

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, October 27, 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

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|---|------------|
| I. CALL TO ORDER – Board of Education | 30 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – September 22, 2015 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
| g. Guest Speaker Dan Molyneaux | |
| 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. Review of Policy # 206.0 R | |
| b. Motion to have a guest speaker come and speak to parents and students on Digital Citizenship. | |
| V. CALENDAR AND DISCUSSION ITEMS | 20 minutes |
| a. Administrator(s) - BEDS/certified enrollment update. | |
| b. Finance Committee – Begin the budgeting process. Contact the Pastors and invite them to the meetings. | |
| c. Review board member attendance policy. | |
| VI. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VII. MEETING SCHEDULE (Refer to the Information Page) | |
| VIII. CLOSING PRAYER | 1 minute |
| IX. EXECUTIVE SESSION | 15 minutes |
| X. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	11/24/15	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	11/12/15	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	11/18/15	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	11/05/15	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Thursday	11/12/15	4:30 PM	HS Library
F. Catholic Identity Committee	4 th Thursday	11/26/15	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	11/09/15	6:00 PM	Business Office
H. Strategic Planning Committee	2 nd Monday	11/09/15	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	11/17/15	6:00 PM	HS Library

II. ENROLLMENT

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

I. UPCOMING DATES

Halloween Parade	Oct 30	1:30PM	Front Circle
Book Fair	Nov 3-6 & 9-11		Elementary Library
Parent Teacher Conferences K-6	Nov 5	2:30PM	Elementary School
Parent Teacher Conferences 7-12	Nov 5	4:00PM	High School
Parent Teacher Conferences K-12	Nov 6	8:00AM	Elem/High School
No School	Nov 6		
Staff Appreciation Week	Nov 8-13		
PISA Meeting	Nov 9	5:30PM	High School
Foundation Board Meeting	Nov 17	4:30PM	HS Library

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Oct 28	2:10PM	HS Gym
Prayer Service K-6	Nov 4	2:30PM	Elementary Gym
Mass 7-12	Nov 4	2:10PM	HS Gym
Mass 7-12	Nov 18	2:10PM	HS Gym
Senior Citizen Thanksgiving Dinner	Nov 19		HS Gym
Mass K-12	Nov 24	9:45AM	HS Gym

III. Holy Days of Obligation

All Saint's Day	Nov 1
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday September 22, 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, Alan Opheim, Glenn Plummer, April Rouner, Amanda Rushton, (Stacy Sueppel), Pam Showalter, Celeste Vincent.
 - c. Approval of Minutes – Fr. Rudy moved to approve, Kelly second, motion passed.
 - d. Approval of Agenda – Kelly moved to approve, Rustan second, motion passed.
 - e. Open to Audience- none.
- II. Administration Reports
 - a. Elementary – Report in packet.
 - b. Jr/Sr High – Report in packet. Press Citizen will be at school when the high school students listen to the Pope’s address to Congress.
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet. Busing committee to meet Sept 28.
 - e. Religious Education – Report in packet. Passed out letter that was sent out to non-Regina families, got 6 new families from sending the letter.
 - f. Foundation – Report in packet. Encouraged members of board to attend Homecoming celebrations, donor appreciation event and reception for 2005 state championship football team.
 - g. Boosters, PISA, Home & School – reports in the packet.
- III. Old Business Update
 - a. Add confidentiality statement to the current BOE Code of Ethics in the Board Orientation Guide. They provided copy to all board members and provided background. Requested that each member sign a copy of the Code of Ethics which includes a confidentiality statement.
- IV. New Business Discussion
 - a. Annual Pancake Breakfast Sunday Exemption March 6, 2016. Kelly moved to approve the Sunday exemption, Rustan seconded, motion carried.

- V. Calendar and Discussion Items
- a. Administrator(s)- Present the CSIP/APR results and the Elementary and Jr./Sr. High School enrollment numbers to the Board. Plummer presented goals for last year and this year.
 - b. Finance Committee- Present annual report on the Regina Inter-Parish Catholic Education Center financial condition/year end fiscal report (Summary only- detail was presented at Finance Committee). Financial Report in the packet. Opheim provided overview.
 - c. Committee chairs- Present a prioritized list of committee goals. All are in the packet. Pacha requested an update of goals in April.
 - d. Policy/By-Laws Committee- Plan for the comprehensive review of the Policy Manual (one-third of the manual). On agenda for this year.
- VI. Committee Reports – Reports in packet.
- VII. Meeting Schedule:
- | | | | |
|-----------------------|-------------------|--------|--|
| a. Board Meeting | 10/27/15 | 6:30pm | MPR |
| b. Executive | 10/08/15 | 6:30am | Business Office |
| c. Finance | 10/7 and 10/21/15 | 4:30pm | HS Library |
| d. Policy/ByLaws | 10/01/15 | 9:00am | Business Office 1 st Thursday |
| e. SIAC/Education | 10/08/15 | 4:30pm | HS Library 2 nd Thursday |
| f. Catholic Identity | 10/22/15 | 4:00PM | HS Library |
| g. Building & Grounds | 10/12/15 | 6:00pm | Business Office (tentative) |
| h. Strategic Planning | 10/12/15 | 6:30am | Panera Coralville |
| i. Health & Safety | 10/20/15 | 6:00pm | HS Library 3 rd Tuesday |
- VIII. Closing Prayer – Fr Page provided closing prayer.
- IX. Executive Session
- a. 7:14 Kelly moved to adjourn into Executive Session, Fr Page second, motion passed.
 - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 7:24 pm the board reconvened from Executive Session
- a. Kelly moved to accept contracts for the following: Ann Larew for girls soccer. Seconded by White, motion carried.
- XI. Adjournment – At 7:26pm Kelly moved to adjourn the meeting, Fr. Rudy second, motion passed.

