

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, January 26, 2016

Regina MPR

6:30pm Regular Board Meeting

Our Vision:

“Regina strives to be the leading faith-based preK-12 educational center. We do this by instilling excellence through faith, character 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 | |
| d. Approval of Minutes – November 24, 2015 | |
| 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 | |
| -April and Janan | |
| g. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 5 minutes |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. Approval of 2016-17 Tuition Rates and Budget Update | |
| b. International Program Update | |
| c. Site Plan Update | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Board Chair – Present the plan and forms to be used for the evaluation of the Elementary and Jr./Sr. High School principals. | |
| b. Finance Committee – Present significant potential budgetary changes for the following academic year. Determine the early registration fee payment. See New Business (a) | |
| c. SIAC/Education - presentation of Iowa Assessment results. | |
| d. Set next school year tuition rate.
See New Business (a) | |
| 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	2/23/16	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	2/11/16	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	2/17/15	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	2/04/16	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Thursday	2/11/16	4:30 PM	HS Library
F. Catholic Identity Committee	4 th Thursday	2/25/16	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	2/8/16	6:00 PM	Business Office
H. Strategic Planning Committee	2 nd Monday	2/8/16	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	2/16/16	6:00 PM	HS Library

II. ENROLLMENT

2015-2016 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	469	463	461	461	462	464				
JR/SR	372	374	373	372	370	374				
PreK	82	80	80	80	82	82				
Total	923	917	914	913	914	920				

I. UPCOMING DATES

PISA Cake Auction	Jan 29	5:45PM	HS Gym
Catholic Schools Week	Jan 31-Feb 5		
	Feb 6	8:00AM	HS
7 th Grade Information Night	Feb 8	6:00PM	Cafeteria
9 th Grade Information Night	Feb 8	7:30PM	Cafeteria
11 th Grade Retreat	Feb 11		Off Site
Kindergarten Round-Up	Feb 11	6:00PM	Elementary
Gala	Feb 13		Off site
No School	Feb 15		
Used Uniform Sale	Feb 19 & 20		MPR
JH Valentine's Day Dance	Feb 20	7:00PM	Cafeteria

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Jan 27	2:10PM	HS Gym
Prayer Service K-6	Jan 27	2:30PM	Elementary Gym
Mass K-12	Feb 3	9:45AM	HS Gym
Prayer Service 7-12 Lenten Mural Painting	Feb 10	2:10PM	HS Gym
Reconciliation 7-12	Feb 17	9:00AM	Elementary Gym

III. Holy Days of Obligation

Ash Wednesday	Feb 10
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
November 24, 2015
Regina MPR
Regular Meeting Minutes

- I. Call to Order –Board of Education
 - a. Opening Prayer
 - i. Father Beckman provided opening prayer
 - b. Roll Call –
 - i. Voting Members (absent in parenthesis): Fr. Beckman, Teri Brennan, Jason Dumont, Patrick Gavin, Fr. Juarez, Anne Kelly, (Rick Larew), (Jim Nepola), Scott Nibaur, Matt Pacha, (Fr. Page), Janan Rustan, Kathy Shey, Angela Villhauer, Matt White, Fr. Witt
 - ii. Ex-Officio Members: (Bill Battistone), Carolyn Brandt, Tim Foley, Michele Goldsmith, Laura James, (Ryan O’Hearn),(Jessica Mehegan), Alan Opheim, Glenn Plummer, April Rouner, Amanda Rushton, (Stacy Sueppel), (Pam Showalter), Celeste Vincent.
 - c. Approval of Minutes- Kelly moved to approve, Rustan second, motion carried.
 - d. Approval of Agenda – Brennan moved to approve, Rustan second, motion carried.
 - e. Open to Audience- none.
 - f. Chairperson remarks- Congratulations to Regina football team. Request from the Foundation board to have BOE board members donate total of \$1300. Request that the money or a pledge be to April by the end of December.
 - g. Presentation of check for \$6,045 from Iowa City Run for the Schools. In addition, \$2474 to individual grades for participation and \$7100 in donations.
- II. Administration Reports
 - a. Elementary – Report in packet.
 - b. Jr/Sr High – Report in packet.
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet. Received \$2450 grant from Washington County Riverboat Foundation.
 - e. Religious Education – Report in packet.
 - f. Foundation – Report in packet.
 - g. Boosters, PISA, Home & School – reports in the packet.
- III. Old Business Update
- IV. New Business Discussion
- V. Calendar and Discussion Items
- VI. Committee Reports – Reports in packet.

