

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, November 24, 2015

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**

<b>I. CALL TO ORDER – Board of Education</b>	10 minutes
a. Opening Prayer	
b. Roll Call	
c. Chairperson Remarks	
d. Approval of Minutes – October 27, 2015	
e. Approval of Agenda	
f. Open to the Audience	
<b>II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>	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	
<b>III. OLD BUSINESS UPDATE</b>	5 minutes
<b>IV. NEW BUSINESS DISCUSSION</b>	5 minutes
<b>V. CALENDAR AND DISCUSSION ITEMS</b>	5 minutes
<b>VI. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>	5 minutes
<b>VII. MEETING SCHEDULE (Refer to the Information Page)</b>	
<b>VIII. CLOSING PRAYER</b>	1 minute
<b>IX. EXECUTIVE SESSION</b>	15 minutes
<b>X. ADJOURNMENT</b>	

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting	4 <sup>th</sup> Tuesday	1/26/16	6:30 PM	MPR
B. Executive Committee	2 <sup>nd</sup> Thursday	1/14/16	6:30 AM	Business Office
C. Finance Committee	3 <sup>rd</sup> Wednesday	1/20/15	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 <sup>st</sup> Thursday	1/07/16	9:00 AM	Business Office
E. SIAC/Education Committee	2 <sup>nd</sup> Thursday	1/14/16	4:30 PM	HS Library
F. Catholic Identity Committee	4 <sup>th</sup> Thursday	1/28/16	4:00 PM	HS Library
G. Building & Ground Committee	2 <sup>nd</sup> Monday	1/11/16	6:00 PM	Business Office
H. Strategic Planning Committee	2 <sup>nd</sup> Monday	1/11/16	6:30 AM	Panera Coralville
I. Health & Safety	3 <sup>rd</sup> Tuesday	1/19/16	6:00 PM	HS Library

**II. ENROLLMENT**

2014-2015 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	469	463	461	461						457
<b>JR/SR</b>	372	374	373	372						369
<b>PreK</b>	82	80	80	80						82
<b>Total</b>	923	917	914	913						908

**I. UPCOMING DATES**

No School	Nov 25-27		
PISA Fundraiser pick-up	Dec 5	8:00AM	Cafeteria
Orchestra/Vocal Concert 7-12	Dec 9	7:30PM	St. Patrick's Church
Vocal Concert K-5	Dec 10	7:00PM	HS Gym
ACT's	Dec 12	8:00AM	HS
Band/Vocal/Orchestra Concert 5-6	Dec 15	6:45PM	HS Gym
No School	Dec 21-Jan 1		
No School	Jan 18		

**II. PRAYER SERVICE/MASS SCHEDULE**

Prayer Service K-6	Nov 30	2:30PM	Elementary Gym
Reconciliation 3-6	Dec 2	8:30AM	Elementary Gym
Advent Prayer Service K-6	Dec 7	2:30PM	Elementary Gym
Mass K-12	Dec 8	9:45AM	HS Gym
Reconciliation 7-12	Dec 9	9:00AM	HS Gym
Mass K-6	Dec 16	2:00PM	Elementary Gym
Prayer Service 7-12	Dec 18	9:30AM	HS Gym
Mass 7-12	Jan 6	2:10PM	HS Gym
Mass K-6	Jan 13	2:00PM	Elementary Gym
Prayer Service 7-12	Jan 13	2:10PM	HS Gym

**III. Holy Days of Obligation**

Feast of the Immaculate Conception	Dec 8
Christmas	Dec 25
Solemnity of Mary	Jan 1

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
Tuesday October 27, 2015  
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): 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 Rouser), Amanda Rushton, Stacy Sueppel, Pam Showalter, Celeste Vincent.
  - c. Approval of Minutes – Fr. Rudy moved to approve, Larew second, motion carried.
  - d. Approval of Agenda – Kelly moved to approve, Juarez second, motion carried.
  - e. Open to Audience- none.
  - f. Guest speaker Dan Moyneaux- power point presentation regarding insurance and liability. Copies of presentation distributed to board members.
- II. Administration Reports
  - a. Elementary – Report in packet. Also provided ELL overview.
  - b. Jr/Sr High – Report in packet. Service Day is Friday. Pep assembly on Friday for cross country. Volleyball tonight. Football playoff game tomorrow night.
  - c. Enrollment – Report in the packet.
  - d. Business Office – Report in packet. STO- Regina has met its fair share.
  - 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
  - a. Review of policy #206R- They reviewed current wording of policy and revision that was made in policy meeting.
  - b. Motion to have a guest speaker come and speak to parents and students on Digital Citizenship. Nibaur presented option of having guest speaker to come Monday, March 28. Cost is \$3000. Plans to request some of the money from PTO and business sponsors. He would provide 3-4 talks- parents, teachers, 5-8 grade and high schoolers. Comes highly recommended. Nibaur made motion to approve having guest speaker come to Regina, Larew seconded, voted and motion carried.