Respectfully submitted,
 Kathy Shey
 BOE Secretary

REGINA ELEMENTARY
BOARD REPORT
October 2015

FACILITATOR OF FAITH COMMUNITY

MASSES – Thank you to Father Beckman from Saint Wenceslaus for celebrating the World Hunger Mass with us on October 21st.

UPCOMING RELIGIOUS CELEBRATIONS:

November 4th at 2:30 will be a prayer service.

Thanksgiving Day Mass, will be a joint K-12 Mass this year at 9:45 on November 24th

SERVICE PROJECT-

October = Penny Wars/Run for the Schools and support for the Animal Shelter. Penny Wars raised \$1,642 for Run for the Schools. Our November service project is for the Iowa City food bank. This will take place the 9th through the 14th.

MONTH OF THE ROSARY – Regina Elementary celebrated the Month of the Holy Rosary with various classroom activities.

PRIESTHOOD SUNDAY- Special blessings on October 25th to our priests. This is a special day set aside in the United States to honor the priesthood. It is the last Sunday of October. It is a time to thank priests who have impacted our lives in so many ways. We say thank you for all that they have given to us through their priesthood. We are thankful for Father Beckman, Father Juarez, Father Witt, and Father Page. Thank you for helping our students and our school. We appreciate all that you do.

NATIONAL VOCATION AWARENESS WEEK-The week of November 1st-7th is National Vocation Awareness Week. We will be praying for more persons to answer the call to a religious vocation.

STANDARD #1 - VISION

ELL/LAU PLAN APPROVAL – Regina’s center-wide ELL plan, the Lau Plan, was recently approved by the Department of Education. This plan details the services and supports provided to English Language Learners at Regina. Amy Price will be the ELL provider for Regina Elementary. Services will begin next week.

LEADERSHIP FOR CONTINUOUS IMPROVEMENT – Building administrators continue to work with Grant Wood AEA consultants and national presenters to further their own professional growth. Sessions thus far have included designing and writing quality classroom assessments, prioritizing standards, and using fair and balanced assessments in the classroom. This is meant to help better the entire center in the areas of curriculum and instruction.

TECHNOLOGY ADVANCES – Regina Elementary, with the help of Mrs. Zirtzman and the APP Avengers, have created an after-school club to assist Technology Director Jess Pizana in updating applications on the two carts of iPads for the elementary.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

IOWA ASSESSMENTS – Students completed the Iowa Assessments (formerly ITBS) during the week of October 12-16. We expect results back within the next two months.

PARENT-TEACHER CONFERENCES – Conference schedules will go home to parents on October 26th. Conferences will be held November 5th and 6th.

STANDARD #3 - MANAGEMENT

END OF FIRST QUARTER – The first quarter ended on October 27th. Report Cards for 5th and 6th will home on Monday, November 2nd.

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

STATE REPORTS – Celeste and Bill are currently working on completing the state BEDS report.

STANDARD #4 - COLLABORATION

FIRE PREVENTION – The Iowa City Fire Department presented a Fire Prevention Assembly on October 2nd.

DONOR RECOGNITION – Administration attended the Regina Foundation's Donor Recognition event on October 18th.

STAFF APPRECIATION – Staff Appreciation week will be celebrated on Nov. 9-13. Home and School and PTO are coordinating the events for this week.

PTO – Regina PTO will hold their 2nd meeting of the year on Nov. 12th at 11:30 a.m. in the elementary library.

BOOK FAIR – Home and School will sponsor the elementary book fair beginning on November 5th. The book fair will be located in the elementary library.

STANDARD #5 - ETHICS

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

STANDARD #6 - LEARNING COMMUNITY

HALLOWEEN PARADE – Regina Elementary will host their Halloween Parade and parties on October 30th at 1:30 p.m.

NO CLASSES – November 6th – due to Parent/Teacher Conferences
November 25-27 – Thanksgiving Break.

HEARING TESTS- GWAEA will be here for hearing tests on November 18th.

FAMILY BINGO NIGHT-The elementary will be hosting family bingo night as a way to celebrate community. Prizes include winning a donated turkey for Thanksgiving.
November 8th room 5:00-7:00 in the cafeteria. Thanks to Mr. Vollstedt for calling numbers.

