

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, June 28, 2016

Regina MPR

6:15 Reception for Outgoing Board Members

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

- | | |
|---|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – May 24, 2016 | |
| 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. Motion for acceptance of deed for 1 st
Ave property from Foundation | |
| b. Resolutions | |
| c. Feasibility Study Follow-up | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| • Administrator(s) – Submit their initial Performance and Personal Growth goals for the upcoming school year to the Board of Education. | |
| • Board Chair – Conduct the election of officers for the upcoming school year. Adhere to Policy #205 R Transfer of Board Records Policy.
-Recognition of out-going Board Members and Staff. | |
| • Policy/By-Laws Committee – Conduct the Board of Education Self Evaluation | |
| • Committee Chairs – Present Year-End summaries for committee actions. | |
| 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	7/25/16	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	7/14/16	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	7/20/16	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	TBA	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Thursday	TBA	4:30 PM	HS Library
F. Catholic Identity Committee	4 th Thursday	7/23/16	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	TBA	6:00 PM	Business Office
H. Strategic Planning Committee	3 rd Monday	7/18/16	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	7/19/16	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	466	464	464	464
JR/SR	372	374	373	372	370	374	374	373	373	373
PreK	82	80	80	80	82	82	82	82	82	82
Total	923	917	914	913	914	920	922	919	919	919

I. UPCOMING DATES

Board Retreat	July 16	8am-12pm	St. Patrick's Church
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II. PRAYER SERVICE/MASS SCHEDULE

III. Holy Days of Obligation

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

May 24, 2016

Regina MPR

Regular Meeting Minutes

- I. Call to Order –Board of Education
- II.
 - a. Opening Prayer
 - i. Father Page 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’Hern), (Jessica Mehegan), Alan Opheim, Glenn Plummer, April Rouner, (Amanda Rushton), Stacy Sueppel, Pam Schowalter, Celeste Vincent.
 - c. Approval of Minutes- Kelly moved to approve, Rustan second, motion carried.
 - d. Approval of Agenda – Kelly moved to approve, Nibaur second, motion carried.
 - e. Open to Audience- welcome to Sue Kloos who will be new rep from St. Mary.
 - f. Chairperson remarks- Congratulations to track team. Congratulations to teachers and staff on a great year. Good luck to Mr. Battistone who is getting married.
- III. Administration Reports
 - a. Elementary – Report in packet.
 - b. Jr/Sr High – Report in packet. Graduation details discussed.
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet.
 - e. Religious Education – Report in packet.
 - f. Foundation – Report provided. Have not yet reached goal for Annual Appeal. Encouraged all board members to give at their ability. Provided culture of philanthropy handout. Scholarship luncheon tomorrow.
 - g. Boosters, PISA, Home & School – reports in packet
- IV. Old Business Update
- V. New Business Discussion
 - a. Approve Diocesan and Regina Staff Handbook. Fr. Witt moved to approve the Diocesan and Regina staff handbook, Kelly seconded, motion carried.
 - b. Review resolutions- Feasibility Study, Budget, Staff Handbook. Opheim reviewed resolutions, no board approval needed.
- VI. Calendar and Discussion Items
 - a. Board Chair/Executive Committee- Invite the new Board of Education members to the June board meeting.

