

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, January 23, 2018
6:30 Regular Board Meeting
MPR

Vision: *To foster excellence with faith, knowledge, and community*

Regular Agenda

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| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – November 28, 2017 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
| II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS | 15 minutes |
| a. Elementary | |
| b. Junior/Senior High | |
| c. Enrollment Report | |
| d. Business Office | |
| e. Religious Education | |
| f. Foundation | |
| g. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 5 minutes |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. Approval of 2018-19 Tuition Rates | |
| b. Approval of 2018-19 School Calendar | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Board Chair – Present the plan and forms to be used for the evaluation of the Elementary and Jr./Sr. High School Principals | |
| b. SIAC/Education – Presentation of Iowa Assessment results | |
| VI. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VII. MEETING SCHEDULE (Refer to the Information Page) | |
| VIII. CLOSING PRAYER | 1 minute |
| IX. EXECUTIVE SESSION | 15 minutes |
| X. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	2/27/18	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	2/8/18	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	2/21/18	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	2/8/18	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Tuesday	2/13/18	4:30 PM	HS Library
F. Catholic Identity Committee	3 rd Thursday	2/15/18	4:30 PM	HS Library
G. Building & Ground Committee	2 nd Monday	2/12/18		Business Office
H. Strategic Planning Committee	3 rd Monday	2/19/18	6:30 AM	Business Office
I. Health & Safety	3 rd Thursday	2/15/18	5:30 PM	HS Library

II. ENROLLMENT

2017-2018 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	479	480	482	481	479	479				
JR/SR	367	372	371	372	372	376				
PreK	81	72	71	71	71	71				
Total	927	924	924	924	922	926				

I. UPCOMING DATES

Uniform Sale	Jan 26	4:00 PM	MPR
Uniform Sale	Jan 27	9:30 PM	MPR
Family Fun Night PreK-6	Jan 27	6:00 PM	Cafeteria
PISA Cake Auction	Jan 27	4:00 PM	HS
Catholic Schools Week	Jan 28-Feb 3		
Dance Marathon	Jan 28		Elementary Gym
Step Up Night 7 th	Feb 6	6:00 PM	Cafeteria
Step Up Night 9 th	Feb 6	7:30 PM	Cafeteria
Kairos	Feb 8 - 11		Off Site
GALA	Feb 10		Off Site
ACT's	Feb 10	8:00 AM	
Kindergarten Round Up	Feb 15	6:00 PM	Elementary School
Daddy Daughter Dance	Feb 17	6:30 PM	Elementary Gym
No School Presidents' Day	Feb 19		
Speech/Debate Varsity Conference	Feb 19	4:30 PM	Off Site
Dance 6-8	Feb 23	7:30 PM	Cafeteria
Dance 7-12	Feb 24	8:00 PM	Cafeteria

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Jan 24	2:15 PM	High School Gym
Mass K-12	Jan 31	9:00 AM	High School Gym
Mass 7-12	Feb 7	2:15 PM	High School Gym
Prayer Service K-6	Feb 14	2:30 PM	Elementary Gym
Prayer Service 7-12	Feb 14	2:30 PM	HS Gym
Reconciliation 2-6	Feb 21	8:30 AM	Elem Gym/MPR
Prayer Service 7-12	Feb 21	2:30 PM	HS Gym

III. Holy Days

Ash Wednesday	Feb 14
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
Tuesday, Nov. 28, 2017
6:30 PM
Regina MPR

Regular Meeting Minutes

I. Call to Order- Board of Education

- a. Opening Prayer
 - i. Father Witt provided opening prayer
- b. Roll Call-
 - i. Voting Members (absent in parenthesis): Ellen Abusada, Fr. Adam, Fr. Beckman, Jason Dumont, Patrick Gavin, Chad Hageman, (Fr. Juarez), Anne Kelly, Sue Kloos, Scott Nibaur, Matt Pacha, Janan Rustan, Angela Villhauer, Alaina Welsh, (Matt White), Fr. Witt
 - ii. Ex-Officio Members: Kecia Boysen, (Carolyn Brandt), Tim Foley, Michele Goldsmith, (Ryan O’Hearn), Alan Opheim, Glenn Plummer, (Stacy Suepple), Pam Schowalter, Celeste Vincent, (Julie Rhomberg), Gail Hensch.
- c. Chairperson Remarks- Pacha thanked Iowa City Road Race Board Members and MidWestOne Bank. They presented a check to Regina for \$6,000 from Regina’s participation in Run for the Schools. Pacha congratulated the Volleyball and Football teams for their outstanding seasons. Pacha informed members that there is a new Communications Marketing coordinator. He has noticed an increase in the marketing efforts on social media. He encouraged members to “share” with others to increase community awareness of all the great things happening at Regina.
- d. Approval of Oct. 2017 Minutes- Father Witt moved to approve the minutes, Seconded by Kelly, motion passed.
- e. Approval of Agenda- Kelly moved to approve, seconded by Father Witt, motion passed.
- f. Open to the Audience- Matthew Staab attended. No comments.

