

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, April 25, 2017
6:30pm Regular Board Meeting
HS Media Center
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 – March 28, 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 |
| a. Capital Plan/Phase Zero Update | |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. Update on committee goals | |
| b. Update on Board Retreat | |
| c. First reading of Policy 681.1R – PE Waiver | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Appoint the nominating committee for new board officers (Policy #202R Nomination Committee Policy) | |
| 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	5/23/17	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	5/11/17	6:30 AM	Business Office
C. Finance Committee	Wednesday	5/17/17	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday		9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Tuesday	5/4/17	4:30 PM	HS Library
F. Catholic Identity Committee	3 rd Thursday	5/18/17	4:30 PM	HS Library
G. Building & Ground Committee	2 nd Monday	5/8/17	6:00 PM	Business Office
H. Strategic Planning Committee	3 rd Monday		6:30 AM	Business Office
I. Health & Safety	3 rd Tuesday	5/16/17	4:30 PM	HS Library

II. ENROLLMENT

2016-2017 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	450	450	448	448	449	448	448	447	446	
JR/SR	387	382	383	383	382	383	381	381	381	
PreK	82	80	80	80	80	80	80	80	80	
Total	919	912	911	911	911	911	909	908	907	

I. UPCOMING DATES

Art Show	April 27	5:00 pm	MPR
In Service Day	April 28		
AP Testing	May 1-5, 8-12	8:15 AM	MPR
National Honor Society Induction	May 3	7:30 PM	St. Thomas More
Grandparents Day	May 5	9:00 AM	Elementary
College Planning Seminar	May 8	6:00 PM	MPR
College Financial Aid Seminar	May 8	7:00 PM	MPR
Vocal Concert 7-12	May 10	7:30 PM	St. Patrick Church
Band/Vocal Concert 5-6	May 11	7:00 PM	HS Gym
Track and Field Day	May 12		Elementary
Band Concert 7-12	May 17	7:00 PM	Off Site

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	April 26	2:10 PM	High School Gym
Prayer Service 7-12 <i>May Crowning</i>	May 3	2:10 AM	HS Gym
Mass K-6	May 5	10:00 AM	HS Gym
Mass 7-12	May 10	2:30 PM	HS Gym
Mass K-6 <i>1st Communion</i>	May 17	9:15 AM	Elementary Gym
Prayer Service 7-12 <i>Senior Recognition</i>	May 17	2:30 AM	HS Gym

III. Holy Days

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, March 28, 2017

6:30 PM

Regina MPR

Regular Meeting Minutes

- I. Call to Order –Board of Education
 - a. Opening Prayer
 - i. Father Page provided opening prayer
 - b. Roll Call –
 - i. Voting Members (absent in parenthesis): Ellen Abusada, (Fr. Beckman), Jason Dumont, Patrick Gavin, (Chad Hageman), Fr. Juarez, Anne Kelly, Sue Kloos, Scott Nibaur, Matt Pacha, Fr. Page, Janan Rustan, Kathy Shey, Angela Villhauer, (Matt White), Fr. Witt
 - ii. Ex-Officio Members: Bill Battistone, Kecia Boyson, (Carolyn Brandt), Tim Foley, Michelle Goldsmith, Katy Lincoln, (Jessica Mehegan), (Ryan O’Hearn), Alan Opheim, Glenn Plummer, (Stacy Sueppel), (Pam Showalter), Celeste Vincent.
 - c. Chairperson remarks- Prayers to Pam Schowalter whose father passed away over the weekend. Congratulations to boys and girls basketball teams, history bowl participants, geography bee national qualifier, jump rope for heart participants, pops concert participants, outstanding student of the arts.
 - d. Approval of Minutes- Kelly moved to approve, Rustan second, motion passed
 - e. Approval of Agenda – Witt moved to approve, Kelly second, motion passed.
 - f. Open to Audience- none.
- II. Administration Reports
 - a. Elementary – Report in packet. Mr. Battistone’s last board meeting.
 - b. Jr/Sr High – Report in packet. Kara Batcheller’s father now in Hospice, please keep in your prayers.
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet.
 - e. Religious Education – Report in the packet.
 - f. Foundation – Report in packet.
 - g. Boosters, PISA, Home & School – report in packet.
- III. Old Business Update
 - a. Campaign update- Boysen provided update. At 61% of goal currently.
- IV. New Business Discussion
 - a. Phase Zero Update- Dumont provided update. Dumont met with City of IC today. hitting facility will begin soon, once 1st Ave extension completed.
 - b. Approval of teacher contracts- move to executive session.
 - c. 2017-2018 budget- Opheim and Villhauer provided power point presentation. Villhauer moved to approve the 2017-18 Operating Budget as presented for Total income and Total Expense at \$7,097,310. Kelly seconded. Motion carried.