HOME AND SCHOOL – Next meeting is on October 12th at 6:30.

PISA – Next meeting is on October 9th at 5:30 pm.

BOOSTERS – Next meeting is on November 8th.

ENROLLMENT SUMMARY as of 10/23/15

K – 62

1 – 71

2 – 59

3 – 65

4 – 78

5 – 55

6 – 71

Total Elementary Enrollment = 461

We have two new students starting on 10/28/15 (1st and 2nd Grade)

Regina Junior-Senior High School
Board Report
October 2015

Principal as Spiritual Leader

1. The 7-12 Service Day is Friday, Oct. 30. The day starts with a prayer service at Regina. The students are arranged in groups and assigned homes and businesses in the area. Shelly Conlon has done a tremendous job in organizing this special day.
2. The Pro Life club members participated in the Day of Silence on Wednesday, October 21. It was a day to stand in silent solidarity with those who have been silenced. Students wore red arm bands and had cards to hand out to explain why they were silent.
3. Upcoming celebrations:
 - Oct. 28 – 7-12 Mass @ 1:35 in the JR/SR High Gym
 - Nov. 4 – 7-12 Mass @ 1:35 in the JR/SR High Gym
 - Nov. 11 – 7-12 Mass @ 1:35 in the JR/SR High Gym
 - Nov. 18 - 7-12 Mass @ 1:35 in the JR/SR High Gym
 - Nov. 24 – K-12 Thanksgiving Mass @ 9:45 in the JR/SR High Gym

Principal as Instructional Leader

1. The PSAT/NMSQT was given on October 14.
2. Iowa Assessments were given on October 19-20. We are in the process of scheduling make-up exams.
3. The end of 1st quarter will be Oct. 27.
4. The entire 7-12 faculty will be doing study groups on the book *Learning By Doing*. The book discusses the implementation of professional learning communities. All teachers will be eligible to receive re-certification credit for taking part in the study group.

Principal as Administrator

1. Parent-Teacher Conferences will be held on Thursday, November 5 from 4:00-8:00 and Friday, November 6 from 8:00-12:00. Conferences have undergone a significant change this year. We are extending the time on Friday morning from 9-11 to 8-12. Teachers will hold conferences in their classrooms and we are using an online scheduler for scheduling conferences.
2. We have certified our Certified Enrollment and are now working on our BEDS reports. The BEDS reports are due at the end of the month.
3. We are still waiting for the state to certify our C-PLAN.
4. Enrollment Summary (10/22)
 - 7th – 69
 - 8th – 58
 - 9th – 67
 - 10th – 74
 - 11th – 47
 - 12th – 58
 - Total – 373

Principal as Communicator

1. UI Visit Day for Iowa City schools is November 19. Students need to register with Mrs. Zoulek and online.
2. Thanks to Tom Brandt for organizing the Chris Norton speaking event on October 16. Chris' message of perseverance, hard work, and faith should have a lasting impact on our students.
3. Activity Director Report:
 - Volleyball - Regina varsity volleyball will play at West Branch in the second round of the regional tournament on Tuesday, October 27th. The Regals swept BGM at Brooklyn in the regional opener on Tuesday, October 20th.
 - Cross Country - The Regina cross country teams finished fourth in the River Valley Conference meet on Thursday, October 15th. The district meet is in Cedar Rapids on Thursday, October 22nd. The state meet is Saturday, October 31st in Fort Dodge.
 - Junior high girl's basketball - The junior high girls basketball teams started practice last week. There are nine girls on the 7th grade team and 14 girls on the 8th grade team. First game is Monday, November 2nd.
 - Junior high wrestling - Practice will start on Monday, October 26th. First meet is Thursday, November 5th.
 - Football - The varsity football team plays its final district game on Friday, October 23rd at Pella Christian. The pairings for the Class 1A football playoffs will be announced after the games are completed on October 23rd. Regina will likely host the first two rounds of the playoffs.

The Class 1A playoff schedule is as follows:

1st Round Wednesday, October 28th

2nd Round Monday, November 2nd

Quarterfinals Friday, November 6th

Semifinals Saturday, November 14th (at UNI-Dome in Cedar Falls)

Finals Friday, November 20th (at UNI-Dome in Cedar Falls)

Admissions
Pam Schowalter
Board of Education Report
October 2015

Enrollment:

Elementary started the 2015-2016 school year with 470 students. On October 1st we had 461 students for certified enrollment.

Junior/Senior High started the 2015-2016 school year with 371 students. On October 1st we had 373 students for certified enrollment.

Current enrollment #'s: 834 students, as of October 20, 2015.

K	1	2	3	4	5	6	7	8	9	10	11	12	total
62	71	59	65	78	55	71	69	58	67	74	47	58	834
-1	-1		-1		+1						-1	+1	(-2)

Retention:

Admissions will speak at Elementary faculty meeting on November 19, 2015—thank you, Celeste for giving us this opportunity!