- V. Calendar and Discussion Items
- a. Administrator(s)- BEDS/certified enrollment update. Included in HS report. BEDS is due Friday and will be done by then.
  - b. Finance Committee- Begin the budgeting process. Contact the Pastors and invite them to the meetings. Villhauer encouraged board members to attend quarterly finance reviews. Option discussed of having quarterly review prior to regular board meeting instead of a different night.
  - c. Review board member attendance policy. Shey distributed policy to members.
- VI. Committee Reports – Reports in packet.
- VII. Meeting Schedule:
- |                       |                           |          |        |                 |
|-----------------------|---------------------------|----------|--------|-----------------|
| a. Board Meeting      | 4 <sup>th</sup> Tuesday   | 11/24/15 | 6:30pm | MPR             |
| b. Executive          | 2 <sup>nd</sup> Thursday  | 11/12/15 | 6:30am | Business Office |
| c. Finance            | 3 <sup>rd</sup> Wednesday | 11/18/15 | 4:30pm | HS Library      |
| d. Policy/ByLaws      | 1 <sup>st</sup> Thursday  | 11/05/15 | 9:00am | Business Office |
| e. SIAC/Education     | 2 <sup>nd</sup> Thursday  | 11/12/15 | 4:30pm | HS Library      |
| f. Catholic Identity  | 4 <sup>th</sup> Thursday  | 11/12/15 | 4:00PM | HS Library      |
| g. Building & Grounds | 2 <sup>nd</sup> Monday    | 11/09/15 | 6:00pm | Business Office |
| h. Strategic Planning | 2 <sup>nd</sup> Monday    | 11/09/15 | 6:30am | Panera C'ville  |
| i. Health & Safety    | 3 <sup>rd</sup> Tuesday   | 10/20/15 | 6:00pm | HS Library      |
- VIII. Closing Prayer – Fr Page provided closing prayer.
- IX. Executive Session
- a. 7:32 Nepola moved to adjourn into Executive Session, Nibaur second, motion passed.
  - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 8:08 pm the board reconvened from Executive Session
- a. Nibaur moved to accept contracts for the following: Barry Lehman - 9th Boys Basketball, Stu Ordman - Varsity Boys Basketball, Jason Price - 8th Grade Boys Basketball, Patrick Moeller - 7th Grade Boys Basketball, Matt Bolger - Varsity Girls Basketball, Matt Haas - Asst. Varsity Girls Basketball, Paige Besler - F/S Girls Basketball, Chris Akers - 7th Grade Girls Basketball, Adam Martensen - JH Wrestling, Elizabeth Tracy - Drama Director. Seconded by Rustan, voted, motion carried.
  - b. Villhauer moved to approve a change in base pay to \$29,000 effective December 1, 2015. This is not retroactive therefore; the matrix in question for the balance of this 2015-16 school year will be \$28,750. Seconded by Dumont, voted, motion carried.
  - c. Villhauer moved to approve a one-time bonus for non-K-12 teachers of \$125 or \$75 based on length of service and full- or part-time status. Nepola seconded, voted and motion carried.
- XI. Adjournment – At 8:09pm Juarez moved to adjourn the meeting, Nepola seconded, motion passed.

Respectfully submitted,  
 Kathy Shey  
 BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
November 2015**

**FACILITATOR OF FAITH COMMUNITY**

**UPCOMING RELIGIOUS CELEBRATIONS:**

Tuesday, November 24<sup>th</sup>, K-12, Thanksgiving Mass, 9:45 a.m. high school gym

Monday, November 30<sup>th</sup>, K-6, 2:30, Advent prayer service, elementary gym

Wednesday, December 2<sup>nd</sup>, 8:30 Reconciliation prayer service, 9:30 receive the Sacrament of Reconciliation in the multi-purpose room, grades 3-6

Monday, December 7<sup>th</sup>, K-6, 2:30, Advent prayer service, elementary gym

Tuesday, December 8<sup>th</sup>, K-12, 9:45 a.m., Immaculate Conception Mass, 9:45 a.m. high school gym

Monday, December 14<sup>th</sup>, K-6, 2:30, Advent prayer service, elementary gym

Wednesday, December 16<sup>th</sup>, K-6 Mass, 2:00 p.m. elementary gym

**UPCOMING SERVICE PROJECT:**

December = Angel Tree

**ADVENT** – We will be having weekly prayer services for the Advent season on each Monday of December. Teachers also plan special activities in their classrooms.

