Hitting Facility

- Tuition
- Other
 - *Strength and Conditioning MUST BE a profit center, breakeven at worst*
 - *Hire / obtain a volunteer to control usage of the weight room*
 - *Consider Security*
 - *Electronic Sign-In / Billing*
 - *Consider all income coming through Regina; we contract out for Strength Coordinator for private classes*

Items for another meeting discussion

- Ballpark for Tuition Increase as a business not a parent
- Two Tier Tuition Rates
- Financial Aid Considerations—Flat dollar; percent of tuition, other

Wrap up and questions

- Notice of Diocesan Meeting Glenn, Celeste and Alan to attend on Friday regarding "Operational Vitality" of Catholic Schools
- Next meeting date
 - November 15, 2017; 4:30 p.m. HS Media Center