Admissions will give an update on December 17, 2015 to the Jr./Sr. High staff—thank you, Glenn.

Parent Ambassador Program—Talking points went out the end of September to our ambassadors that were received from the elementary and Jr./Sr. high principals. We have twenty-seven new families to Regina this year. New international students received a summary of the talking points from the Admissions Office.

Internationals: The three host families that have Regina students all received follow up's this month. Everything seems to be going well! We are working to have two new international students start this January. We have contacted two agencies about additional openings in grades with smaller numbers (i.e....8th, 9th and 11th)

Student Involvement Team (S.I.T.) met on October 12th. Three student ambassadors joined this group for the 2015-2016 school year: Bree-9th/Anna—10th and Jillian—12th. The students are able to give their opinions and feedback amongst the faculty, administrators and members of the Board of Education that also serve on this committee. Topics discussed: What IS working at Regina, retention, international students, and student partners for new students. Our next meeting is Tuesday, November 17th at 3:30.

Bubble Group will meet once a month starting in November and 2x a month during the last quarter of the school year.

Student Ambassadors met on October 6th; we currently have 16 students involved from 7th grade-12th grade. Student ambassadors assisted this month with tours, Crownie Night at the football game, Run for the Schools, Homecoming Pep Rally, as well as the Foundation Donor Dinner. Student Ambassador group picture was sent to the Press Citizen, Catholic Messenger and posted on Facebook. November 10th is their next meeting.

Recruitment:

Kindergarten Round Up—Pre-registration thank you t-shirts have been ordered. We will start this promotion mid November. Currently we have 18 kindergarten students registered for the 2016-2017 school year.

Thanksgiving cards will go out to new families, along with a Regina crown logo for their vehicles. Thank you to our Booster Club for providing the car logos.

Willowwind—Admissions will be visiting in November and recruiting for junior high with their current 6th grade students.

Tours—7 this month/ 2—then **shadowed**/2 were **Regina lunch** guests.

New 5th grade student started 10/20/15

Catholic School's Week is Sunday, January 31st-Feb. 6th—Regina is looking to order school banners for CSW. **Advent banners** will also be ordered for elementary and Jr./Sr. High. We are also looking to update **AP banner** in front of the Jr./Sr. High.

Finance / Operations
Board Meeting Report
Alan Opheim – Director of Finance and Operations
October 27, 2015

Business Office –

- Busing – The second of what is now projected to be three meetings was held October 19. This was a brainstorming session to discuss various aspects of the bus issues that Regina will face in coming years, and possible options to those hard choices. Those ideas will be summarized and along with additional information we have requested from Durham will be discussed at the next meeting, with a report to the Finance Committee to follow.
- A personal goal / challenge to complete the 1st Quarter financial package by mid-October and conduct the Board and Committee financial review was done October 21. The on-going goal / challenge is to monthly provide the previous month's results during the 3rd week of the month. The September 2015 summary is included in the Board packet.
- Both Sandy and I continue to spend the majority of the time with day-to-day needs, along with quarterly reports that consume Sandy's time, and for me progressing into the FY 17 budget process.

Special Events / Fundraising

- Fall Fun Festival currently exceeds a Net Profit in excess of \$30,000 with a budget of \$25,000. By the end of October all bill for the event should be paid, and a final projection ready.
- With late sales, it now appears the Benchwarmer fund raisers may exceed \$12,000.

Buildings & Grounds

- Nationwide – Jim continues working with Nationwide in their conversion.
- Holes and indentions in the ground surfaced in the last month. After a review by Valu-Con, Tomlinson-Cannon, and other individuals, it is determined that we do not have serious issues, but we will be mud-jacking the loop in 2 places, and replacing the "throat" to the drains. Exact cost is still being determined. There should be minimal inconvenience during the repair.
- Don continues to make the transition of our cooling system to our heating system and dealing with the annual repairs and maintenance that comes with that process.

Ad Hoc and other participation

- Participated in:
 - A meeting with Jason and Struxture
 - Weekly Advancement Team meetings (2 or 3)
 - Busing (2) and Enrollment Ad Hoc (1)
 - Meetings as needed (custodial, administrators, budget topics,) - 10+
- Attended the 2nd Annual Diocesan Safety meeting in late September.

Regina Inter-Parish Catholic Education Center
Balance Sheet
As of September 30, 2015