- i. Announce the slate of Board Officer Candidates for the upcoming school year. Nibaur reported that current executive committee will stay as is for the next year.
 - b. Board of Education- Attend the Regina Inter-Parish Catholic Education Center graduation ceremonies. Pacha and Plummer encouraged all to attend.
 - c. Building and Grounds Committee- Inspect the Regina Inter-Parish Catholic Education Center facility and provide a report on the immediate needs. Report was in April packet, remains ongoing.
 - d. Strategic Planning Committee- Develop the invitation list, and announce that date time and location for the annual goal setting retreat. Kelly reported retreat scheduled for July 16, 2016 from 8-12 in the Music Room.
- VII. Committee Reports – Reports in packet. Fr. Witt provided updated on Catholic Identity and requests for Catholic identity within Capital Campaign.
- a. Motion by Father Witt in regards to current indoor and out of door facilities the CID committee is asked to formulate a budget and to outline specific projects and items to be purchased and installed at Regina to enhance the Catholic Identity at the Regina Education Center. The budget may be adjusted to reflect the total school budget. The integrity of the CID budget will be respected and not subject to disproportionate cuts or decreases. Seconded by Dumont, motioned carried.
 - b. Motion by Father Witt in regards to the proposed remodel and expansion project the CID Committee is asked to formulate a budget and proposals for architectural themes and details, interior design themes and details and global (i.e. old and new parts of the REC campus) themes and details to create, enhance, and accentuate the Catholic identity of the REC. The budget may be adjusted in line with the global budget adjustments, but will not be reduced in a disproportionate manner. The CID budget will be 0.5—1.0% of the total project. The budget will include funds for architectural details and religious art work. Funds for the new liturgical spaces will be budgeted separately. The CID committee will advise how these funds will be utilized. (Note: Iowa state law for public buildings is 0.5-1.0%. This law also exists in multiple other states.) Seconded by Kelly, motion carried.
 - c. Motion by Father Witt, it is a REC goal that wherever one stands in the Elementary or Junior/Senior High School and on the Regina campus, there is some visual image reflecting Catholic identity. Seconded by Shey, motion carried.
- VIII. Meeting Schedule:
- | | | | | |
|-----------------------|---------------------------|---------|--------|-----------------|
| a. Board Meeting | 4 th Tuesday | 6/28/16 | 6:30PM | MPR |
| b. Executive | 2 nd Thursday | 6/16/16 | 6:30AM | Business Office |
| c. Finance | 3 rd Wednesday | 6/22/16 | 4:30PM | HS Library |
| d. Policy/ByLaws | 1 st Thursday | TBA | 9:00AM | Business Office |
| e. SIAC/Education | 2 nd Thursday | TBA | 4:30PM | HS Library |
| f. Catholic Identity | 4 th Thursday | 6/23/16 | 4:00PM | MPR |
| g. Building & Grounds | 2 nd Monday | TBA | 5:30PM | Business Office |
| h. Strategic Planning | 3 rd Monday | 6/20/16 | 6:30AM | Panera C'ville |

- i. Health & Safety 3rd Tuesday TBA 6:00PM HS Library
- IX. Closing Prayer – Fr. Page provided closing prayer.
- X. Executive Session
- a. 7:15 Nibaur moved to adjourn into Executive Session, Fr Witt second, motion passed.
- b. EXECUTIVE SESSION
- XI. Reconvene from Executive Session – At 7:51 pm Kelly moved for the board to leave from Executive Session and reconvene, Dumont seconded, motion carried.

Motion made by Kelly to approve Lagkana Waters for ELL Teacher. Seconded by Fr Witt, motion carried.

Motion made by Fr. Witt to approve Jeff Wallace for head girls basketball coach. Seconded by Rustan, motion carried.

- XII. Adjournment – At 8:20pm White moved to adjourn the meeting, Dumont seconded, motion passed.

Respectfully submitted,
Kathy Shey
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
June 2016**

FACILITATOR OF FAITH COMMUNITY

PRAYERS – We pray for all of our staff and teachers who are traveling this summer. Prayers of congratulations to Mr. Bill Battistone who was married on June 25th.

PARISH PARTNERS –

Goodbyes:

Thank you Father Close, for your support of Regina Catholic Education Center. We wish you the best in your new parish.

UPCOMING RELIGIOUS CELEBRATIONS:

We had a beautiful end of the year Mass. Many of our parents and grandparents joined us for this day. Thank you to Fr. Page for helping us celebrate.

RELIGION CALENDAR 2016-17:

This calendar has been created and is waiting for priest approval.

IOWA CATHOLIC SCHOOL ADMINISTRATOR CONFERENCE – Bill attended the ICSAC conference at Dowling Catholic on June 22nd.

STANDARD #1 - VISION

TECHNOLOGY - Thanks to the generous donation by Home and School, we will be adding 2 iPads per homeroom. These iPads are used to enhance instruction by our teachers in the classroom.

SUMMER PREPARATION - Administrators and administrative assistants are continuing to discuss the handbook, registration, and calendaring needs as we begin to prepare for the 2016-17 academic year.