V. Calendar and Discussion Items

VI. Committee Reports – Reports in packet. Kelly reminded committee chairs to present goals at April meeting.

VII. Meeting Schedule:

a. Board Meeting	4 th Tuesday	4/25/17	6:30pm	MPR
b. Executive Committee	2 nd Thursday	4/14/17	6:30am	Business Office
c. Finance Committee	Wednesdays	4/19/17	4:30pm	HS Library
d. Policy/ByLaws	2nd Thursdays	4/13/17	9:00am	Business Office
e. SIAC/Education	2 nd Tuesdays	4/11/17	4:30pm	HS Library
f. Catholic Identity	3 rd Thursdays	4/20/17	4:30pm	HS Library
g. Building & Grounds	2 nd Monday	4/10/17	6:30pm	Business Office
h. Strategic Planning	3 rd Monday	4/17/17	6:30am	Panera C'ville
i. Health & Safety	3 rd Tuesday	4/4/17	4:30pm	HS Library

VIII. Closing Prayer – Fr Page provided closing prayer

IX. Executive Session

- a. 7:30 Gavin moved to adjourn into Executive Session, Witt second, motion passed.
- b. EXECUTIVE SESSION

X. Reconvene from Executive Session – At 8:31 pm the board reconvened from Executive session. Juarez made motion to accept following Juarez elementary contracts: Julie Lacina, Michelle Pelechek, Emily Feller, Mary Rockafellow, Katy Lincoln, doug Vollstedt, Alicia Andrews, Joan Ochoa, Sara Nelson, Julie Rhomberg, Steph Foley, Gail Hensch, Diann Zirtzman, Jared Galpin, Kassie Bailey, Kris Boulund, Jan Rudolph, Lindley Visser, Erin Vorwerk, Tracy Blomme, Krystle Davis ,Rachel Scholze, Mary Duffey, Whitney Giller, Kris Rutt, Laura James, Lauren Galus, Jennifer McGrane, Kristine Larson, Dana Ransom, Lagkana Waters. Page seconded, motion carried.

Rustan made motion to accept following Junior/Senior High contracts: Brendon Aitken, Joan Belknap, Laurie Boland, Diane Coffin, Shelly Conlon, John DeMarco, John Demory, Tim Foley, Madison Frei, Michele Goldsmith, Abigail Gould, Gordon Hackett, Marth Hartwig, Kevin Kahler, Bill Koenig, Jorge Malagon, Caroline Marcotte, Kimberly Martin, Clark McFerren, Jessica Mehegan, Patrick Moeller, Chris Murdock, Tom Nelson, Ryan O'Hern, Barb Reilly, Tim Scholze, Scott Shields, Katherine Spregelmeyer, Stacy Sueppel, Marielle Thomas, Neil Tunnicliff, Katie Welter, Lynne Zoulek. Seconded by Kelly, motion carried with one abstention.

XI. Adjournment – At 8:32pm Juarez moved to adjourn the meeting, Nibaur second, motion passed.

Respectfully submitted,
Kathy Shey
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
April 2017**

FACILITATOR OF FAITH COMMUNITY

FIRST HOLY COMMUNION – Regina students will receive their First Holy Communion in the next month at their respective parishes.

UPCOMING RELIGIOUS CELEBRATIONS -

April 19 – We had prek-12 Memorial Mass

May 5 – Grandparent/Grandfriend Day Mass at 10:00 a.m. in the high school gym

May 17 – K-6 Second Grade Mass @ 9:30 a.m. in the elementary gym

May 31 – K-6 End of school Mass @ 2:00 p.m. in elementary gym

May 31 – 6th grade Prayer Service @ 8:45 a.m. in elementary gym

SERVICE MISSION –

The Hospice Walk is on Sunday, April 23rd. Thank you to the fourth grade team for all of their hard work! International Service Project will be held May 15-19. This is sponsored by the Religion Committee and project coordinator, Mrs. Larson.

STANDARD #1 - VISION

ASSISTANT PRINCIPAL- We had a wonderful send off for Mr. Battistone on March 31st.

We have been conducting interviews for the new assistant principal.

HIRING – Ads have been placed for the 2017-2018 openings at this time.

Interview teams are being set-up to begin the hiring process for openings.

NCEA-National Catholic Education Association conference was held in St. Louis this year.

Attending the conference were Diann Zirtzman, Mary Duffey, Joan Ochoa, Laura James and Celeste Vincent. The conference was filled with wonderful sessions and great ideas to bring back to our school.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

K-12 ART SHOW – We want to thank Becky Popelka and John Demory for all of their work to host a K-12 art show at Regina on April 27th from 5:00 – 8:00 p.m. in the multi-purpose room. Thank you to our art department for organizing a great event to showcase our students' talents.

ANCIENT CIVILIZATIONS – Sixth graders will be presenting their projects on ancient civilizations during the afternoon of May 18th.

ORCHESTRA – The spring orchestra concert was held on April 20th at 7 p.m. at St. Patrick Church. Thank you to Diane Platte for helping students to showcase their exceptional orchestra skills.

TRACK AND FIELD DAY – Our annual Track and Field Day will be held May 12th.

STANDARD #3 - MANAGEMENT

REGISTRATION – Elementary registration is ongoing. At this time, we have confirmed that twelve students will not be returning for the 2017-18 school year. Majority of those students are moving out of state.

ADMISSION – Pam Schowalter and administration are working closely on new families touring and acceptance. We already have several new families accepted and interested for next year.

EVALUATIONS – The administration and teachers are in the process of the end of the year sharing of professional development plans.

KINDERGARTEN – We currently have 76 confirmed registrations for the kindergarten next year.

CALENDARING – The administrative team worked on calendaring and registration processes for the 2017-2018.

INSERVICE - April 28th is a no-school day for students. Staff and faculty will be having inservice.

STANDARD #4 - COLLABORATION

HOME AND SCHOOL – Home and School will have their next meeting on May 4th at 6:30p.m. in the elementary library.