- VII. Meeting Schedule:
- | | | | | |
|-----------------------|---------------------------|----------|--------|-----------------|
| a. Board Meeting | 4 th Tuesday | 11/24/15 | 6:30pm | MPR |
| b. Executive | 2 nd Thursday | 11/12/15 | 6:30am | Business Office |
| c. Finance | 3 rd Wednesday | 11/18/15 | 4:30pm | HS Library |
| d. Policy/ByLaws | 1 st Thursday | 11/05/15 | 9:00am | Business Office |
| e. SIAC/Education | 2 nd Thursday | 11/12/15 | 4:30pm | HS Library |
| f. Catholic Identity | 4 th Thursday | 11/12/15 | 4:00PM | HS Library |
| g. Building & Grounds | 2 nd Monday | 11/09/15 | 6:00pm | Business Office |
| h. Strategic Planning | 2 nd Monday | 11/09/15 | 6:30am | Panera C'ville |
| i. Health & Safety | 3 rd Tuesday | 10/20/15 | 6:00pm | HS Library |
- VIII. Closing Prayer – Fr. Rudy provided closing prayer.
- IX. Executive Session
- a. 7:01 Fr.Rudy moved to adjourn into Executive Session, Fr. Witt second, motion passed.
 - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 7:46 pm the board reconvened from Executive Session
- XI. Adjournment – At 7:47pm Juarez moved to adjourn the meeting, Nibaur seconded, motion passed.

Respectfully submitted,
 Kathy Shey
 BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
January 2016**

FACILITATOR OF FAITH COMMUNITY

THANK YOU –

During the week of Catholic Schools Week, we remember and thank our four supporting parishes and their pastors. We also remember and thank our dedicated board members who generously give their time and efforts to assist Regina.

PRAYERS-

To all of our families and friends as we start this new year.

UPCOMING RELIGIOUS CELEBRATIONS:

January 27th – K-6 Prayer Service at 2:30 pm

February 3rd – K-12 Catholic Schools Week Mass (6th Grade) at 9:45 am.

February 10th – K-6 Prayer Service for Ash Wednesday at 2:30 pm

CATHOLIC SCHOOLS WEEK:

Catholic Schools Week is January 31st through February 6th. There are many activities planned in the elementary. We will have a handout on all the Catholic Schools Week activities for the board.

UPCOMING SERVICE PROJECTS:

February – Heart Wall (2nd Grade) and Jump Rope for Heart.

JANUARY SERVICE MISSION-We were able to have a wonderful January collection for the Ronald McDonald House. Our donations will help to support families who stay at the house when they have someone who is ill in the hospital.

STANDARD #1 - VISION

IOWA ASSESSMENTS – During January, we will be reporting to the public the NGE (National Grade Equivalency) scores with a letter home to parents and families. More data will be presented during business items as seen on your agenda. We are very pleased with the progress our students continue to make over time at Regina.

JANUARY IN-SERVICE – We had many great opportunities for professional development on January 18th. We had A.L.I.C.E safety training for center-wide employees. We had a presentation by Jodie Eidhal on “close reading”, and the elementary staff worked on Iowa CORE standards in the afternoon. It was a very productive day.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

SCIENCE STANDARDS-Celeste attended a workshop on Grant Wood AEA on Friday, January 22nd on the new Iowa Science Standards.

GWAEA Long Range Planning- Glenn, Tim, Bill, and Celeste met with our Grant Wood AEA School Improvement Team Leader and our two Grant Wood AEA literacy consultants on January 6th to look at system data and do some planning for the future on literacy.

DIOCESAN PRINCIPALS' MEETING- During our Diocesan Principals' Meeting, we had a presentation from Holly Barnes who works for the state education department. She confirmed that accreditation standards for schools are changing and the main focus will be on results for K-6 literacy as determined by FAST testing. More information on this will be coming at a later date.

STANDARD #3 - MANAGEMENT

ASSISTANT PRINCIPAL – Bill Battistone has completed his one-year anniversary at Regina Elementary.

END OF FIRST SEMESTER – Report cards for specials were sent home for all grade levels, and report cards for 5th and 6th grades were also sent home for the end of 2nd Quarter/1st Semester.

KINDERGARTEN ROUND-UP – Kindergarten Round-Up will be held on February 11th at 6:00 pm. We are working closely with the preschool and the admissions office to coordinate our outreach for Kindergarten Round-Up. As a team, information has been sent to local preschools, Regina's preschool parents, and local businesses to promote the event.

STANDARD #4 - COLLABORATION

SUPPORT GROUPS – We thank PISA for the Advent decorations.