IOWA SCIENCE STANDARDS IMMERSION INSTITUTE – Celeste, Bill, Julie Rhomberg, and Lindley Visser attended a workshop in Des Moines focused on implementing the new national science standards.

IMPACTING LITERACY LEADERSHIP – Bill attended a one-day workshop in Des Moines on June 20th centered on leading literacy curriculum implementation in schools.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

PRESCHOOL SUMMER CAMP – Preschool summer camp began on June 13th.

SUMMER ART CAMP – Mrs. Popelka is offering an art camp June 13-17 and June 27 – July 1 for students interested in growing their artistic talents.

iPad UNIVERSITY – A group of teachers, along with Bill and Celeste, will be attending iPad U through Grant Wood AEA on July 6-8.

STANDARD #3 – MANAGEMENT

REGISTRATION – We will be working as an administrative team for our goal of on-line registration to open August 1st.

REPORTS – Administrators and office assistants have been working on completing spring BEDS, Title reports, Diocesan reports, etc.

STANDARD #4 - COLLABORATION

HOME AND SCHOOL – Home and School will hold their first meeting of the year on August 4th. They will hold their “Take Pride in Your School Day” on Saturday, August 13th, from 8 am until noon.

UNIFORM SWAP – Thank you to Home and School, and all of our parent volunteers, who helped to organize and run our uniform sale on June 3rd and 4th.

PTO – The first meeting for PTO will be on September 12th at 11:30 am.

PISA – The next meeting for PISA will be on Sept 14th at 5:30 pm

STANDARD #5 - ETHICS

HIRING – We thank the following employees who donated their time to be on hiring committees: Kristine Larson, Lauren Galus, and Linda Alt-Farmer.

SPECIAL EDUCATION SYMPOSIUM – Bill and Celeste attended a two-day symposium on special education in Des Moines on June 13th and 14th.

STANDARD #6 - LEARNING COMMUNITY

SUMMER WORK – Administrators and administrative assistants will work on clearing and organizing files, ordering new supplies, Tier Implementation plan for 4-6, Lau Plan implementation, review of handbooks, and planning for the upcoming school year.

OFFICE STAFF – The office staff is working diligently to prepare for registration office pick up.

ENROLLMENT SUMMARY

AS OF JUNE 21, 2015

Total = 465

Students leaving K-5 for the 2016-17 school year = 22

Students incoming for 2016-17 school year (not including K)= 17

**Regina Junior-Senior High School
Board Report
June 2016**

Principal as Spiritual Leader

1. The Religious Celebration calendar for the 2016 - 2017 school year is near completion.
2. We will be finishing our transition to new textbooks for Via. We started using *Christ With Us Now* by Ignatius Press this past school year.

Principal as Instructional Leader

1. Our PLC study groups ended their year-long study by reaching a consensus on goals for next year. They are: investigate intervention time, ensure collaboration time, vertical curriculum alignment, creating learning targets & assessments, and school culture.
2. AP results should be back in July.
3. We continue to work on our professional development calendar for the 2015-2016 school year.

Principal as Administrator

1. Spring BEDS and Student Reporting in Iowa were certified.
2. We currently have 2 openings in the Junior Senior High School. They are for Spanish teacher and Media Center Assistant.
3. Our handbooks are being reviewed/revise for next school year.

Principal as Communicator

1. Regina placed 6th in the state of Iowa in regards to our AP Index. We were the 2nd ranked small school and nonpublic school in Iowa.
2. Tim and I attended the Iowa Catholic School Administrators Conference on 6/22. The breakout sessions included Notre Dame's *Play Like a Champion Today* program, Catholic Identity & Culture, Special Education Law, and Reaching Out to Your Latino Population.
3. Goals for 2016-2017:
 - a. Successful implementation of Chromebooks 1:1
 - b. Meet all PLC goals
 - c. Develop new teacher evaluation system
 - d. Assess *Play Like a Champion Today* program
 - e. Religion curriculum and assessment alignment
 - f. Read more
 - g. Better utilize technology & social media

Admissions
Board of Education Report
Pam Schowalter
June 2016

Elementary ended 2015-2016 with 464 students.
Elementary Projection as of 6/23/16 --452 students.