PTO – PTO held their final meeting of the school year on April 6th in the elementary library. We thank all of the PTO members for their support throughout the year. We want to express our extreme gratitude to Lina Kimani to her wonderful work as President.

GRANDPARENT/GRANDFRIEND DAY – Regina Elementary and the Regina Foundation are hosting Grandparent/Grandfriend Day on May 5th. Grandparents and grandfriends will visit Regina Elementary for a special day of classroom activities and Mass. Thank you to the Regina Foundation for helping to sponsor the day's activities.

STANDARD #5 - ETHICS

VOLUNTEER APPRECIATION – In the month of April we want to recognize all of our volunteers who help make Regina great! Regina is a special school because of their hours of dedication to our mission and our students.

WEEK OF THE YOUNG CHILD-During the week of April 24-April 28, we celebrate Week of the Young Child. We give special thanks to Mary Pechous and all our dedicated Early Childhood Center teachers who help to guide our youngest.

STANDARD #6 - LEARNING COMMUNITY

BAND/VOCAL CONCERT – Our end of the year 5th/6th Band and 6th Vocal concert will be on May 11th at 7 p.m.

ADVENTURELAND BAND TRIP –

The band will be taking their annual Adventureland trip on May 20th.

BIKE RODEO –

The bike rodeo will be taking place on May 10th from 3-5pm in the back parking lot.

BIKE TO SCHOOL DAY –

Bike to School Day will be on Wednesday, May 10th. This event is sponsored by Home and School.

PRE-SCHOOL GRADUATION –

The Preschool Graduation ceremony will be held on Friday, May 26th at 10:30 am.

TALENT SHOWS-

Elementary music will host talent shows on May 1-3 during music class time.

ENROLLMENT SUMMARY

Total = 446.

**Regina Junior-Senior High School
Board Report
April 2017**

Principal as Spiritual Leader

1. Upcoming celebrations
 - May 3: 7-12 Mary Crowning Prayer Service @ 2:30 in the Gym
 - May 10: 7-12 Mass @ 2:10 in the Gym
 - May 17: 7-12 Senior Recognition Prayer Service @ 2:30 in the Gym
 - May 24: Baccalaureate Mass @ 7:30 pm at St. Thomas More
2. Shelly is close to having the Religious Celebrations Calendar complete for 2017-2018.

Principal as Instructional Leader

1. Students in grades 7 & 8 took the Iowa Algebra Readiness Assessment (IARA) in mid-April. The IARA will be used as one of our measures for placing students in math.
2. All students in grades 8 and 10 took the Act Aspire. The results from this assessment will be used as our required 2nd assessment for state reporting and to help administrators and teachers evaluate their programs. Students also gain experience in ACT-like testing by taking the exam.
3. AP testing will take place the weeks of May 1 and 8.
4. Our study groups and PLC groups are finishing up. The groups will present to each other in mid-May.
5. We have started work on our professional development calendar for next year.
6. Semester exams will be given on May 30 – June 1. The schedule is attached.

Principal as Administrator

1. Spring teacher observations and evaluations will be completed soon.
2. Lynne and Tim have started building the master schedule for next school year. We hope for it to be completed by July.
3. We have one teaching opening at this time.
4. Enrollment Summary (4/16)
 - 7th – 72
 - 8th – 69
 - 9th – 50
 - 10th – 63
 - 11th – 74
 - 12th – 53
 - Total – 381

Principal as Communicator

1. Senior trip was a success.
2. The Awards Assembly will be at 9:00 in the gym on Wednesday, May 24.
3. Graduation is at 2:00 on Sunday, May 28 in the Regina Jr Sr High Gym. Board members that wish to process in before the graduates are asked to be in the lobby by 1:45. There is seating reserved for board members.
4. The NCEA Convention provided us with some great information and ideas.

**Semester Test Schedule
Regina Junior-Senior High School
May 30-June 1 (A Day all 3 days)**

Teachers not giving a final exam are expected to have an educational activity planned for the testing period.

Students must report to their classes at the scheduled times.

Tuesday, 5/30

8:20 – 9:35	1 st Period Classes
9:45 – 11:00	3 rd Period Classes
11:10 – 12:25	5 th Period Classes
1:00 – 3:30	Test Make-up Period

Wednesday, 5/31

8:20 – 9:35	2 nd Period Classes
9:45 – 11:00	4 th Period Classes
11:10 – 12:25	6 th Period Classes
1:00 – 3:30	Test Make-up Period

Thursday, 6/1

8:20 – 9:35	7 th Period Classes
9:45 – 11:00	8 th Period Classes
11:00 – 3:30	Test Make-up Period

****Students reporting late to a testing period will not be given additional time****

No lunch service will be provided over these three days of testing. If a student is staying at school they will need to bring their own lunch.

Students need to make arrangements for transportation in order to leave school immediately after their last testing period or test make-up period.

All students are to be in their scheduled classes from 8:20-12:25 on Tuesday and Wednesday, and from 8:20-11:00 on Thursday. All students are to be in school for their study hall, with the exception of juniors and seniors. Juniors and seniors may leave campus during their study hall.

**Admissions
Pam Schowalter
April 2017
Board of Education Report**

Enrollment

Elementary started the 2016-2017 school year with 450 students; we currently have 446.