**RECONCILIATION** – Congratulations to all of the second graders who will receive the Sacrament of Reconciliation during the months of November and December in their parishes.

**STANDARD #1 - VISION**

**IOWA ASSESSMENTS** – Iowa Assessment results will be shared during the month of January.

**JANUARY IN-SERVICE** – Students will not have school on Jan. 18th due to staff in-service training. Administrators will be planning the in-service training.

**GRANTS**- Theisen's awarded Regina Elementary with a \$500.00 grant, which will be used for a kiln for our art classroom. Thank you to Michelle Winders for helping with application materials. Washington County Riverboat Foundation also awarded Regina Catholic Education Center with a \$2,450.00 grant for security purposes.

## **STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM**

MUSIC/BAND/ORCHESTRA PERFORMANCES - The K-5 Musical will be on Dec. 10th at 7:00 p.m. in the high school gym. The 5th and 6th band, vocal, and orchestra concert will be Dec. 15th at 6:45 p.m. in the high school gym.

PARENT-TEACHER CONFERENCES – Conferences were held November 5<sup>th</sup> and 6<sup>th</sup>. We had high attendance rates at all grade levels and teachers reported high satisfaction with their conferences.

LEADERSHIP FOR CONTINUOUS DEVELOPMENT – Both elementary administrators, as well as 2<sup>nd</sup> grade teacher Sara Nelson, recently attended a professional development session titled, “Fair and Balanced Assessments” at the Grant Wood AEA. This session was focused around standards based grading and assessment practices.

LITERACY DEVELOPMENT – Jodie Eidhal, literacy consultant for the Grant Wood AEA, came to Regina on November 13<sup>th</sup> and spent the day meeting with our grade-level teams. These teams discussed their FAST data and ways to continue to engage our students in literacy development.

## **STANDARD #3 - MANAGEMENT**

END OF FIRST QUARTER/FIRST TRIMESTER – Report cards were sent home for all grades for the first quarter or trimester at conference time.

AM/PM APPLICATION – Administrators, in collaboration with Jen Kahler, are currently working on finalizing our DHS licensure application for our AM/PM program. This used to be covered by the Department of Education. Beginning in January of 2016, all after school care programs are overseen and approved by the Department of Human Services.

## **STANDARD #4 - COLLABORATION**

STAFF APPRECIATION – Staff Appreciation Week was a great success. Regina Elementary wants to thank all of the volunteers from Home and School, PTO, Boosters, and PISA who coordinated the events for the week. We truly feel appreciated and supported. Thank you to all support groups for helping to sponsor the week.

BOOK FAIR – Home and School sponsored a wonderful elementary book fair on November 5<sup>th</sup>-11<sup>th</sup>. A huge thank you to Mari Redington and the Home and School parents for their efforts with this fundraiser. We thank the countless volunteers who helped run the cash register, setup books, and provided other support to the book fair.

Home and School- last meeting held on November 12<sup>th</sup>, next meeting will be on January 7<sup>th</sup>.

PTO- last meeting held on November 12<sup>th</sup>, next meeting will be held on February 11<sup>th</sup>.

PISA-Last meeting held on November 9<sup>th</sup>, next meeting held on December 14<sup>th</sup>.

## **STANDARD #5 - ETHICS**

EVALUATION – The administrators are continuing to work on formal observations for on-track staff members.

**STANDARD #6 - LEARNING COMMUNITY**

END OF 1<sup>ST</sup> SEMESTER/2<sup>ND</sup> QUARTER – The first semester and second quarter will end on January 15<sup>th</sup>.

NO CLASSES

November 25-27	Thanksgiving Break.
December 21 – January 3	Christmas Break
January 4 <sup>th</sup> , 2016	Classes Resume
January 18	Staff In-service

FIELD TRIPS-

Third graders were able to go to Orchestra Iowa on Tuesday, November 10<sup>th</sup>.  
Grades K-2 will have a field trip to Old Creamery Theatre on December 4<sup>th</sup>.

**ENROLLMENT SUMMARY**

K=62  
1=71  
2=59  
3=65  
4=78  
5=54  
6=72  
Total = 461

At this time last year, we had 449 students enrolled in the elementary.