FAMILY FUN NIGHT-Home and School will be hosting their Family Fun Night on January 23rd in the cafeteria at 6:00 pm.

Meeting Dates:

Home and School –	February 4 th
PISA-	February 8 th -
PTO-	February 4 th or February 11th

STANDARD #5 - ETHICS

EVALUATION – Administrators are beginning second semester evaluations.

HEARING TESTS – The hearing van from Grant Wood AEA will be here on February 22nd for a second round of hearing screenings at Regina.

SIAC- As required, Iowa Assessment Scores and progress were shared with our School Improvement Advisory Committee/Education Committee on January 14th.

HEALTH AND SAFETY-ALICE training, which was a Health and Safety goal, was completed on Monday, January 18th.

STANDARD #6 - LEARNING COMMUNITY
ENROLLMENT SUMMARY

K= 68 (1 new student)

1=68 (1 moved/1 grade change)

2=62 (2 new students)

3=65

4= 78 (1 new student, 1 moved)

5= 55 (1 new student)

6= 73 (1 new student)

Total=464 students

Total of 6 new students

Accomplishments- Mid Year Update

1. FAST Training- All K-3 teachers trained, using testing procedures, examining data, and working on second round testing periods.
2. AM/PM Licensure- Administrators worked jointly with AM/PM coordinators to complete new requirements under DHS. Granted "Permission to Open" by DHS in December 2015. Waiting on their return for a second check for full licensure.

**Admissions
Pam Schowalter
Board of Education
January 2016**

Elementary had 461 students for certified enrollment on October 1, 2015. Currently we have 464 students. Since our November Board of Ed meeting, elementary had 3 students (2-1st and 1-4th grade student) who moved away. Elementary did add in Dec./Jan—6 students (1-K, 2-2nd, 1-4th, 1-5th, 1-6th).

Junior/Senior High had 373 students for certified enrollment on October 1, 2015. Currently we have 375 students. Since our November Board of Ed meeting, Junior/Senior High added 7 new students (1-9th, 1-10th, 5-11th).

Our current enrollment #'s for 2015-2016-- 839 students

This is compared to 2014-2015--818 students

A growth of 2.56%

	K	1	2	3	4	5	6	7	8	9	10	11	12	total
Nov	62	71	59	65	78	54	72	68	58	68	74	47	58	834
Jan	63	68	62	65	78	55	73	67	57	69	73	51	58	839

Retention

- Christmas Card picture of 6th grade teachers and administrators (Christmas Present) and Junior High teachers and administrators (Christmas Future) were made into a card and sent to all current 6th grade students (75 cards).
- Christmas Card pictures of Junior High teachers and administrators (Christmas Present) and Senior High teachers and administrators (Christmas Future) were made into a card and sent to all current 8th grade students (58 cards).
- New families to Regina this year received Christmas Cards.
- Student Ambassadors were thanked and appreciated by “St. Nick” for all their assistance throughout the year.
- Referral thank you notes were sent out to referrals from current Regina families
- Prospective preschool students at Regina received an invitation to Kindergarten Round Up.
- 4-5 year old Preschool students received an invitation with free admission and free popcorn to Crownie Night on January 22, 2016.
- We are working with our students and staff to have speakers at our four parishes and the Newman Center to express our gratitude for their ongoing support and to celebrate Catholic School’s Week.
- Exit interviews are ongoing, as well as cards to these students.
- S.I.T./Student Involvement Team met and discussed Transition Information Night for our current 6th and 8th grade students.
- Working with Student Ambassadors on postcard promotion for current 6th grade students.

Recruitment

- Distributed posters for Kindergarten Round Up to parishes, Newman Center and local businesses.
- Visited and distributed “Save the Date” invites to daycares and preschools. 56 received postcards and posters for their family bulletin boards—covered Iowa City, Coralville, Solon and North Liberty.
- Ongoing tours and Shadow Days
- Assisted new families (December/January start dates) with SMART tuition, uniforms, lunch accounts, etc...
- Currently, we have 37 students registered for Kindergarten. Pre registration for kindergarten will receive a free gift—Class of 2029 t-shirt w/Crownie.
- Crownie Night sent 140 invitations to prospective students (shadows/tours/phone inquiries/4-5 year old preschoolers).
- Kindergarten Round Up notices for parish bulletins.
- Wrote and sent ad to the Catholic Messenger for Kindergarten Round Up and Transition Night.
- Designing and marketing a folder format for Transition Night for current 6th and 8th grade students.