Jr./Sr. High started the 2016-2017 school year with 388 students; currently, we have 382 students

Total # of students as of 4/21/17=828 students

2016-2017 K-12 Total: 831 students (enrollment was certified October 13, 2017)—we have one 7th grade student attending school for 1 class—orchestra.

2015-2016 certified enrollment 835 students

2014-2015 certified enrollment 818 students

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
60	66	68	65	61	77	49	72	69	50	64	74	53	828	April
62	67	67	65	62	78	49	72	70	52	65	75	54	838	August

Recruitment:

Student Involvement Team (S.I.T.) met February 21, 2017. Our last meeting for the year will be May 16th.

WIA/IIA—Wisconsin International Academy had Julia Pavlovka, Home Stay Coordinator, Becky, ELL and Summer Bridge Program and Andy Lutze, Head visit Regina on April 13th and 14th they met with prospective Home Stay families and walk them through the process. Regina has seven Home Stay spots currently available for International students from WIA. We have received our first application from WIA for the 2017-2018 school year.

Kindergarten 2017-2018--Our numbers are looking strong. We are continuing to tour prospective students. We are initiating a kindergarten “engage” plan of monthly mailings from Feb-August to share Regina info and develop Regina roots with these families. We mailed a “Crownie” magnet and summer camp information to these students in April. May will be an invitation to a Regina baseball/softball game with free popcorn.

Admissions Happenings:

- Tours—8 families
- Shadows--2 students
- Skype Interviews—3
- Financial Aid assistance—6
- International Meetings—3

Projections for 2017-2018

K	1	2	3	4	5	6	7	8	9	10	11	12	
76	0	1	3	2	0	3	4	3	6	2	3	0	accepted
	1	1	2	1	1	0	0	0	1	0	0	1	pending
	3	0	2	0	1	0	4	0	1	1	0	0	pipeline

Retention:

Registration follow up for any students who have not registered for the 2017-2018 school year.

Bubble Group will meet on May 9, 2017.

Student Ambassadors—Applications for the 2017-2018 were due April 21st. Our list of new ambassadors will be published the first week in May. Our last meeting of the year will be May 9th where we say goodbye to our seniors with a gift and a breakfast in their honor. Our ambassadors have done an amazing job representing Regina in many school-wide, Foundation and community activities this year! Our new ambassadors will be invited to the breakfast meeting on May 9th.

Exit Surveys—will be sent out in June for any family not returning to Regina for the 2017-2018 school year.

Board Report
April 25, 2017
Alan Opheim
Director – Finance / Operations

Business Office –

- STO / Financial Aid Applications were delivered to the STO office last week. At this time their Executive Director is unaware of any legislative actions impacting the STO for future years, however, since the State's budget has not been set, we know there still could be changes coming.
- I reviewed with Foundation, Finance, and Officers the process that I plan to use to track costs of construction during the various projects and phases of the capital campaign. Modifications will be made as needed, but the system to start will allow us to track to budgets presented in campaign literature.
- April 28 I will be attending the Diocesan Finance Support Day in Davenport. It is a day of sessions geared to assist finance personnel and committees in the Diocese.
- I met with a representative of ServPro during the last month regarding their "free service" of an App that allows key data to be entered into an App for easy "cloud based" access. This is may fulfill needs that we have for quick access to locations of meters, shut-off values, fuse boxes, phone numbers of critical vendors, and other items, that may be stored elsewhere, but is not always finger-tip available. No commitment has been made, but in early June, Jim and I will follow-up on this initiative, which may be beneficial to all of your administrators.

Special Events / Fundraising / Advancement

- Planning is underway for Family Fun Festival. Event dates: August 18 & 19.

Buildings & Grounds

- We continue to delve into projects while at the same time taking care of the daily needs of the school.
- 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 work on recovering of the barrel roof began prior to spring break. Weather has caused some delays, however, the project is over ½ completed.

Ad Hoc and other participation

- Advancement Team meetings
- Meetings on International Student, WIA, and Regina potentials
- Site plan, campaign meetings, preparation, and analysis have been consist additions to the monthly agenda
- One full administrative meeting
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools

Committee's Next Meeting:

Finance – May 17, 2017; HS Media Center; 4:30 p.m.

Building and Grounds – Tentatively Monday, May 8 – 6 PM; Probably HS Media Center

**Regina Tri-Parish Religious Education
Board Report
April 25, 2017**

March 29, 2017

- 5th grade made Kiddush Cups. These are cups, which they drank from during their Seder Meal. Shelley Rublaitus helped the 5th graders start decorating them with jewels.
- 6th grade visit with Father Rudy Juarez. Thank you Father

April 5, 2017

- 5th grade had their Seder Meal in which they experienced the representation of foods eaten at a traditional Passover meal. Shelley Rublaitus did a fantastic job in introducing the different kinds of foods they were about to eat.

April 9, 2017

- 7th and 8th grade discussed Confirmation and how it is not a graduation, but more of a final piece to initiation.

April 12, 2017

- Kindergarten finished their Caterpillar project.
- They looked great!! They were able to take their branch home with a beautiful butterfly on it!!
- 2nd grade was in the Chapel. They reenacted the Last Supper and the Stations of the Cross.
- It was absolutely beautiful.
- Parents were invited. They even participated in the washing of the feet.

April 19, 2017

- 3rd, 4th, and 5th graders had a talent show. God gave different people different talents.