Jr./Sr. High ended 2015-2016 with 373 students.
Jr./Sr. High Projection as of 6/23/16—379 students

2016-2017 beginning of the year total enrollment --TBD
2015-2016 beginning of the year total enrollment-- 834 students
2014-2015 beginning of the year total enrollment --818 students

15-16 end of the year total enrollment 837 students (2.4% increase)

Projections for 2016-2017 as of June 23, 2016

Grades	K	1	2	3	4	5	6	7	8	9	10	11	12	Total # students
*August (current) projections	65	64	69	62	63	79	50	71	67	54	64	72	51	831
**Pending acceptance	0	0	0	1	1	0	0	0	2	1	1	3	1	10
***Pipeline	1	5	1	4	1	2	0	0	3	2	2	1		23

*the numbers reflect returning students and new accepted students

**application has been submitted

***pipeline process includes--inquiry/tour/thank you/follow up/ask

Retention:

Students not returning to Regina will receive a handwritten note wishing them well on their new endeavor. These cards will go out in the mail in the next two weeks.

Exit surveys/interviews (if requested) are being prepared for families not returning to Regina 2016-2017. The results will be in a report for the Executive Board in September.

Parent Ambassador thank you notes will be sent out in the next two weeks. We heard many favorable comments from our new families on how beneficial this program is to them and making the transition easier to Regina and Iowa City. A special thank you to our principals and assistant principals for providing monthly “talking points” to our parent ambassadors.

Student Ambassadors have been busy in preparing for **Regina's float in the 4th of July Coralville Parade**. We have new flying disks (AKA Frisbees) designed and carrying the Regina logo, as well as treats to pass out on our parade route. It will be fun! All Board of Ed members, priests and friends are welcome to join us!

Recruitment:

Baptism Record Database—working on updating our current one, two, three and four year database. During July we will start preparing our first mailing. We will also work this summer on our gifts/mailings that we send out in October (contact#2). Contact #3 will take place during Catholic School's Week. Contact #4 will take place with an ask for registrations for preschool and Kindergarten Round Up invitation.

Touring new families —5 prospective families.

Also, we have special tours for families new to Iowa City. For families that have children that have not toured with their parents previously, we have a student tour with "Regina Scavenger Hunt" and Regina prizes at the end.—we had three of these in June.

Sculpt Meeting for online advertising of Regina. This was implemented last year with a lot of positive feedback.

ASA Global contract for prospective international students was completed and signed by ASA, Regina and the Diocese of Davenport.

**Report from Alan Opheim
Director – Finance / Operations
June 28, 2016 Board Meeting**

Business Office –

- Thank you for allowing me to take a vacation week during this period.
- Sandy continues closing out the 2015-16 Smart Tuition year, and rolling many of the components into the 2016-17 database in Smart Tuition.
- I am beginning the process of wrapping up the current school and getting ready for new budgets to be inserted into QuickBooks. Reconciliations, annual reviews, and other year-end activities will consume any “free time” during the next 4 weeks.
- The Diocese has approved one agency contract. Others are expected in July or August.
- The May 2016 financials are in the packet.

Special Events / Fundraising

- Remember, the dates for Family Fun Festival are August 19 & 20.

Buildings & Grounds

- A decision was made to tackle the entire conversion of the keyless entry system this summer. As mentioned last month, this will give us web-based access to the system, rather than the current 1 computer, and only on-site. Other advantages will include greater flexibility in granting access to individuals and groups. Security access will be more flexible to administrator, while at the same time allowing for various lockdown processes that are easier to administer and monitor. Work on the conversion has already begun, with some on premise work beginning within the next 3 weeks. No interruption is expected. Some individuals will have to be issued new key cards or fobs, but many will be able to use their current one.
- At this time, a July meeting has not been set. If you have questions or concerns, please contact me directly.