Director – Finance / Operations
January 26, 2016 Board Meeting
Report From Alan Opheim

Business Office –

- Budget work by Alan, and year-end reports and requirements consumed a majority of office time during December and January.
- I completed 17 hours of continuing education between Christmas and New Year's bringing my total to the required 30 hours for 2015. (IMA's Certified Management Accountant)

Special Events / Fundraising

- Gala plans are in full swing. The on-line auction catalog is now open, with bidding to start shortly.
- Watch your constant contacts and other sources of information for details as we go through the next couple of months for Gala details, and other Special Events happenings on the horizon.

Buildings & Grounds

- We have continued to have small leak issues with the barrel roof. This will become a priority of B&G in the coming years, however we will patch as long as practical and cost efficient.
- On Tuesday, January 19, the school day started with a partial power outage, followed by brownout conditions in the older sections of the building (6th grade and high school). This led to a motor burning out, which led to a strong electrical smell in the building. MidAmerica was notified when the power outage / brownout occurred. The fire department was notified when the smell began, and they agreed with our decision to move junior-senior high students to the cafeteria, doubled up the physical education time for all 6th graders, and moved the Buddy Room of the preschool in with the other classes. The smell did not permeate the whole building, however, with power and shorting out issues, we believed it best to have all of those students together. The good news was that MidAmerica soon found the source of the problem and had their portion fixed in about 40 minutes. Although we requested one fire truck as a precautionary measure, they responded with a complete response team until they were sure there were no fire issues, which they determined within 5 minutes of arrival. We also called in Homewood Electric to ensure the safety of our inside transformer and some other electrical items to ensure they were not the source of the smell. The building was aired out. Ultimately, later in the day, it was ascertained the electrical smell came from a motor on the compressor, however at the point electrical, fire, and electrician all left, everyone had deemed the building safe for full occupancy. The source of power is different for the Elementary school, so grades K-5 and 2 of the preschool rooms were not impacted, and probably most did not know what was taking place at the high school. All students were back on schedule by 9:10 for 2nd period of the day. Compliments to students, staff, fellow administrators, MidAmerica, the fire department, and Homewood Electric for their parts in transitioning a very large unknown into a well-managed situation. All parties performed as we would want and expect.

Building and Grounds (Con't)

- February 1, 2016 was the performance date we gave Johnson County when we notified them that Regina would no longer be willing to host voting. They opted to move the Special Election voting to another location, so we are officially off the list as a voting site for elections. [As a note, we have refused to host caucuses for many years.]

Ad Hoc and other participation

- Site Plan -- Meetings with Jason, Structure, and internal
- Advancement Team meetings
- Meetings as needed (Security, custodial, administrators, budget topics,) - 10+

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
BALANCE SHEET
December 31, 2015

	Dec 31, 15	Dec 31, 14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 - Unrestricted Cash	739,659.16	702,452.71	37,206.45	5.3%
11000 - Savings	1,597,849.34	1,321,025.04	276,824.30	20.96%
Total Checking/Savings	2,337,508.50	2,023,477.75	314,030.75	15.52%
Accounts Receivable				
12000 - Tuition Receivables	1,539,808.45	1,778,738.08	-238,929.63	-13.43%
Total Accounts Receivable	1,539,808.45	1,778,738.08	-238,929.63	-13.43%
Other Current Assets				
12200 - Prepaid Computer Contracts	8,381.25	0.00	8,381.25	100.0%
Total Other Current Assets	8,381.25	0.00	8,381.25	100.0%
Total Current Assets	3,885,698.20	3,802,215.83	83,482.37	2.2%
Fixed Assets				
13000 - Long Term Assets	3,871,118.47	4,003,598.47	-132,480.00	-3.31%
Total Fixed Assets	3,871,118.47	4,003,598.47	-132,480.00	-3.31%
TOTAL ASSETS	7,756,816.67	7,805,814.30	-48,997.63	-0.63%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 - Current Liabilities	1,803,394.53	1,976,161.79	-172,767.26	-8.74%
Total Other Current Liabilities	1,803,394.53	1,976,161.79	-172,767.26	-8.74%
Total Current Liabilities	1,803,394.53	1,976,161.79	-172,767.26	-8.74%
Long Term Liabilities				
26000 - Long Term Loans	610,017.79	634,700.78	-24,682.99	-3.89%
Total Long Term Liabilities	610,017.79	634,700.78	-24,682.99	-3.89%
Total Liabilities	2,413,412.32	2,610,862.57	-197,450.25	-7.56%
Equity				
30000 - Opening Balance Equity	4,972,571.19	4,973,514.19	-943.00	-0.02%
32000 - Unrestricted Net Assets	235,123.68	-217,328.00	452,451.68	208.19%
Net Income	135,709.48	438,765.54	-303,056.06	-69.07%
Total Equity	5,343,404.35	5,194,951.73	148,452.62	2.86%
TOTAL LIABILITIES & EQUITY	7,756,816.67	7,805,814.30	-48,997.63	-0.63%