April 23, 2017

- 7th and 8th grade had their last class.
- They did some activities inside and then went outside to play kickball and roast marshmallows over a fire pit. They enjoyed it!!

April 26, 2017

- K-6th grade will have their last class. We will have a Mary crowning hopefully outside weather permitting. Otherwise in the Elementary gym.

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

Foundation Report
4/17/2017
Kecia Boysen

Capital Campaign

Capital Campaign: \$3,976,452 from 287 gifts and pledges; \$50,000 from 2 in-kind gifts; **\$4,026,452 total** (67% of campaign goal)

Other:

- Letters sent to 276 businesses with the capital campaign solicitation. Kecia and Andrew will continue personal asks and follow-up with top 36 business contacts.
- 30 alumnus have agreed to be a class rep. – letters to the alumni will be sent on their behalf, covering 23 of 58 graduated classes.
- An Annual Appeal and Campaign request letter will be sent out to 3,338 alumni starting on April 14. This request letter includes a marketing sheet and remittance envelopes for pledges.
- In-pew appeal weekends have been set up at all parishes:
 - St. Thomas More – April 29-30
 - St. Mary – TBD
 - St. Patrick – May 13-14
 - St. Wenceslaus – May 13-14
- Work on sending Regina grandparent and alumni grandparent's request letters before May 5 Grandparent's Day.
- Sixth report and strategy meeting will be held on 4/26.
- Three current-parent phone-a-thons have been set up for April 25, May 2 and May 3. This will be the last effort to request parent participation, along with a constant contact email to parents and a letter sent home with grade school children.

Annual Appeal

\$266,429 (59% of Annual Appeal goal). Last year on 4/15/16 we were at \$275,771 from 537 donors.

Budget

Continuing to work through a preliminary budget for FY 2017-2018 to provide a detailed breakdown of expenses. Final presentation for Board vote will be at June meeting.

Memorial Mass

This year eight individuals will be recognized at the Regina Memorial Mass on Wednesday, April 19. Each family has been contacted about presenting a candle in remembrance of their loved one and a script has been created for the candle lighting procession. Kecia met with Shelly Conlon on Wednesday, April 12 to review the script and talk through the procession and mass.

Office Efficiencies

We are now using the Hills Bank Direct Merchant image scanner for all check deposits. This has removed the need to visit the bank regularly to deposit checks. Shelley trained with Hills personnel on 3/23.

Committee Meetings

- PR/Marketing Committee – Meeting with Christopher, Kecia and Jessica on 4/6 to discuss committee priorities moving forward and strategic vision. Next meeting will be at the end of April.
- Stewardship Committee – Meeting 4/18. Committee will discuss scholarship applications, selection criteria and updates to the scholarship accounts. Committee will also discuss plans for Grandparents Day (5/5) and Scholarship Luncheon theme (5/23).
- Development Committee – Meeting on 4/4.
 - Committee welcomed John Dwyer to the team. Currently the committee has eight members including Kecia & Shelley. We are looking to add one more member.
 - Greg provided an update on the annual appeal and the committee determined that May 1 will be the deadline to implement a plan of action as to how to move forward with annual appeal asks in an effort to meet our budget goal of \$450,000.
 - We currently have 46 donors signed up for automatic withdrawals. This is an increase of 32 since last year.
 - Next Meeting, 5 p.m., Tuesday, May 2.
- Foundation Board Meeting – 4:30 p.m., Tuesday, May 16.

Donor meetings & calls

- 3/28 Father Rudy., St. Patrick's (CC donation follow-up); 4/4 Michael Kelly (CC ask); 4/6 Nichole Daufeldt & Lisa Hart, Storey Kenworthy (business partnership); 4/14 Brian DeCoster, Big Ten Rentals (capital campaign ask)
- Additional capital campaign business calls – Carousel Motors, Centro, Fleck Sales, Gay & Chia Funeral Services, John's Grocery, Linder Tire Service, Mercy Hospital.
- Follow-up call to Mary Hurt 4/10 – confirmed a pledge to Capital Campaign and Annual Appeal.

Other

- Theme and invites being determined for the Scholarship Luncheon (5/24).
- Invites were mailed 4/11 and preparation is ongoing for Grandparents Day reception on May 5.
- Kecia in contact with Big Grove Brewery – Iowa City about hosting a donor appreciation event on Sunday, October 22 (away game Northwestern).
- Give to Grow Initiative with UICCU is underway during the month of April. They match all donations (minimum \$25 up to \$500 per household) made through UICCU to the Regina Foundation.
- Held an Impact Report planning meeting with Alan Opheim, Kecia, Shelley & Jessica on 3/22 to discuss design, timeline and content. Drop date planned for Sept. 1.
- Currently in the process of getting bids from different vendors for the Regina Record and Impact Report.

Strategic Planning Committee
April 17, 2017

Members present: Anne Kelly, Scott Nibaur, Chris Klitgaard, & Alan Opheim

Items Discussed:

- Committee goals
- Committee membership
- Potential revenue streams
- Teacher appreciation efforts/ideas
- Planning session

Next meeting: TBD – no May meeting

Action Items: none

Respectfully Submitted,
Anne Kelly

Catholic Identity Minutes
April 20th 2017

Present: Carolyn Brandt, Ellen Abusada, Scott Nibaur, Jan Rudolph

Absent: John Demory, Shelly Conlon, Glenn Plummer, Ann Larew, Rick Larew, Noel Verducci, Father Witt, Tim Scholze, Diane Coffin

Due to most everyone gone to NCEA we had a short meeting.