**Regina Junior-Senior High School  
Board Report  
November 2015**

**Principal as Spiritual Leader**

1. Mrs. Conlon has formed the teams for this year's Christmas Basket Project. There will be a prayer service at 2:15 on Dec. 2 to kick-off the project.
2. We have begun planning for Catholic Schools Week. A schedule of events will be released as soon as everything is confirmed.
3. Upcoming celebrations:
  - December 2: 7-12 Prayer Service @ 2:15 in the Gym
  - December 8: K-12 Mass @ 9:45 in the Gym
  - December 9: 7-12 Prayer Service and Reconciliation @ 9:00 in the Gym
  - December 18: 7-12 Advent Prayer Service @ 9:30 in the Gym
  - January 6: 7-12 Mass @ 2:05 in the Gym
  - January 13: 7-12 Prayer Service @ 2:15 in the Gym
  - January 16: Senior Retreat at the Newman Center
  - January 20: 7-12 Mass @ 2:05 in the Gym
  - January 27: 7-12 Mass @ 2:05 in the Gym

**Principal as Instructional Leader**

1. We have received our Iowa Assessment results. A report will be ready for the next board meeting.
2. First Semester finals will be held January 14-15. The tentative schedule is attached.
3. Departments are reviewing and updating their parts of the course description guide for next school year.

**Principal as Administrator**

1. Study groups have met twice to discuss PLC's. Our last session involved assessing the quality of and the degree to which we follow our mission, vision, values, and goals. We will be revisiting our vision, values, and goals based on the findings to make sure they are accurate.
2. Lynne, Tim, and I have started talks on changes to and developing the master schedule for next year.
3. Enrollment Summary (11/19)
  - 7<sup>th</sup> – 68
  - 8<sup>th</sup> – 58
  - 9<sup>th</sup> – 68
  - 10<sup>th</sup> – 74
  - 11<sup>th</sup> – 46
  - 12<sup>th</sup> – 58
  - Total – 372

**Principal as Communicator**

1. I take part in the High School Roundtable the third Wednesday of every month. The show is on AM 800 – KXIC and hosted by Jay Capron from 7:15-7:30. Each show is usually focused on a topic in education. We discuss different topics each month.
2. Approximately 180 senior citizens will be served a Thanksgiving Dinner on November 19. The event is sponsored by the Key Club, directed by Mrs. Reilly.
3. 8 students attended the UI Visit Day for Iowa City high schools on November 19.
4. Activities Report (sent separately)



Semester Test Schedule  
Regina Junior-Senior High School  
Jan. 14-15 (A Day both 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.

Thursday, 1/14

8:20 – 9:38	2 <sup>nd</sup> Period Classes
9:42 – 11:04	4 <sup>th</sup> Period Classes
11:04 – 11:26	A Lunch
11:30 – 12:52	6 <sup>th</sup> Period Classes for A Lunch
11:08 – 12:30	6 <sup>th</sup> Period Classes for B Lunch
12:30 – 12:52	B Lunch
12:56 – 2:10	8 <sup>th</sup> Period Classes

Friday, 1/15

8:20 – 9:38	1 <sup>st</sup> Period Classes
9:42 – 11:04	3 <sup>rd</sup> Period Classes
11:04 – 11:26	A Lunch
11:30 – 12:52	5 <sup>th</sup> Period Classes for A Lunch
11:08 – 12:30	5 <sup>th</sup> Period Classes for B Lunch
12:30 – 12:52	B Lunch
12:56 – 2:10	7 <sup>th</sup> Period Classes
2:15 – 3:10	7-12 Prayer Service

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

Wednesday, January 13 will be an 8-period day.

**Admissions  
Pam Schowalter  
Board of Education  
November 2015**

**Enrollment**

Elementary started the year with 470 students. On October 1<sup>st</sup> we had 461 students for certified enrollment. Currently, we have 461 students. We gained a student in 6<sup>th</sup> grade. We also had a student start in 5<sup>th</sup> grade; however, his English skills were not strong enough at this time to be successful at Regina. We removed him from our current numbers

Junior/Senior High started the 2015-2016 school year with 371 students. On October 1<sup>st</sup> we had 373 students for certified enrollment. We had a 7<sup>th</sup> grade student move out of state this month; we had an 11<sup>th</sup> grade student transfer to public school. We added a North Liberty student to 9<sup>th</sup> grade.