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
INCOME STATEMENT
AS OF DECEMBER 31, 2015

	Jul - Dec 15	Jul - Dec 14	\$ Change	% Change
Income				
40000 · Tuitions	1,832,761.16	1,852,175.79	-19,414.63	-1.05%
41000 · Assessments	817,386.46	765,408.98	51,977.48	6.79%
42000 · Foundation Funding	175,957.77	308,127.15	-132,169.38	-42.89%
43000 · Diocesan Funding	12,116.28	10,363.56	1,752.72	16.91%
44000 · Nutrition Income	185,409.84	200,836.62	-15,426.78	-7.68%
45000 · Other Incomes	681,651.04	482,917.56	198,733.48	41.15%
46500 · Bus Route Income	52,592.57	253,736.74	-201,144.17	-79.27%
Total Income	3,757,875.12	3,873,566.40	-115,691.28	-2.99%
Gross Profit	3,757,875.12	3,873,566.40	-115,691.28	-2.99%
Expense				
60000 · Salaries & Wages	2,012,100.50	1,963,616.37	48,484.13	2.47%
60145 · Benefits	398,757.34	380,598.42	18,158.92	4.77%
61000 · Educational Supplies	257,155.60	209,838.04	47,317.56	22.55%
61040 · Computer Technology	90,667.36	20,217.47	70,449.89	348.46%
62000 · Facility Expenses	264,904.44	294,931.41	-30,026.97	-10.18%
63000 · Operating Expenses	51,478.95	56,833.48	-5,354.53	-9.42%
64000 · Building Upkeep	82,360.99	54,247.93	28,113.06	51.82%
65000 · Nutrition	122,766.46	105,108.68	17,657.78	16.8%
66000 · Income Offsets	131,999.43	171,385.41	-39,385.98	-22.98%
66022 · Benchwarmer payouts/expenses	20,004.91	0.00	20,004.91	100.0%
66500 · Busing - Routing	101,088.00	89,141.99	11,946.01	13.4%
68000 · Interest Expense	22,641.66	22,641.66	0.00	0.0%
69000 · Depreciation Expense	66,240.00	66,240.00	0.00	0.0%
Total Expense	3,622,165.64	3,434,800.86	187,364.78	5.46%
Net Income	135,709.48	438,765.54	-303,056.06	-69.07%

**Regina Tri-Parish Religious Education
Board Report
January 26, 2016**

January 6, 2016

- Catechist in-service

January 10, 2016

- First class since Christmas for 7th and 8th graders.
- They talked about "Family"

January 13, 2016

- First class since Christmas for K-6th grade.
- Kindergarten had Father Corey Close talk about the different items in the Chapel. Then they had a prayer service in the Chapel. Thank you Father.

January 20, 2016

- Second class since Christmas for K-6 grade.
- 1st grade did a craft project and a prayer service led by Shelley Rublaitus. Thank you Shelley!
- 6th grade had a visit with Father Steve Witt. Thank you Father.

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

**Regina Foundation
Executive Director's Report
January 15, 2016**

ANNUAL APPEAL UPDATES:

- Annual Appeal 2015-16 funds received to date = \$155,231 (same time last year \$160,650). Unrestricted: \$104,650.
- Regina's Impact Report mailed on 12/10 to 5000 households. Report served as 1st public distribution of Appeal goals/components.
- 416 Leadership cards mailed the week of December 14th with aspirations/inspirations theme
- Year-end email blasts garnered a number of gifts and positive comments. Also, spoke with several donors either on the phone or in person in regards to year-end Appeal gifts.
- Development Committee (Business Phase Team Leaders) and Business Phase Team Members met on Jan. 12th to discuss details of the Business Appeal and also identify best business prospects (those with Regina connections). Eight non-committee members committed to making personal calls on businesses. Timeline for call completion is Feb. 29th. Volunteers had good ideas about natural business partnerships that we could check into. One volunteer will arrange a meeting with a potential business donor for me to present the Appeal giving opportunities/impact.
- All other businesses and Regina parents will receiving an Appeal donation request mailing in January.