Old Business

- a. **Shelly and Bill Kairos Update**- No Report
- b. **John D last supper painting**- This will be done April 28th weekend.
- c. **Bill B. with rubric or self-evaluation of Regina**- This is in the final stages and will be turned over to Regina Administration.
- d. **Noel last supper painting**- No report
- e. **Regina more involved in the Parishes**- No report

3. Reports

- a. **High School Report**- No Report
- b. **Elementary Report**- Completed Holy Thursday and Good Friday last week. 5/15 will be 2nd grade First Communion celebration at Regina.
- c. **Religious Education**- 2nd grade completed reconciliation and made altars for 1st Communion. They had a night of "adoration". 7th and 8th graders have completed Religious Ed for the year. K-6 will have their last night of Religious Ed next week and they will end with Crowning of Mary

4. New Business

- b. Scott had a conversation with St. Patrick's Knights of Columbus. They will donate 500-\$750 to Catholic Identity. We are also planning a pancake breakfast this fall and all proceeds would go to Catholic Identity.

Next Meeting- Thursday May 18th 4:30pm in the Library

PISA Meeting Minutes
April 10, 2017

Attendees: Amy and Kevin Sheehan, Celeste Vincent, Peg Thomson, April Kurovski, Dana Ransom, Amy Nibaur

Old Business:

Musical: enjoyed by all.

Parent meeting needed prior to starting.

JH Play: well attended. Lots of little kids, enjoyed by all.

More programs were needed

Parent meeting needed prior to starting.

All of Regina's participants at Solo and Ensemble received Division I ratings. Anastasia S. and Ellie S. performed solos, with Rachel Scholze as the accompanist. The High School Orchestra, comprised of Meg K., Nourah A., Carolina I., Alex B., and Steven I., performed Bach's Fugue in g minor. The Regina orchestra was the only string group present at the 2A ISHMA Solo and Ensemble Festival (I think we're the only school that has one!).

New Business:

Carolina Icardia came to speak about ITS-International Thespian Society

This gives recognition to students in High School involved in the arts. If students are inducted, ITS offers scholarships to its members. Students earn points by their involvement in different arts, speech, musicals, chorus, set design, lead roles etc.

Mr. Tunncliff will be the monitor.

Requesting PISA's assistance with induction fees to get this up and running at Regina.

Discussion of senior PISA fine arts award.

Treasurer Report:

Kevin shared information of monthly budget

Administration Report:

JH play well attended and super cute!

POPS concert was wonderful and inspiring

March was music appreciation month

Art show coming up 4/27 from 5 to 8pm

Orchestra at St. Patrick's church 4/20

5/10 JH/HS vocal concert at St. Patrick's church

5/17 spring band concert

Teachers Report: Dana attended and reported that Jazz night went well on 3/30.

5/11 is 6th grade Jazz band/vocal concert

4/22 SEIBA

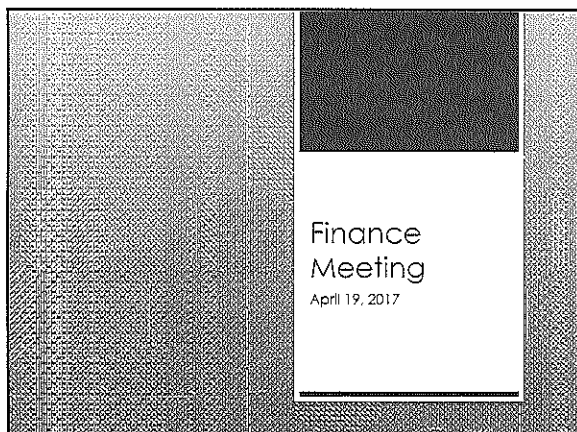
5/20 Adventureland trip for band

Regina Inter-Parish Catholic Education Center
Balance Sheet
March 31, 2017

	Mar 31, 17	Mar 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	794,255.07	713,567.31	80,687.76	11.31%
11000 · Savings	1,843,645.01	1,680,442.45	163,202.56	9.71%
Total Checking/Savings	2,637,900.08	2,394,009.76	243,890.32	10.19%
Accounts Receivable				
12000 · Tuition Receivables	1,219,903.85	967,156.30	252,747.55	26.13%
Total Accounts Receivable	1,219,903.85	967,156.30	252,747.55	26.13%
Other Current Assets				
12200 · Prepaid Computer Contracts	6,235.00	8,381.25	-2,146.25	-25.61%
Total Other Current Assets	6,235.00	8,381.25	-2,146.25	-25.61%
Total Current Assets	3,864,038.93	3,369,547.31	494,491.62	14.68%
Fixed Assets				
13000 · Long Term Assets	3,705,913.47	3,837,998.47	132,085.00	-3.44%
Total Fixed Assets	3,705,913.47	3,837,998.47	132,085.00	-3.44%
TOTAL ASSETS	7,569,952.40	7,207,545.78	362,406.62	5.03%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	1,558,061.50	1,149,765.90	408,295.60	35.51%
Total Other Current Liabilities	1,558,061.50	1,149,765.90	408,295.60	35.51%
Total Current Liabilities	1,558,061.50	1,149,765.90	408,295.60	35.51%
Long Term Liabilities				
26000 · Long Term Loans	584,562.55	610,017.79	-25,455.24	-4.17%
Total Long Term Liabilities	584,562.55	610,017.79	-25,455.24	-4.17%
Total Liabilities	2,142,624.05	1,759,783.69	382,840.36	21.76%
Equity				
30000 · Opening Balance Equity	4,972,571.19	4,972,571.19	0.00	0.0%
32000 · Unrestricted Net Assets	725,209.87	235,123.68	490,086.19	208.44%
Net Income	-270,452.71	240,067.22	510,519.93	-212.66%
Total Equity	5,427,328.35	5,447,762.09	-20,433.74	-0.38%
TOTAL LIABILITIES & EQUITY	7,569,952.40	7,207,545.78	362,406.62	5.03%