	Sep 30, 15	Sep 30, 14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	701,945.63	597,614.94	104,330.69	17.46%
11000 · Savings	1,630,628.66	1,220,658.17	409,970.49	33.59%
Total Checking/Savings	2,332,574.29	1,818,273.11	514,301.18	28.29%
Accounts Receivable				
12000 · Tuition Receivables	2,363,667.79	2,477,062.20	113,394.41	-4.58%
Total Accounts Receivable	2,363,667.79	2,477,062.20	113,394.41	-4.58%
Other Current Assets				
12200 · Prepaid Computer Contracts	6,171.25	0.00	6,171.25	100.0%
Total Other Current Assets	6,171.25	0.00	6,171.25	100.0%
Total Current Assets	4,702,413.33	4,295,335.31	407,078.02	9.48%
Fixed Assets				
13000 · Long Term Assets	3,904,238.47	4,036,718.47	132,480.00	-3.28%
Total Fixed Assets	3,904,238.47	4,036,718.47	132,480.00	-3.28%
TOTAL ASSETS	8,606,651.80	8,332,053.78	274,598.02	3.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	2,845,512.15	2,815,658.10	29,854.05	1.06%
Total Other Current Liabilities	2,845,512.15	2,815,658.10	29,854.05	1.06%
Total Current Liabilities	2,845,512.15	2,815,658.10	29,854.05	1.06%
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	3,455,529.94	3,450,358.88	5,171.06	0.15%
Equity				
30000 · Opening Balance Equity	4,973,514.19	4,973,514.19	0.00	0.0%
32000 · Unrestricted Net Assets	235,123.68	-217,328.00	452,451.68	-208.19%
Net Income	-57,516.01	125,508.71	183,024.72	-145.83%
Total Equity	5,151,121.86	4,881,694.90	269,426.96	5.52%
TOTAL LIABILITIES & EQUITY	8,606,651.80	8,332,053.78	274,598.02	3.3%

10/19/2015

Regina Inter-Parish Catholic Education Center

Profit & Loss

As of September 30, 2015

	Jul - Sep 15	Jul - Sep 14	\$ Change	% Change
Income				
40000 · Tuitions	718,818.01	796,268.58	-77,450.57	-9.73%
41000 · Assessments	421,193.23	382,613.49	38,579.74	10.08%
43000 · Diocesan Funding	12,116.28	10,363.56	1,752.72	16.91%
44000 · Nutrition Income	-10.00	73,994.26	-74,004.26	-100.01%
45000 · Other Incomes	469,915.66	330,115.03	139,800.63	42.35%
46500 · Bus Route Income	53,150.00	253,399.74	200,249.74	-79.03%
Total Income	1,675,183.18	1,846,754.66	171,571.48	-9.29%
Gross Profit	1,675,183.18	1,846,754.66	171,571.48	-9.29%
Expense				
60000 · Salaries & Wages	974,455.54	957,823.93	16,631.61	1.74%
60145 · Benefits	206,304.37	175,980.58	30,323.79	17.23%
61000 · Educational Supplies	125,741.77	128,995.14	-3,253.37	-2.52%
61040 · Computer Technology	45,386.42	9,885.39	35,501.03	359.13%
62000 · Facility Expenses	131,343.57	166,446.41	-35,102.84	-21.09%
63000 · Operating Expenses	21,134.30	36,847.80	-15,713.50	-42.64%
64000 · Building Upkeep	57,276.44	47,752.68	9,523.76	19.94%
65000 · Nutrition	39,115.16	23,622.28	15,492.88	65.59%
66000 · Income Offsets	73,971.03	125,677.30	-51,706.27	-41.14%
66022 · Benchwarmer payouts/expenses	4,198.56	0.00	4,198.56	100.0%
66500 · Busing - Routing	9,331.20	0.00	9,331.20	100.0%
68000 · Interest Expense	11,320.83	15,094.44	-3,773.61	-25.0%
69000 · Depreciation Expense	33,120.00	33,120.00	0.00	0.0%
Total Expense	1,732,699.19	1,721,245.95	11,453.24	0.67%
Net Income	-57,516.01	125,508.71	183,024.72	-145.83%

Finance Committee
Meeting Date: October 21, 2015

Attendees: Scott Nibaur, Deanna Green, Angela Villhauer, Matt Pacha, Michele Goldsmith, Pam Schowalter, April Rouner, Glenn Plummer, Celeste Vincent, and Alan Opheim. Kathy Shey joined for the Quarterly Review.

Topics Covered:

1. Angela – Opening comments on the budget tasks before the Committee
2. Alan – Committee Calendar – Brief look at a monthly schedule content
3. Alan – STO Update – The Regina Fair Share of \$303K has been reached; it is not expected that much, if any, residual dollars will be available after all member schools have a chance to reach their fair share.
4. Angela – Brief review on International Student discussions to come to Finance
5. Alan – Busing – Brief review of Ad Hoc discussion and expected discussions to come at Finance
6. Alan – Budget – Review of expense changes requested by Administrators in the format of “changes to the FY 16 budget”.
7. Alan and / or Angela -- Preface for next budget meeting
8. Angela – Presented segments of the Foundation Annual Appeal and how the Appeal will impact our budget
9. Other Items from the Membership -- None
10. Quarterly Review – As of September 30, 2015
11. Payroll discussion – Confidential discussion

Next Meeting: November 4, 2015; 4:30 p.m. High School Media Center – Budget

**Regina Tri-Parish Religious Education
Board Report
October 27, 2015**

September 23, 2015

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

September 27, 2015

- We had our second class for 7th and 8th grade at St. Patrick Church. It went very well. They are learning about Prayer this semester.