ADVANCEMENT WORKS:

- Charitable Remainder Trust /Annuity agreement was signed on 12/18 for a gift of property (both residential and commercial) with an estimated value of \$500K. Donor's son-in-law will serve as trustee (in conjunction with Hills Bank Trust Dept). They will work with property management company until the property can be sold by a local realtor.
- Memorials received in December included \$155 in memory of Helen Gordon (parent of alums). This amount was restricted to the Teacher Endowment Fund. On Dec. 10th, Ann Romanowski added a personal gift of \$5,000 to the \$4,165 received earlier for Mike's memorial funds. All Romanowski funds were restricted to the Regina baseball program
- Thanksgiving "Thank You" card sent to all leadership donors by Foundation on behalf of both boards
- ED attended the senior citizen Thanksgiving dinner hosted by Regina's Key Club on November 19th.
- Trish and April made a One Ask call on a local bank on 1/14/16 and have another scheduled for 1/28.
- Advancement Committee agreed we need to start working on more strategic planning issues than simply reporting.

COMMITTEE WORKS: Reports on all of the following meetings will be provided by Committee chairs.

- Executive ...met on January 13th. Scheduled to meet with BOE execs on January 26th.
- Finance: Met with trust officials from MWO on Jan. 7th and Hills Bank on Jan. 8th to discuss endowment funds.
- Development...met on January 12th (see above in Annual Appeal section)
- Stewardship...met on January 13th.
- PR/Marketing...met on January 14th.

OTHER:

- ED met with Johnson County Community Foundation officials on 11/19 to discuss potential partnership. Will report on meeting at January 2016 board meeting.
- Much work done in preparation of various committee meetings and in follow-up after.
- Lots of work completed on coordinating the Alumni Career Day scheduled for Thursday, Feb. 4th during Catholic Schools Week. Good response for alums to be a mentor in this capacity.
- Numerous end-of-year letters sent out...both thank-you's from year-end gifts and tax letters for 2015.
- Scheduled internship interviews with UI students found via Hire A Hawk
- Greece trip update...at one point we had 35 people signed up, 3 cancelled, but the other 32 have now all paid in full. I will hold a trip meeting at Regina in mid-February for everyone that is signed up.
- Attended Home & School meeting on January 7th.
- Sarah Smith from Cedar Valleys Catholic Schools came to Regina to discuss best practices with ED in early December. Sarah is the new development officer for CVCS.
- Five days of vacation taken in January.

Finance Committee

Meeting Notes: January 6 and January 20

Attendees 1-6: Alan, Deanna, Pam, Scott, Janan, Patrick, Stacey, Glenn, Matt, Celeste, Jennifer, and Angela

Attendees 1-20: Alan, Trish, Matt, Jennifer, Pam, Scott, Stacy, Glenn, Janan, Celeste and Angela

Due to the time of year, we have been having two meetings each month focusing on budget as well as other topics. These last two meetings have been very similar in content; therefore I am only submitting one set of notes, combined.

Budget

A final budget is near completion; we are waiting on a few final pieces of information. Once those are received, health insurance rates in particular, we will have a final budget to present to the finance committee and then the full board for approval. The target date is no later than March. Improving teacher's salaries has been a focus in the budgeting process. Alan has shared the expense and income projections along with headcount calculations.

Tuition

Modeling is complete and tuition numbers will be presented to the full board for approval during the January meeting. Tuition will be presented without full budget approval. Finance committee was in unanimous agreement with proposed tuition.

Fall Fun Festival

Trish presented to the historical group statistics on the FFF and indicated she is exploring a change in date. Finance committee agreed that if Trish wanted to pursue a change in date, they would support such change.

Parish Priest meeting

Alan and Angela met with 3 of the parish priests (Fr Beckman was unable to attend) to discuss parish contributions to Regina, as well as how we could interact with the parish finance committees. We recognize how extremely important the parish contributions to our operating budget are and thanked them for the generous support of their parish members and church. We will be meeting periodically with their finance committees in addition to the priests.

Foundation Endowment update

The Foundation has provided us with their endowment contribution for the upcoming budget year. It should be an increase year over year, and is based on a rolling 36-month results formula. We thank the foundation for their continued support.

School nurse

Health and Safety has proposed adding a school nurse to the budget. At this time it is too late for the upcoming budget to just insert an expense without a corresponding reduction of another expense or a non-tuition income source. This position, with additional information supporting the position, will remain a strong consideration for future budgeting. The Committee supports searching for grants or sponsors to help fund the position in the future, much like is done with the trainer.

Site Plan – Sustaining Cost

Alan handed out a sheet that is the starting point for calculating sustaining costs of adding a building to Regina. At this time, he is requesting Committee members to alert him to items that will add to the cost of running and maintaining Regina.