Current enrollment #'s: 833 students as of November 20, 2015

K	1	2	3	4	5	6	7	8	9	10	11	12	total
62	71	59	65	78	54	72	68	58	68	74	47	58	833
					-1	+1	-1		+1		-1		

January prospective enrollment #'s:

K	1	2	3	4	5	6	7	8	9	10	11	12	total
		1							1*	1*	2**	1*	6 accepted *Int'l
1		1	1			1					1*		5 in pipeline

**Retention**

Admissions spoke at the elementary faculty meeting on November 19, 2015. We will speak at the Junior/Senior High faculty meeting on December 17, 2015.

Parent Ambassador Program: Talking points went out at the beginning of November to all ambassadors. Any questions that came about was answered or given to the principals for them to assist our new families.

New families to Regina (2015-2016) received a Thanksgiving card and a Regina crown car decal –thank you Booster Club for providing these.

## Recruitment

New kindergarten families to Regina (registered for 2016-2017) were sent Thanksgiving cards.

Pipeline families—were sent Thanksgiving cards and invitation to shadow at Regina.

Internationals—Our current three Regina/parish host families received follow up emails on their student's progress. Regina has two new international students starting January 19<sup>th</sup> from China. Both students have Regina families hosting them. One student is in 10<sup>th</sup> grade and the other student is in 11<sup>th</sup> grade.

Regina has potentially 6 International Students starting January 19, 2016 for second semester.

Student Involvement Team (S.I.T.) met on November 17, 2015 with students, faculty and administration. We also had feedback from one of our board members. It was a productive meeting. Lynne Zoulek, our school counselor and administration will be looking at some of this group's suggestion for recruitment of new students and retention of our current student body.

Bubble Group Lynne Zoulek and Admissions met on November 19, 2015 to comprise a base list of students. We will follow up with the committee on December 1<sup>st</sup>.

Student Ambassadors met on November 10, 2015. Discussion included top 10 reasons why students attend Regina, how to get this message out to potential new students and pairing up international students with a student ambassador to make the transition easier for these students. We will start this in January when our new students start second semester at Regina.

Kindergarten Round Up Celeste and Admissions met. All preschools and day cares in the Corridor will be contacted and marketing materials "save the dates" will go out in December. T-shirts for early registrations have been delivered. All other marketing materials have also been delivered. After Thanksgiving parish bulletin notices will be submitted with dates to be published. In January posters will be hung up in public places around the Corridor.

Tours 7 this month—4 new tours /3 repeat tours (2<sup>nd</sup> visits w/one student shadowing—registered for 2016-2017 and one family coming for lunch & recess)

Catholic School's Week Banners will be ordered beginning of December. Catholic School's Week is January 31<sup>st</sup>-Feb. 6<sup>th</sup>. Attended the Junior/Senior High Catholic School's Week meeting on November 18, 2015.

Advancement Team meets weekly to update each other on our departments and our progress.

Elementary Brochures will be updated and replaced with 2015-2016 IA Assessment data.

**Board Meeting Report**  
**November 24, 2015**  
**Alan Opheim Director – Finance / Operations**

Business Office –

- Regina received a grant from the Washington County Riverboat Foundation (WCRF). We applied for a Security Project listing \$4,900 on a 50% grant basis for our request. We were granted the entire \$2,450. Celeste joined me in attending the awarding of the grant with the other WCRF recipients. We learned a lot, and will be applying for more grants in the future.
- I completed 13 hours of continuing education during the month. I expect to complete no less than another 17 hours before the end of the year.
- Budget work, catch-up and maintaining status in the office has consumed a majority of office time during November.
- Thanks to Michelle W for her work in applying for the WCRF and Theisen's grants. We were awarded grants from both groups.

Special Events / Fundraising

- Gala plans are in full swing. If not already done, reservations will be open within a week or two.
- Watch your constant contacts and other sources of information for details as we go through the next couple of months.

Buildings & Grounds

- No B&G Committee meeting this month
- As listed above, the WCRF grant is for a Security Project. This will involve adding 2 keyless entries on the remaining two preschool rooms that do not already have a keyless entry. Two additional internal locations will likely see a keyless entry. We will also add at least one camera unit. Jess and I are looking at a software change to allow for remote access by authorized users for the keyless system. We are currently limited to having one computer available with the software, which in an emergency can be an issue. We have consulted with Celeste and Glenn who agree the change is needed, if the price is right. More on this in the next report.
- Although we made it through the heavy rains with no leaks, we had 4 or 5 pop up during the gentle, longer rains earlier this week. DC Taylor will come out next week to take a look, snow permitting.
- We will begin to look at Christmas break, spring break and summer projects soon. If anyone that visits the school has items they'd like us to consider, let me know. At this time, a majority of the budget is expected to go towards stat needs, and carpet replacements.