Ad Hoc and other participation

- Advancement Team meetings
- International Ad Hoc meeting and several sub-meetings on contract and other issues
- Site plan, feasibility meetings, preparation, and analysis have been consistent additions to the monthly agenda
- Meetings as needed (Security, custodial, administrators, budget topics,) - 10+

Special Notes for this Month

- I plan to be ready for the quarterly review of the June 30, 2016 financial statements at the next Finance Meeting, scheduled for July 20. The review will begin at approximately 5 PM. As there are often times additional fiscal year end entries, this review will be a time period consistent with other quarters, and will be a good representation of the year as a whole. I urge all who are able to attend.
- Building and Grounds as a whole did not meet, however its members have been involved in site plan discussions or summer project work.

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER

Balance Sheet

May 31, 2016

	May 31, 16	May 31, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 - Unrestricted Cash	641,410.15	668,726.16	-27,316.01	-4.09%
11000 - Savings	1,496,231.88	1,234,600.18	261,631.70	21.19%
Total Checking/Savings	2,137,642.03	1,903,326.34	234,315.69	12.31%
Accounts Receivable				
12000 - Tuition Receivables	257,867.47	490,056.02	-232,188.55	-47.38%
Total Accounts Receivable	257,867.47	490,056.02	-232,188.55	-47.38%
Other Current Assets				
12200 - Prepaid Computer Contracts	8,381.25	6,171.25	2,210.00	35.81%
Total Other Current Assets	8,381.25	6,171.25	2,210.00	35.81%
Total Current Assets	2,403,890.75	2,399,553.61	4,337.14	0.18%
Fixed Assets				
13000 - Long Term Assets	3,815,918.47	3,948,398.47	-132,480.00	-3.36%
Total Fixed Assets	3,815,918.47	3,948,398.47	-132,480.00	-3.36%
TOTAL ASSETS	6,219,809.22	6,347,952.08	-128,142.86	-2.02%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 - Current Liabilities	502,667.98	494,774.99	7,892.99	1.6%
Total Other Current Liabilities	502,667.98	494,774.99	7,892.99	1.6%
Total Current Liabilities	502,667.98	494,774.99	7,892.99	1.6%
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	1,112,685.77	1,129,475.77	-16,790.00	-1.49%
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	-100,571.42	462,290.12	-562,861.54	-121.76%
Total Equity	5,107,123.45	5,218,476.31	-111,352.86	-2.13%
TOTAL LIABILITIES & EQUITY	6,219,809.22	6,347,952.08	-128,142.86	-2.02%

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
PROFIT AND LOSS STATEMENT
For the Period of July 1, 2015 to May 31, 2016

	Jul '15 - May 16	Jul '14 - May 15	\$ Change	% Change
Income				
40000 - Tuitions	3,690,378.59	3,580,741.71	109,636.88	3.06%
41000 - Assessments	1,477,708.51	1,404,008.13	73,700.38	5.25%
42000 - Foundation Funding	175,957.77	333,127.15	-157,169.38	-47.18%
43000 - Diocesan Funding	12,118.91	10,363.56	1,755.35	16.94%
44000 - Nutrition Income	303,939.21	388,635.19	-84,695.98	-21.79%
45000 - Other Incomes	1,074,980.18	941,661.44	133,318.74	14.16%
46500 - Bus Route Income	52,717.57	254,111.74	-201,394.17	-79.25%
Total Income	6,787,800.74	6,912,648.92	-124,848.18	-1.81%
Gross Profit	6,787,800.74	6,912,648.92	-124,848.18	-1.81%
Expense				
60000 - Salaries & Wages	3,769,548.88	3,631,046.15	138,502.73	3.81%
60145 - Benefits	737,305.99	703,437.23	33,868.76	4.82%
61000 - Educational Supplies	492,801.97	406,112.23	86,689.74	21.35%
61040 - Computer Technology	96,877.36	32,242.03	64,635.33	200.47%
62000 - Facility Expenses	486,616.19	580,233.45	-93,617.26	-16.13%
63000 - Operating Expenses	75,451.07	93,726.96	-18,275.89	-19.5%
64000 - Building Upkeep	119,755.52	63,834.08	55,921.44	87.6%
65000 - Nutrition	246,770.57	225,260.68	21,509.89	9.55%
66000 - Income Offsets	431,460.85	289,123.44	142,337.41	49.23%
66022 - Benchwarmer payouts/expenses	21,730.85	0.00	21,730.85	100.0%
66500 - Busing - Routing	242,611.20	262,392.84	-19,781.64	-7.54%
67000 - Bad Debt	4,492.00	0.00	4,492.00	100.0%
68000 - Interest Expense	41,509.71	41,509.71	0.00	0.0%
69000 - Depreciation Expense	121,440.00	121,440.00	0.00	0.0%
Total Expense	6,888,372.16	6,450,358.80	438,013.36	6.79%
Net Income	-100,571.42	462,290.12	-562,861.54	-121.76%