Regina Inter-Parish Catholic Education Center
Profit and Loss Statement
For the Nine Months Ending March 31, 2017

	<u>Jul '16 - Mar 17</u>	<u>Jul '15 - Mar 16</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
40000 · Tuitions	3,049,222.21	2,999,206.02	50,016.19	1.67%
41000 · Assessments	1,210,034.23	1,190,117.61	19,916.62	1.67%
42000 · Foundation Funding	296,740.17	175,957.77	120,782.40	68.64%
43000 · Diocesan Funding	13,476.00	12,118.91	1,357.09	11.2%
44000 · Nutrition Income	290,631.53	304,571.35	-13,939.82	-4.58%
45000 · Other Incomes	723,414.04	944,236.49	-220,822.45	-23.39%
46500 · Bus Route Income	5,157.75	52,717.57	-47,559.82	-90.22%
Total Income	5,588,675.93	5,678,925.72	-90,249.79	-1.59%
Gross Profit	5,588,675.93	5,678,925.72	-90,249.79	-1.59%
Expense				
60000 · Salaries & Wages	3,303,995.40	3,060,791.63	243,203.77	7.95%
60145 · Benefits	622,437.60	608,732.46	13,705.14	2.25%
61000 · Educational Supplies	420,701.79	396,780.96	23,920.83	6.03%
61040 · Computer Technology	61,854.26	96,541.49	-34,687.23	-35.93%
62000 · Facility Expenses	418,693.45	403,705.98	14,987.47	3.71%
63000 · Operating Expenses	65,332.18	70,520.42	-5,188.24	-7.36%
64000 · Building Upkeep	71,479.33	104,073.19	-32,593.86	-31.32%
65000 · Nutrition	175,297.27	193,058.08	-17,760.81	-9.2%
66000 · Income Offsets	396,988.03	191,591.81	205,396.22	107.21%
66500 · Busing - Routing	189,421.84	183,513.60	5,908.24	3.22%
68000 · Interest Expense	33,962.49	30,188.88	3,773.61	12.5%
69000 · Depreciation Expense	98,965.00	99,360.00	-395.00	-0.4%
Total Expense	5,859,128.64	5,438,858.50	420,270.14	7.73%
Net Income	-270,452.71	240,067.22	-510,519.93	-212.66%



Opening Reflection

- o Christ is Risen. We come together to discuss the finances of Regina, yet mindful of the meaning of this Easter season. Let us rejoice in our blessings. Let us have productive dialog keeping the children of the school in the forefront of our discussions. We ask your blessing on us, O Lord; in the name of the Father, the Son, and the Holy Spirit. Amen.

Committee Membership - Attendance April 19, 2017

- o Jennifer Lough
- o Deanna Greenl
- o Scott Nibaur
- o Matt Pardo
- o Stacy Sueppel
- o (Michele Goldsmith)
- o (Glenn Plummer)
- o (Celeste Vincent)
- o Pam Schowaller
- o (Terry Bowton)
- o Keala Boyesen
- o (Christy Chambliss)
- o Ellen Abusada
- o (Angela Villhauer)
- o Alan Ophelm
- o Janan Ruslan (Orlly Review)
- o Annie Kelly (Orlly Review)

Finance Committee Agenda April 19, 2017

- o Opening prayer
- o Role call
- o Opening comments
- o Strategic Planning -
 - o 2016-17 Goals - progress
 - o 2017-18 Goals - To Discuss
- o Review of Tuition Flyer
- o Question / comment on Iowa and Federal Vouchers
- o Quarterly review - 3rd Quarter - 9 Months Ending March 31, 2017

2016-17 Strategic Planning Goals

- o Continue to model a multi-year budget for strategic planning purposes - *Emphasis was on multi-year enrollment, but continuing efforts on high level multi-year full budget*
- o Stay engaged with International Student Project - *Emphasis on committee was enrollment; Angela and Alan both involved with efforts initiated from other areas*
- o Create an internal budget process for committees: Health & Safety, Catholic Identity (others as needed) - *Discussed and made a part of the budget*
- o Establish a sub-committee to identify on-going additional expenses surrounding increased building space - *Talked about with full committee; phase 0 added; Phase 1 pending and open item*
- o Resolve immediate busing issues while developing a longer term plan - *ICCSD 1 year extension; addressed time limits; proactively monitoring options*

2016-17 Strategic Planning Goals - Additional Notes

- o Successful passage of 2017-18 Budget
- o Modeling future enrollment projects
 - o Modeling multi-year high level budgets
 - o Both objects are on-going; enrollment done for three years based on 2016-17;
 - o Multi-year budget just starting with completion 2017-18 budget
- o Quarterly reports - Accomplished 1st 3 quarters with reports the month after completion of quarter