Ad Hoc and other participation

- A meeting with Jason and Struxture
- Weekly Advancement Team meetings (2 or 3)
- Enrollment Ad Hoc is currently reviewing a final report of their recommendations
- Meetings as needed (Security, custodial, administrators, budget topics,) - 10+
- Attended one Iowa City Road Race meeting.

Regina Inter-Parish Catholic Education Center  
 Balance Sheet  
 As of October 31, 2015

As of  
 11/19/15

	<b>Oct 31, 15</b>	<b>Oct 31, 14</b>	<b>\$ Change</b>	<b>% Change</b>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10000 - Unrestricted Cash	798,355.07	642,432.95	155,922.12	24.27%
11000 - Savings	1,625,554.08	1,340,444.78	285,109.30	21.27%
<b>Total Checking/Savings</b>	2,423,909.15	1,982,877.73	441,031.42	22.24%
<b>Accounts Receivable</b>				
12000 - Tuition Receivables	2,057,521.48	2,221,275.83	-163,754.35	-7.37%
<b>Total Accounts Receivable</b>	2,057,521.48	2,221,275.83	-163,754.35	-7.37%
<b>Other Current Assets</b>				
12200 - Prepaid Computer Contracts	8,381.25	0.00	8,381.25	100.0%
<b>Total Other Current Assets</b>	8,381.25	0.00	8,381.25	100.0%
<b>Total Current Assets</b>	4,489,811.88	4,204,153.56	285,658.32	6.8%
<b>Fixed Assets</b>				
13000 - Long Term Assets	3,893,198.47	4,025,678.47	-132,480.00	-3.29%
<b>Total Fixed Assets</b>	3,893,198.47	4,025,678.47	-132,480.00	-3.29%
<b>TOTAL ASSETS</b>	<b>8,383,010.35</b>	<b>8,229,832.03</b>	<b>153,178.32</b>	<b>1.86%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
20000 - Current Liabilities	2,510,628.80	2,590,060.84	-79,432.04	-3.07%
<b>Total Other Current Liabilities</b>	2,510,628.80	2,590,060.84	-79,432.04	-3.07%
<b>Total Current Liabilities</b>	2,510,628.80	2,590,060.84	-79,432.04	-3.07%
<b>Long Term Liabilities</b>				
26000 - Long Term Loans	610,017.79	634,700.78	-24,682.99	-3.89%
<b>Total Long Term Liabilities</b>	610,017.79	634,700.78	-24,682.99	-3.89%
<b>Total Liabilities</b>	3,120,646.59	3,224,761.62	-104,115.03	-3.23%
<b>Equity</b>				
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	54,668.89	248,884.22	-194,215.33	-78.03%
<b>Total Equity</b>	5,262,363.76	5,005,070.41	257,293.35	5.14%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,383,010.35</b>	<b>8,229,832.03</b>	<b>153,178.32</b>	<b>1.86%</b>

Regina Inter-Parish Catholic Education Center  
Profit & Loss  
July through October 2015

As of  
11/19/15

	<b>Jul - Oct 15</b>	<b>Jul - Oct 14</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Income</b>				
40000 · Tuitions	1,103,227.00	1,167,690.84	-64,463.84	-5.52%
41000 · Assessments	553,257.64	510,151.32	43,106.32	8.45%
42000 · Foundation Funding	58,652.59	154,792.39	-96,139.80	-62.11%
43000 · Diocesan Funding	12,116.28	10,363.56	1,752.72	16.91%
44000 · Nutrition Income	116,978.38	124,909.89	-7,931.51	-6.35%
45000 · Other Incomes	547,050.69	355,292.93	191,757.76	53.97%
46500 · Bus Route Income	52,125.00	253,399.74	-201,274.74	-79.43%
<b>Total Income</b>	<b>2,443,407.58</b>	<b>2,576,600.67</b>	<b>-133,193.09</b>	<b>-5.17%</b>
<b>Gross Profit</b>	<b>2,443,407.58</b>	<b>2,576,600.67</b>	<b>-133,193.09</b>	<b>-5.17%</b>
<b>Expense</b>				
60000 · Salaries & Wages	1,310,336.90	1,296,807.38	13,529.52	1.04%
60145 · Benefits	280,304.14	252,223.84	28,080.30	11.13%
61000 · Educational Supplies	162,293.67	151,166.09	11,127.58	7.36%
61040 · Computer Technology	66,222.94	12,456.18	53,766.76	431.65%
62000 · Facility Expenses	177,429.39	215,312.08	-37,882.69	-17.59%
63000 · Operating Expenses	41,435.26	44,617.05	-3,181.79	-7.13%
64000 · Building Upkeep	72,816.31	48,710.44	24,105.87	49.49%
65000 · Nutrition	69,269.56	54,847.82	14,421.74	26.29%
66000 · Income Offsets	98,160.94	136,919.32	-38,758.38	-28.31%
66022 · Benchwarmer payouts/expenses	10,779.94	0.00	10,779.94	100.0%
66500 · Busing - Routing	40,435.20	55,401.81	-14,966.61	-27.02%
68000 · Interest Expense	15,094.44	15,094.44	0.00	0.0%
69000 · Depreciation Expense	44,160.00	44,160.00	0.00	0.0%
<b>Total Expense</b>	<b>2,388,738.69</b>	<b>2,327,716.45</b>	<b>61,022.24</b>	<b>2.62%</b>
<b>Net Income</b>	<b>54,668.89</b>	<b>248,884.22</b>	<b>-194,215.33</b>	<b>-78.03%</b>