Finance Meeting June 22, 2016

Attendees: Jennifer Lough, Alan Opheim, Stacy Sueppel, Pam Schowalter, April Rouner, Matt Pacha, and Angela Villhauer

Finance Committee Agenda June 22, 2016

- o Opening prayer
- o Role call
- o Opening comments
- o Marketing position
- o Capital Campaign / Site Plan
- o Sub-committee on new expenses
- o International Student Program
- o Annual Appeal
- o Summer Projects
- o Busing
- o Enrollment 2016/2017
- o Future Budget Topics
- o First Avenue Property Transfer
- o Financial Review
- o Open discussion

Marketing Position

- o Funded 50/50 between school and foundation (already in the budget)
- o Key position for communication, public relations, and branding
- o Report through school / Alan
- o Committee from both BOE and Foundation working on finalizing and interviewing

Capital Campaign / Site Plan

- o Results of study shared with both boards and parish representatives
- o Next phase: work groups to take information and determine campaign approach and priorities
- o Seek Diocesan approvals to move forward with next steps: not approve construction
- o Motion in last BOE meeting was to commit ½ to 1% of funds dedicated to Catholic identity in building

Sub-committee interest

- o If the site project moves forward – would like to put together a small sub-committee
- o Review and model potential expenses associated with a new addition and other building updates
- o Blend of Finance and Building and Grounds members
- o If interested, email Angela and Alan

International Students

- o Update on enrolled student numbers for 2016/2017
- o Source of student enrollment
- o WIA – 12th grade program – subcommittee meeting in July

Annual Appeal

- Falling short of goal – approximately \$71K
- Remember this helps support the operating budget
- Board members are making calls in an effort to push to goal

Summer Projects

- Carpets
- Parking Lot
- Keyless Entry
- Wi-Fi
- Roof
- Gym floor

Busing

- 1st pass of draft routing almost complete
- Will address draft routing issues once routing complete
- Ad hoc committee will meet at least one more time in the future
- As of now, more than likely will charge a rider fee

Enrollment

- Current status for 2016 / 2017
- Modeling impact
 - Grade tier cross-overs

First Avenue Property

- Transfer of property from Foundation to School
- Land for access to First Avenue
- Board will be voting at next week's meeting

Budget/Financial Items

- May Financial Review
- Subcommittee budgets: Health & Safety and Catholic Identity
 - Should it be flat amount or specific to items
- August goal – have a multi-year budget model to share with group for further discussion
- Quarterly review July 20th meeting for board: noting it may not be final numbers as it is end of year as well

**Regina Foundation
Executive Director's Report
June 24, 2016**

ANNUAL APPEAL UPDATES:

Refer to 2015-16 Annual Appeal Totals report dated 6/23/16. It paints the current picture.

COMMITTEE WORKS: Reports on the following meetings provided by Committee chairs to the Foundation. Board. prior to the next board meeting on July 19th.