September 30, 2015

- We had our second real class for K-6. We didn't have anything special planned because I want the students to get to know their Catechists and the Catechists get to know their students.

October 7, 2015

- 1st graders made Prayer Pockets. They are made from felt and they hold prayers. They get a different prayer every week to learn and then they put it in their Prayer Pocket and take it home so they can say them with their parents.
- 3rd graders made a Creation Quilt. Each student gets a square of white fabric and they draw a creation from God with fabric markers. They had fun.
- 5th grade had a Bible presentation. Father Rudy handed out Bibles in the Chapel. Thank you Father Rudy!

October 11, 2015

- This was class for the 7th and 8th graders.
- They learned about unanswered prayers.
- It was an excellent class and the attendance was incredible! I would say 95% of the students were there!!

October 14, 2015

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

October 21, 2015

- 5th grade had a visit with Father Rudy. Thank you Father Rudy!

We have had a great couple of months!

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

Regina Foundation
Executive Director's Report
October 19, 2015

ANNUAL APPEAL UPDATES:

- Eric & Chris Clark constructed '14-'15 Appeal thank you video for donor recognition event (10/18) & website.
- Chrissy, Eric & April met with Glenn, Celeste, Alan, Angela Villhauer & Matt Pacha to discuss prioritized needs for the 2015-16 Appeal. Thoughts and \$\$ amounts taken back to Development Committee for final recommendations. In follow-up, April is meeting with Alan and Angela on 10/21 to finalize details.
- Annual Appeal 2015-16 funds received to date = \$34,114 (\$26,205 unrestricted).

ADVANCEMENT WORKS:

- Continue to meet weekly as a team.
- Admissions Director and Foundation Director are members of school's Finance Committee which meets monthly.
- On 10/19, Gary Schmit & April met with potential charitable remainder trust donor to establish next steps toward the gift.
- Team has a One Approach meeting scheduled at Jack & Donna Muller's house on November 11th at 6:00.

Any board member willing to host a gathering?

COMMITTEE WORKS:

- Executive ...met briefly on Sept. 22nd to discuss financial issues. Monthly meeting held October 14th. Report to be provided by chair.
- Finance: Have meeting scheduled for October 21st to discuss investment results from past three years.
- Development...met on October 8th Report to be provided by chair.
- Stewardship...donor event on October 18th was Committee's work focus for this month.
- PR/Marketing... much work on both the Appeal thank you video & website. Next meeting TBD.

STEWARDSHIP EVENTS:

Much coordination done by April, Shelley and volunteers for these events:

- **October 9 - Regina Homecoming & Alumni Awards Presentation.** Group award photo was sent in follow-up to the Press Citizen, Catholic Messenger and Gazette (to appear in Milestones section of Gazette on Sunday, Nov. 1st)..
The 2015 recipients are: **Distinguished Alumni Award:** Ron Rogers '68 and Ali (Goetz) Pili '72; **Alumni Appreciation Award:** Chrissy (Cook) Chambliss '87 and Rick Streb '78; **Outstanding Young Alumni:** Tim Porter '04 and Nikki Fleck '06; and **Distinguished Honorary Alumni:** given posthumously to Marguerite Kuebrich and Jude West
- **October 16 – 10th Anniversary Celebration of 2005 Football Team.** 25 team members and their significant others, 4 coaches, 3 cheerleaders returned for this honorary event. Big thank you's to: Matt & Katie White for hosting a pre-game reception with food and drink; the Booster Club for hosting the group on the Pancho's Party deck during the game and to Regina's Athletic Department for the comp tickets to the game for the group. All were introduced to crowd at half-time

- **October 18 – Donor Appreciation Event for Cornerstone (\$1,000+ annual donors) & LTP (planned gift donors).** 100+ attended the recognition event. Thanks to: Texas Roadhouse and Hy-Vee for donated food & drink; Regina's student ambassadors for representing Regina so well at the event; Key Club members for providing childcare; RHS senior, Andrew Adamec, for playing piano and to many volunteers who helped in various ways to make the event a success.

OTHER:

- Regina meetings attended/presented: Administrator meeting on 10/13; Home & School on 10/01.
- October 6th attended Sustainable, Successful Organization afternoon seminar offered by EIAFP. Great strategic planning and other information for board and staff to work on to create a successful organization.
- 4 days spent in D.C. in late September to see Pope Francis

UPCOMING DATES:

November 12 – National Philanthropy Day Luncheon at Coralville Marriott (11:30-1:30).

Regina Foundation nominated Michael Adam '15 for the Outstanding Philanthropic Youth. Michael was selected as the sole recipient of this award from the numerous nominations submitted to the Eastern Iowa chapter and its selection committee. Tables are sold in increments of seating for eight. It would be great if besides Michael, his parents, Paul & Diane and me....that there could be at least four other persons from Regina to fill a table in honor of Michael for this much deserved award. **CAN ANY MEMBERS OF EITHER BOARD ATTEND THE LUNCHEON?** Tickets are \$45 each.