Policy and By Laws Committee
January 7, 2016 9:00 AM

Present: Kathy Shey, Alan Opheim, Glenn Plummer, Celeste Vincent

1. Celeste reported that per Lee Morrison all diocesan policies 100-500 and 700-900 have been reviewed and/or revised. We will plan to review in March when they are formally approved.
2. Kathy will work on revising board self evaluation.
3. Reviewed and revised the following policies:
 - a. 207.0R
 - b. 210.5R
 - c. 241.0R
 - d. 209.0R
 - e. 242.0R
4. Plan to look at by laws and corresponding policies at February meeting.

Respectfully submitted,
Kathy Shey

**Regina Catholic Education Center
Building and Grounds Minutes
January 18, 2016**

Attendees: Jason Dumont, Doug Bottorff, Scott Nibaur, Mike Streb, Tom Haverkamp, Tom Brandt, Ryan O'Hern, Tim Foley, Jim Burchers, and Alan Opheim

Topics

- Jim Burchers was introduced as our Facilities Coordinator and Ryan O'Hern as the Activities Director. This was the first opportunity to introduce these two individuals to the Committee.
- Reviewed site plan with Jason providing some of the history to explain how we reached this stage of the plan. 4 panels of drawings were shown. The Site Plan Ad Hoc Committee members were also invited to this meeting, if not already members. Jason made sure the Committee understood that these are conceptual drawings; construction drawings will have some minor changes to them. There is a lot of work to do, but this summarized work done by both the preschool committee and site plan committee in order to provide the starting point for our board and the Foundation Board to look at the concept and to determine next steps.
 - **The Committee by consensus agreed to send forward the ideas and concepts to the Board.**
 - Alan handed out a sheet that is the starting point for calculating sustaining costs of adding a building to Regina. At this time, he is requesting Committee members to alert him to items that will add to the cost of running and maintaining Regina.
- Reviewed projected summer projects – current list includes carpeting, continued roof patching (knowing the barrel roof will need redone within 3 years), outside door painting, west side of barrel roof painting, and other smaller projects. The Committee recommended our continued front lot and loop patching by Shamrock with the emphasis on the drive and loop, and not the parking for this year. We will also have a tuck-point review done by a vendor(s) not Karr as we already have an estimate from them.
- Boosters – Tom Brandt –
 - Discussed current status of baseball project
 - Noted that basketball coaches and others would like the gym sanded down, however financially this is not realistic at this time.

The meeting adjourned after an hour of productive discussion and participation of the members.

Health and Safety Committee Minutes 1-19-2016

Present; Rick Larew, Janan Rustan, Celeste Vincent, Glenn Plummer, Kris Bonnett, Scott Nibaur, Jan Miller, and Ann Larew.

Absent; Scott Gaarde, Angela Villhauer

Review committee goals for 2015-2016

- a. ALICE training, update from Glen and Celeste to confirm next training dates.

Completed Monday Jan. 18th ☺

- b. Health Information readily available to Coaches. Do we need to purchase iPads for coaching staff?

This fall, Carolyn Sueppel printed the emergency card for each player and placed it in a book. This book was given to each coach for the fall activities. Carolyn is still working on an App called "R school". This app will allow coaches to access their student athlete's medical history and current medical problems via phone or tablet. More to come on that!

- c. Regina obtaining a School Nurse.

Jan Miller and Ann Larew came and talked to our committee about the duties they performed as medical professionals in supporting Regina facility members and our students. In a few minutes we outlined about 30 duties a school nurse could assist Regina facility and students with. Scott N presented this to Finance and decision has been made to table this for now. Health and Safety will continue to work on funding this position through Mercy Medical Center or the University of Iowa. We will put together a job description for Finance and the Regina School Board. This will continue to be part of our Strategic Plan for FY16- FY17.

- d. Hosting a guest speaker at Regina to discuss safety or health topics targeting our students.

We have secured a guest speaker, Craig Badura from Omaha. His topic is on Digital Citizenship. He will speak to the students, administration, and parents on March 28th. Home and School, Boosters, and PTO have agreed to donate \$500.00 towards this event. PISA has agreed to donate \$100.00 towards this event. The rest will be funded by Regina. Glenn and Celeste will start working with Craig to set up an agenda for the day.