- **Executive** ...Met with Joint Execs on May 24th. Had Executive Committee meeting on June 8. Chrissy, Eric & April also met on June 23rd to discuss the retreats for both the BOE (July 16) and Foundation Board (TBD).
- **Finance:** execs met on May 24th to discuss LTP financial topics; the investment policy and practice addendum were sent to the full Foundation board on May 27th. Finance Committee did not meet in June, but April Rouner & Gary Schmit did meet with trust officials from both MWO and Hills Bank and Trust the week of June 20th to relay we are liquidating our Foundation LTP funds with them. Gary Schmit wiring funds to Vanguard from both banks this same week. Also, Gary finalized the 1st Ave Property deed transfer proposal which is on the BOE agenda on 6/28 for their board approval.
- **Development**...met on June 15 to review progress by committee members of Appeal calls. Only a few members of the committee were able to attend the meeting. Both April Rouner & Chair, Greg McLaughlin, will follow-up with them.
- **Stewardship**...The group met in May to make the Foundation scholarship selections. No meeting was held in June due to schedule conflicts of committee members. April spoke to a Regina alum with an extensive development background to see if they are willing to chair this committee. Person is still thinking & will get back. Other new members needed too.
- **PR/Marketing**...Met 6/02. Jeff Wallace made a presentation on a touch screen to be used for PR/Marketing at Regina.

CAMPAIGN/FEASIBILITY STUDY:

- ED continued to schedule personal and phone interviews with donors throughout end of May and first 2 weeks of June
- Cody Fuchtman and Mike Blum made a mid-study report to the Campaign Committee on June 1st.
- Cody also continued to send weekly progress reports through June 10th.
- Fuchtman & Blum returned to Iowa City on June 16th to make a final planning study report to the Joint Executive Committees of both boards and then to a larger group comprised of all board members from both boards, parish representatives invited by their respective pastors and school administrators.
- **Confidential** final study report summary sheet shared with both boards. Those members not at the meeting will receive the summary sheet from their board chair.
- Executives decided to move ahead with a campaign based on the following: (1) approval of the campaign by the Bishop/Davenport Diocese. Meeting for this purpose scheduled for June 30. (2) reconsideration of the site planning group in regards to potential reduction in overall project costs and phased project prioritization; this group meets 6/23.
- It is estimated that Steier (Cody) will begin their campaign duties on July 5th.

DONOR RELATIONS:

- Scholarship luncheon held on May 25th was well attended. For those benefactors who could not attend, photos of their recipient were sent from the Foundation office. All benefactors also receive a written thank you from their recipient. A huge thank you to Missy Aitchison for coordinating all of the food, decorations and other volunteers for the luncheon.
- Carried on the traditional alumni sign bearers for the classes of 1959-2015 at Regina graduation. Our thanks to Foundation volunteer, Jane Brown, for contacting alums and coordinating this effort.
- ED attend the Yowell/Regina Booster Golf Tournament on June 17th. Took photos and mingled with all golfers.
- Interviewed UI students for a summer internship (with potential to continue in the school year) at the Foundation. Michael Pryor was hired and began his duties on June 13th.

OTHER:

In June, took 1.5 days of vacation and 2 days of bereavement at the passing of my mother-in-law.

Regina Booster Club Meeting
6/12/16

Attendance: Tom Brandt, Deb Stein, Rob & Beth Wick, Leigha Rios, Ryan O'Hern, Jeff Pacha

AD-Ryan O'Hern: Nothing to report

Financial Report-Deb Stein: Spirit store did well, made about \$5,000.00. School paid for the field and will get the funds paid back. Will get counts in on the golf tournament. Total liabilities and equity \$3173.40.

Executive-Tom Brandt: Met with Nancy and golf tournament is coming together. The Yowell golf tournament is Friday June 17th at Pleasant Valley golf course. Tee times are at 7:30 and 1:00. The baseball team will be coming out and helping carry the clubs in. First group to help at 6:30 the next group at 11:30. The Booster Club will be stopping out to the tournament at lunch to be introduced. Gift certificates to Blackstone will be given to the team with the lowest score.

We will now have a new loan for the gym renovation. Payments will start August 1st and will be a two year loan. The gym floor will be stripped, repainted and resealed, as well as move the hoops.

Other projects: a water line was hit after Relay for Life and needs to be fixed. It is marked with a flag until it can be looked at. The water cannot be turned off because it affects all the fields but it is saturating some of the areas.

Baseball-Jeff Pacha: I want to say thank you for the help. Field looks good and is playing and maintaining well. We have a donation for the crushed brick and maybe we can discuss a downspout. Tom said Jason Dumont sprayed the field and that will take out all the clover.

No other business

Adjourn

Submitted by LR