Building and Grounds

No Committee meeting in October;
Update Below

TO: Building & Grounds Members
FR: Alan Opheim
DA: October 23, 2015

Since we did not meet this month, I write to share a few items with you.

- As is typical at this time of year, Don is experiencing various HVAC issues in the transition from summer to fall/winter. Our most serious appears to be a compressor is out on one of the rooftop units. Estimate to fix is not yet available. He has had numerous smaller issues in about 5-8 classrooms and in his usual thrifty ability has found some great bargains of new equipment. He is confident that by the first long-term freeze we will be ready.
- You may have noticed some caution tape along a couple of spots on the loop. Two holes were discovered, one 3-4 feet deep. Upon inspections by Jim, Valu-Con, Tomlinson-Cannon, and others, it has been determined that mud-jacking the area is the most economical at this time. That work will be completed, we believe, in the next 1-3 weeks.
- The sidewalk along 2218 Rochester had 3 panels of concrete that exceeded the City's safe scale. Valu-Con has fixed those and donated labor – Thanks Mike!
- Various spots in the front loop, back drive, and front parking have been patched to bring potholes to a reasonable depth and size.
- Jim is working on a long list of proactive repairs and maintenance around the school. So far, many are plumbing related or tied to playground equipment needs.
- You will notice that the baseball infield has been stripped. This ties to the project discussed earlier in the summer and last fall.
- Insurance claims for lightening and wind damage a year ago remains open – a crane is expected when the winds die down, and schedules permit to get the light standards straightened. That is the last piece that insurance is expected to cover and should be between \$1,800 and \$2,500.
- One of the items noted at the start of the school year is the appearance and shape of our carpets. We will begin soon the process of obtaining quotes for rooms. We ended up putting new carpet in two classrooms and an area in both offices. Bachmeier did the work, and we were very pleased with their efforts. That said, our job will likely be larger in 2016, so we want to be sure we are getting the best product at the best price.
- We are in the process of getting a painting quote for the west side of the HS gym (exterior) and may get a quote for siding the same area. As you know the paint only held 4 years before peeling, so we want to be sure we have something with a longer life this go around.

If you have any questions or comments, be sure to let Jason or me know. Due to calendaring, I'm not sure of the next meeting date at this writing. I have a conflict on our scheduled November 9 date and November 2 is hopefully a playoff game. We will advise.

Health and Safety Committee Minutes 10-20-2015

Present; Rick Larew, Angela Villhauer, Tim Foley, Bill Battistone, Scott Nibaur

Absent; Janan Rustan, James Nepola, Scott Gaarde, Celeste Vincent, Glenn Plummer

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 18th 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?

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

Bill reported on the different challenges they see day to day in the elementary. They have numerous scrapes on the playground, three broken bones this year, many kids with inhalers for Asthma, 5-6 students with various medications, and 15 students with Epi Pens. They also deal with the other medical problems like lice, chicken pox, food allergies, and bee stings. Tim noted HS students equal about 23 kids with Asthma, 5 with diabetes, a few with ADHD medications. Now that we know what we are dealing with for medical problems, Rick is going to discuss with Jan Miller requirements for schools and any paperwork required by the State. What in-services should be taught at Regina and who can do that? Once we discuss with Jan, we will look at engaging Mercy Hospital to provide funding or a nurse to assist Regina students.

- 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. Need board approval and approval from Finance for funding \$3000.00 (all inclusive). I will work with PTO to see if they would like to team up for offsetting the cost and helping to advertise.

3. New Business

- a. Thoughts or comments about the West High prank call. Are we doing everything possible to keep our kids safe here?

Tim reviewed our "crisis plan" and I have added that to the board for discussion.

Currently the plan calls for President to address parents and Media, we may need to review this policy and change to meet our new organizational structure.

Next meeting: Tuesday November 17th 6pm in Media Center.

**Policy Meeting
October 3, 2015 9AM**

Present: Kathy Shey, Alan Opheim, Glenn Plummer, Celeste Vincent
Reviewed the following Diocesan Policies:

100.0

101.1

102.0

110.0

120.0

Reviewed the following Regina Policies:

202.0R

203.0R

204.0R

205.0R

206.0R

Discussed clarifying wording in 206.0R, will present to board at next board meeting.

Respectfully submitted,
Kathy Shey

**REGINA INTER-PARISH BOARD OF DIRECTORS/BOARD OF EDUCATION
MEMBER POLICY**

Reference Article 4, Section 3 from By-Laws of the Regina Inter-Parish Catholic Education Center:

Number, Tenure, and Qualifications of the Board of Directors/Board of Education. The number of voting Directors of the Corporation shall be seventeen, and they shall be: the Bishop of the Roman Catholic Diocese of Davenport; the Pastors of the four Roman Catholic parishes of Iowa City: St. Mary's, St. Patrick's, St. Thomas More, and St. Wenceslaus; and twelve lay Directors: three from each of the four parishes. Lay Directors shall be selected according to the procedures established in their respective parishes and shall be appointed by the Bishop to serve a three-year term. The Bishop may remove a Lay Director with or without cause at any time by written notice of such removal mailed to the Provost of the Board with a copy thereof mailed to the Director who is removed. A lay Director may also be removed from the Board if the Director is absent from three consecutive meetings of the Board or any four meetings of the Board within a fiscal year. A vacancy among the lay Directors because of death, resignation, removal, disqualification, or otherwise shall be filled by a lay person from the parish where the vacancy has occurred using the procedures established by the parish for filling vacancies. A vacancy among the Pastor Directors shall be filled by the priest appointed by the Bishop as Pastor or Administrator of the parish where the vacancy has occurred.