**Regina Tri-Parish Religious Education  
Board Report  
November 24, 2015**

November 4, 2015

- K-6<sup>th</sup> had an All Saints Celebration in the Elementary Gym.
- The students choose a Saint they wanted to learn about.
- 98% of the students dressed as their Saint.
- The Catechists dressed as a Saint as well.
- As I held the microphone, they shared their Saint's name.
- They then proceeded to parade around the gym.
- They received a Saint Benedict medal and keychain.
- Their parents were invited, and quite a few of them showed up.
- Everyone seemed to have a great time!

November 8, 2015

- 7<sup>th</sup> and 8<sup>th</sup> graders learned about the rosary in which they created their own human rosary.

November 18, 2015

- K-2<sup>nd</sup> had class at Regina.
- 3<sup>rd</sup> – 6<sup>th</sup> received the Sacrament of Reconciliation at St. Patrick Church.
- Parents were invited to participate in Reconciliation along with their children. A lot of parents choose to.
- Had a great turnout of students and parents!
- 7 priests were there! Thank you very much.

**Regina Foundation  
Executive Director's Report  
November 13, 2015**

**ANNUAL APPEAL UPDATES:**

- Annual Appeal 2015-16 funds received to date = \$42,725. Unrestricted: \$32,160
- Appeal Goal & Components finalized after conferring with Regina BOE & administrators: Goal \$450,000
  - \$190,000 Regina Operating Budget\*
  - \$130,000 Regina Foundation Operating Budget
  - \$ 65,000 Guesstimated Amount in Restricted Gifts
  - \$ 45,000 Endowment Enhancements (10% of overall goal)
  - \$ 20,000 Bio-Medical PLTW Start Up Costs
  - \$450,000 Appeal Total

\*Regina leadership suggested further delineation of the \$190K in operating funds could be tied to these areas:

\$65,000	Teacher Salaries
\$50,000	Tuition Assistance
\$45,000	Textbooks (both disposable & one curriculum area)
\$20,000	Technology (IPads and Chromebooks)
\$10,000	Facility Enhancements

- The PR, Executive and Development Committees have provided input on marketing the various components
- Impact Report to be mailed by November 30, which will serve as the 1<sup>st</sup> public distribution of Appeal goals/components.

**ADVANCEMENT WORKS:**

- Continue to meet weekly as a team. Currently we are evaluating the effectiveness of the 1<sup>st</sup> approach gatherings.
- Gary Schmit, April, donor's attorney & family continue to work on closing a Charitable Remainder Trust /Annuity agreement before the year-end for a gift of property (both residential and commercial). Met with Hills Bank officials on 10/26 to discuss their role as trustee once the gift is transferred. They would work with property management company until the property could be sold by a local realtor.
- Two estate gifts received in late October/early November: \$10,000 from Don Laughlin estate that family directed to Teacher Endowment Fund and \$5,000 from Robert Eden estate which will also be directed to Teacher Endowment.

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

- Executive ...met jointly with BOE execs on 10/27. Also met on 11/11 to discuss just Foundation business.
- Finance: Met October 21st to discuss investment results from past three years. Recommendation to be made at meeting.
- Development...met on November 10<sup>th</sup>.
- Stewardship...to meet Monday, November 16<sup>th</sup>.
- PR/Marketing...met November 9th.