3. New Business

- a. West High bomb threat- **Due to cold weather, West High loaded all students on buses.**

A concern from Health and Safety is that buses are now off site, how long it will take Durham to get buses here if we would have a bomb threat during severe weather. Celeste and Glenn are having conversations with Durham this week to answers questions like;

- 1. How many buses would we need to evacuate all Regina Students?**
- 2. How fast can you get buses to Regina?**
- 3. Do you have an emergency contact for situations like this?**

Glenn is also going to review our crisis plan with Scott Gaarde and will discuss the protocols for having police escorts available if Regina would have a bomb threat.

- b. **We reviewed the site plan and will send our recommendations to B & G.**

- c. **Please welcome Kris Bonnett to Health and Safety, she has joined our committee and we greatly appreciate having her on board.**

Next meeting: Tuesday February 16th 6pm in Media Center.

Catholic Identity Meeting January 7, 2016

Attendance in multipurpose room: Rick Larew, Carolyn Brandt, Bill Battisone, Father Steve Witt, Shelly Conlon, Scott Nibaur, Ann Larew, Glenn Plummer

1. Opening prayer with Father Steve Witt
2. Minutes from last meeting presented and agenda
3. Kairos update. Bill and Shelly collaborating - they are leaving for retreat in 2 weeks, Thursday, January 21 They will be going to Dowling to learn about their program. Money earmarked from Board of Education - \$6000 - for next year 2016-2017 - will cover 2 retreats in January 2017 and March 2017. Cedar Falls retreat centers - goal is 30 students for each retreat. Bill and Shelly will visit Dowling for training - our first retreat they will provide student leaders and we will provide the adult leaders, The next retreat we will have our own staffing. Ideally it is a junior retreat led by seniors - first year juniors and seniors may be involved depending on numbers and interest. School bus transportation.. Father Witt has discussed this with pastors and they have given approval - he will share further details with them He feels it is a good experience.
4. Newman Center update. Newman Singers will come here for first combined concert during Catholic Schools Week. Joe Mattingly (Newman Center) and Carolyn (Regina choir director) and Scott have met and discussed. If this works well, goal is to have combined Christmas concert next year - probably at Newman Center. Also discussed possibility of Regina choir going out to parishes and singing at Sunday mass at times, maybe monthly Further discussions will take place about this - would like to pursue without adding further burden to Regina choir director. Possibly parish music directors could help out and coordinate this.
5. Father Steve and other priests have discussed that they would like to get email addresses from high school seniors to send out newsletters from the Newman Center to students
6. Update on collaboration with other area Catholic institutions - Regina counselor Lynn has spoken with representative from Mount Mercy in Cedar Rapids to discuss some collaboration. St Ambrose is doing visit day during Catholic Schools Week.
7. Possibility of school nurse - still being discussed. funding from Mercy Hospital seems unlikely at this time. This proposal is being further discussed at the Health and Safety Committee meeting
8. Further ideas for increasing Catholic presence in the school. Will get ideas from Dowling visit Possible quotes on walls, statues, etc. Ideas discussed for funding - maybe Gala project?
9. Home schooling policies discussed. In short, diocesan policy (All dioceses in Iowa) pretty much forbids this
IMS does allow some home schoolers to participate in some classes, sports, etc. - case by case basis - variable fees.
For a variety of reasons, this probably will not work and will not be pursued further by this committee at this time.

Catholic Identity Meeting January 7, 2016

10. High school update. Christmas basket project completed - 17 families served. Senior retreat coming up in a couple weeks at Newman Center. Father Jeff and college student will help facilitate. Reconciliation services in December for both elementary and high school. Lent coming up and Shelly will discuss with seniors. Shelly took a group of students to Chicago for service project last summer. Port Ministries in Chicago is the site. Mr Plummer reported that next year there will be religion class every day in the high school.

11. Carolyn Brandt reported on religious education. Last night was prayer service and inservice for catechists. They were asked to put down some resolutions for religious ed for the semester. Next Wednesday will be first class with all of the students. Steady enrollment. About 35 teachers help out with this program - background check and Virtus up to date for all of them. Each must have 15 hours of education - Carolyn does inservice twice a year for them to help with this. Religious education reports to elementary school administrators. This Sunday will be first meeting for 7th and 8th graders at St Patricks.

12. Elementary school update - Advent services were beautiful. Theme for Lent is "Were You There?" Each classroom will get a different event, will discuss and make pictures and put in the hallways in chronologic order - will end with Easter in the 6th grade

13. New business - Father Hendricksen will again be doing masses for soccer teams in the chapel at 7am on Friday mornings beginning April 1

14. Next meeting set for Thursday, February 18, 2016, in the multipurpose room.

Meeting closed with Hail Mary

Notes submitted by Ann Larew