(In alignment with diocesan staff handbook, the following categories of employees may not serve on the board: teachers under school year contracts, regular full time employees, regular part time employees and part time employees.)

Comprehensive Review: July 1984
Comprehensive Review: September 18, 1991
Revised: May 24, 1995
Reviewed: October, 1998
Revised: February, 2000
Reviewed: November 2002
Revised: January 2007
Reviewed: October 2009
Reviewed: January 2013
Reviewed: November 2013
Reviewed: October 2014

ATTENDANCE/TERMINATION (Ref. Article IV. Section 5, By Laws)

All members of the Board of Directors/Board of Education are expected to attend all Board meetings. This includes all regularly scheduled and emergency board meetings.

1. If any lay member misses three consecutive board meetings or any four meetings in a fiscal year, the president shall direct the secretary to send a letter to the board member reminding them of this policy. A copy of this letter shall also be sent to the president of the absent member's parish council.
2. If any lay member misses a three consecutive meeting or any four meetings in a fiscal year, a letter shall be sent to the president of the member's parish council asking that the absent member be replaced. A copy of this letter shall be sent to the absent member.

In July of each year this policy shall be inserted into the Board Packet so that all new and old members are informed of the attendance requirements. The president of each parish council shall also be notified of this policy.

October 20, 2015 Catholic Identity Meeting minutes

1. Opening prayer with Father Steve Witt
2. Attending: Rick Larew, Father Steve Witt, Bill Battisone, Scott Nibaur, Shelly Conlon, Noel Verducci, Ann Larew
3. Bill Battisone, elementary school vice principal, presented copy of Practice Makes Catholic (book being used as a faculty K-12 study guide) as well as Diocese of Davenport Safe Environment Local Designees Manual. He also presented happenings in the elementary school as far as masses, prayer services, service projects. Shelly Conlon presented 7-12 reports about religious events taking place

Feedback from staff (Catholic and non-Catholic) about Practice Makes Catholic study has been very positive. It has generated good discussion.

4. Discussion of K-12 further education for faculty as far as religious training for faculty. Both online and personal retreats/training are possible. There was discussion as far as desire to make these further studies both accessible and financially feasible for faculty members who would like to pursue them. Bill Battisone will explore costs for continuing education with as many specific details as possible so that recommendations can be made as to reimbursement for faculty for their participation. He will report back to this committee and then funding sources will be explored (current school funds, future funds in new budgets, donor funds, etc.) Faculty will then be encouraged to pursue further studies.
 5. Discussion of further uses of Catholic symbols throughout the high school and elementary. Possible use of statues that are available in all 4 parishes that are not in use will be investigated - Noel Verducci volunteered to visit the parishes and make an inventory of available statues and religious symbols. Committee members will investigate further uses of symbols, quotes, religious paintings thought the school.
 6. Scott Nibaur reached out to Ms Marcotte, Regina choir director, and Joe Mattingly, music director at the Newman Center, to discuss collaboration - they will work together to prepare joint concert - possibly at Christmas and for sure in the spring. Scott will facilitate further discussion and ongoing joint ventures between music departments at Regina and the Newman Center.
 7. CARA report - discussion of the report and the 3 missions of the group that created the report. They are gathering information and this report is a summary of their findings. Baptism numbers are stable (from mid 1900s) but almost all other statistics have changed. Conclusions: current Catholic parents are just as likely as older Catholics to believe core Catholic values. Current generation of young (school age though 20s) Catholics have grown up in an age of unprecedented technology - how does a 2000 plus year old institution relate? Current generation of Catholics are very diverse - ethnically, culturally, racially, even more diverse than the population in general. There will be ongoing reading and discussion of this report and how the information can be used to help us at Regina and in relationship to current Catholicism.
 8. New business: Relationship of home school students and Regina discussed. In years past, diocesan "rules" prevented home schooled students from participating in Regina activities, including academics, sports, music, etc. Home schooled students do participate in public school activities. There was discussion of this and committee members wondered about current diocesan rules and attitudes about this issue. The committee will ask the Regina Board of Education about this issue and whether home school student participation is a subject that could be clarified at the diocesan level or with the superintendent of diocesan schools. This committee will take no further action on this issue unless directed by the Regina Board of Education to pursue it.
 9. Adjournment and closing prayer by the group.
- Next meeting set for Thursday, November 12, at 4pm