2017-18 Strategic Planning Goals

- o Continue to model a multi-year budget for strategic planning purposes
- o Stay engaged with International Student Project
- o Establish a sub-committee to identify on-going additional expenses surrounding increased building space
- o Remain proactively involved in fiscal knowledge of busing status; continue to align contracts with ICCSD and Durham for expirations
- o Discussion of other item(s) for inclusion in goals / objectives for 2017-18 and forward
 - o Maintain emphasis on Teacher Pay criteria
 - o Work with Strategic Planning Committee on additional Revenue Streams needed to accomplish goals

Additional Items

- o Review Tuition Flyer

- o Review Capital Campaign tracking workbook / summary worksheet

School Choice – Educational Savings Accounts - Vouchers

- o Education savings accounts function similarly to a voucher program by allowing parents to use state money to fund private school tuition or other non-public school expenses such as home school curriculum or tutoring.
- o Appears the only way it will pass in Iowa this year is if it is added as an amendment to the budget bill, and that is unlikely.
- o Iowa Cost \$240 Million
- o Federally – early voucher program is centered on minorities and low-income children. At this time, there is not enough know about the topic to know the likelihood of passage, or how it might impact Regina.
- o Source for above statements – DM Register 03-01-2017

Quarterly Review

- o Presentation by Alan – full board was invited

- o Next Finance Committee Meeting – May 17 4:30 p.m.

Health and Safety Committee Minutes
4-4-17

Present: Glenn Plummer, Celeste Vincent, Scott Nibaur, Janan Rustan, Scott Gaarde
Absent: Kris Bonnett, Kelli Zimmerman, Andrew Nugent, Sue Kloos

1. Review minutes from last meeting.
2. School Nurse update - Scott Nibaur is working with St Pats to potentially "share" nurse.
3. CPR Training was cancelled on MLK. Rescheduled training with Laurie Boland April 28,17.
4. Anti bullying Speaker- Staff to cont. to address potential speakers for the future.
5. Elem. Playground Equipment Replacement to be reevaluated after grounds of school are modified and adapted for building needs.
6. Regina Campus Safety and Potential Alice Training- Scott Gaarde will provide name of resource to contact from IC police Dept.
7. Safety Concerns of non-Regina kids attending JR high dances. Policy states that ONLY Regina students are permitted to attend. Recommend enforcing this to volunteers upon entrance to the dance. During Homecoming and Prom, guests from other schools must be signed up before the dance and bring their school ID.
8. Safety Concern of cars not watching for kids riding their bikes/walking across to side walk at Rochester Entrance. At current time, there is no \$ to fund a crossing guard at the entrance. We welcome any volunteers that desire to assist at entrance. Drivers need to increase awareness and give pedestrians the right away. Reminders are stated in the newsletter.
9. Goal Status of Health and Safety Committee for Regina BOE 2016-2017
 1. Hire a School Nurse- Continuing to address.
 2. Complete CPR/AED for Facility - Scheduled for April 2017.
 3. Complete CPR for HS students prior to graduation. Develop a long term goal and schedule for this training with Glenn Plummer- Goal Met. Currently in curriculum.
 4. Guest Speaker on Bullying- Goal Met.
 5. Back parking lot safety: more cameras and signs. Goal Met. Utilizing cameras to identify recent vandalism suspects.
 6. Estimate to replace Elem Playground equip. Consider this for Capital Campaign and Building upgrades/maintenance. Goal on hold at present time.
10. Newly Established Health and Safety Goals for Regina BOE 2017-2018
 1. Explore "sharing" a part time Nurse with St Patricks.
 2. Address Security measures utilizing cameras in/outside and lighting.
 3. Work with IC Police Dept increasing Regina's campus safety. Police to evaluate and provide recommendations to improve overall safety of campus. i.e. cameras, remove shrubs, speed bumps etc. Assess if Regina desires to offer an optional course in Alice Training to include faculty, adults, and HS students only.
 4. Address CPR and Automated External Defibrillator Trainer needs of Regina to maximize overall safety of the Regina community.

Respectfully Submitted,
Janan Rustan
Health and Safety Chair

Athletic Department Report

April

Track

The high school track programs hosted the Bob Brown Invitational on Saturday, April 1st. The meet was rescheduled from Saturday, March 25th due to weather. Five boys teams and four girls teams competed in the meet.

Soccer

Regina hosted the Catholic schools boys soccer tournament on Saturday, April 22nd at Tuma Soccer Complex in Marion. Regina finished third in the tournament. There were six teams at the event: Regina, Assumption, Waterloo Columbus, Council Bluffs St. Albert, Bellevue Marquette, and Dyersville Beckman.

Girls soccer will compete in the Adidas Tournament of Champions on Friday, April 28th, and Saturday, April 29th at the Rec Plex in Burlington.

PE Waiver

If a ninth through eleventh grade student seeks to enroll in “academic courses not otherwise available to the student,” the student’s parent may request excusal from physical education, in writing, if the school district’s board of directors or the authorities in charge of a nonpublic school determine that students from the school may be excused from physical education.

See Iowa Code § 256.11(5)(g)(1); Iowa Admin. Code r. 281—12.5(5)“f”.