**OTHER:**

- Regina meetings attended/presented: Regina Finance 10/21, Administrator meeting on 11/11; Home & School on 11/12.
- Attended the MW Planned Giving Conference in Des Moines on October 27<sup>th</sup>. In follow-up, I will meet with officials from the Johnson County Community Foundation on Nov. 19<sup>th</sup> to see if a mutually beneficial relationship can be formed.
- November 12<sup>th</sup>...attended Eastern Iowa Philanthropy Day Luncheon where Michael Adam '15 was honored as the Outstanding Philanthropic Youth by the EI Association of Fundraising Professionals. Michael was nominated by ED.
- Much work on the 2014-15 Impact Report to be sent to printer next week.
- Week of November 2-6 spent on vacation.

## **November: Athletic Department Report**

### **Volleyball**

Regina varsity volleyball ended the season in a regional loss to state semifinalist West Branch.

### **Cross Country**

Regina cross country teams competed in the state meet in Fort Dodge on Saturday, October 31<sup>st</sup>. The boys finished third overall in the Class 1A team standings and the girls came in fourth.

### **Football**

Regina varsity football won playoff games over Bellevue, Hudson, and West Branch and earned a spot in a sixth consecutive state championship game after knocking off Dike-New Hartford in the state semifinals. The Regals played Hull Western Christian in the Class 1A state championship game on Friday, November 20<sup>th</sup> at the UNI-Dome in Cedar Falls.

### **Basketball**

The high school girls basketball team started practice on Monday, November 9<sup>th</sup>. Second-year head coach Matt Bolger will play scrimmage games against Springville and Cedar Rapids Kennedy before opening the season at home against Durant on Tuesday, December 1<sup>st</sup>.

Practice for the high school boy's basketball team began on Monday, November 16<sup>th</sup>. Second-year head coach Stu Ordman and the Regals open the season at home on Saturday, December 5<sup>th</sup> with Clear Creek-Amana.

### **Wrestling**

The high school wrestling team started practice on Monday, November 16<sup>th</sup>. Head coach Adam Martensen and the Regals travel to Pekin for the first tournament of the season on Saturday, December 5<sup>th</sup>.

### **Junior high wrestling**

Regina junior high wrestling team hosted Solon, West Branch, and Durant in the season opening meet on Thursday, November 5<sup>th</sup>. The wrestling team will host West Liberty and Wilton on Tuesday, November 24<sup>th</sup>.

### **Junior high basketball**

Regina junior high girl's basketball has six games remaining in the season.

**Strategic Planning Committee**  
**November 9<sup>th</sup>**

Members present: Anne Kelly, Scott Nibaur, Matt Pacha, Melinda Shetler, Jim Nepola

Items Discussed:

- July planning session follow up
- Strategic Plan Document discussion
- State of the School Message
  - Strategic Planning Committee plans to organize a short “State of the School” message to be recorded & made available to the Regina community. Current plan is to record this message sometime in early 2016. Each BOE committee will be asked to give a brief update on their goals for the year.

Next meeting: TBD

Action Items:

1. Determine who can record State of School Message (Anne, DONE)
2. Follow Up with BOE Chairs regarding strategic goals & one ask feedback (Anne)

Respectfully Submitted,  
Anne Kelly

## Health and Safety Committee Meeting Minutes 11-17-2015

**Present;** Rick Larew, Scott Nibaur, Scott Gaarde, Celeste Vincent, Glenn Plummer

**Absent;** Janan Rustan, James Nepola, Angela Villhauer

Review committee goals for 2015-2016

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

**We have confirmed this will take place January 18<sup>th</sup> from 8:30 to 10:30 with the ICPD.**

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

**Carolyn is creating emergency cards for the coaches. Still looking to create these electronically.**

- c. Regina obtaining a School Nurse. Celeste and Glenn are putting a list together of medical problems that we address daily/weekly at Regina.

**Rick Larew has reached out to Ron Reed, CEO of Mercy Hospital. The conversation was positive and we will continue to have more meetings. Our next step is to meet with Jan Miller in a small group and draw up a job description and duties that should/must be performed by this nurse.**

- 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 28<sup>th</sup>. Board has approved and Scott has met with Regina organizations to assist with funding. Scott will continue to work with organizations to help with advertising etc.**

- e. Glenn reviewed Regina's "crisis plan" with the board in October.

**Scott Gaarde will review the plan with Glenn so ICPD agrees and understands our crisis plan.**

- f. Regina parent has asked that we look at a new protocol for concussions.

**Glenn will set up a meeting with this parent, Johnny, and Scott to discuss our current protocol.**

Next meeting: Off in December- Merry Christmas and Happy New Year!  
Tuesday January 19<sup>th</sup> 2016, at 6pm in Media Center.