II. Administration Reports

- a. Elementary - Report in packet. Vincent welcomed everyone to attend the Advent Prayer services. The first service starts on Monday Dec. 4 @ 2:30 pm.
- b. Jr/Sr High - Report in packet. Plummer welcomed everyone to attend the Masses. The Christmas Prayer Service will be held this Wed 11- 30-17 @ 2:15 with Father Beckman.
- c. Enrollment - Report in packet. Schowalter informed all that Student Ambassadors will be speaking at the four parishes on Jan. 27th & 28th, 2018. They will also be assisting with upcoming events, ie. Kindergarten Round Up on Feb. 15, 2018 and 6th and 8th grade Transition Night, Feb. 6, 2018. Schowalter stated there will be 5 new international students starting in Jan. 2018.
- d. Business Office - Report in packet. Opheim indicated that the STO allotment was filled and Regina hit the goal! Villhauer thanked those who assisted with steering it forward.
- e. Religious Education- Report in packet.

- f. Foundation - Report in packet. Boysen stated that the Capital Campaign has reached 4.8 million dollars in pledges. The Excellence Fund is at \$83,000 currently.
- g. Home and School- Reports in packet. No Reports for PISA or Boosters.

III. Old Business Update- none

IV. New Business Discussion Opheim shared with the board the need for a new intercom system to maximize the overall safety of Regina. Villhauer moved to authorize the purchase and installation of the Rauland Telecenter U Intercom and Bell System, along with upgrades to clocks expected to be with the Primex System. Dumont seconded it, motion passed.

V. Calendar and Discussion Items No Board of Education meeting in Dec. 2017.

VI. Committee Reports- Reports In packet. Pacha praised the committee members for all the hard work they are doing for Regina.

Building and Grounds- Dumont voiced that the First Ave entrance into Regina will be open next week, weather permitting. The sidewalks will not be completed at this time.

VII. Meeting Schedule

a. Board Meeting	4th Tuesday	1/23/17	6:30 PM	MPR
b. Executive Committee	2nd Thursday	1/11/17	6:30 AM	Business Office
c. Finance Committee	3rd Wednesday	12/13/17 & 1/17/18	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	1/11/18	9:00AM	Business Office
e. SIAC/Education	2nd Tuesday	12/12/17	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	1/18/18	4:30 PM	HS Library
g. Building and Ground	2nd Monday	12/11/17	6:30PM	Business Office
h. Strategic Planning	3rd Monday	TBA	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	1/18/18	5:30 PM	HS Library

VIII. Closing Prayer- Fr. Beckman provided closing prayer.

IX. Executive Session

- a. At 7:10 pm, Father Witt moved to adjourn into Executive Session, Kelly second, motion passed.
- b. Reconvene from Executive Session - At 8:03 pm, the board reconvened from executive session. Motion by Father Witt to approve Statement of Gift Intent. Seconded by Nibaur, Motion approved. Gavin and Pacha abstained from voting.

X. Adjournment- at 8:05pm, Father Witt moved to adjourn the meeting, Kelly seconded it, motion passed.

Respectfully submitted,

Janan Rustan
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
January 2018**

FACILITATOR OF FAITH COMMUNITY

THANK YOUS:

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

PRAYERS:

To all of our families and friends as we start this New Year.

UPCOMING RELIGIOUS CELEBRATIONS:

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

January 31st – K-12 Catholic Schools Week Mass at 9:30 am

February 14th – K-6 Ash Wednesday Prayer Service at 2:30 pm

February 21st – Prayer Service 8:30, Reconciliation (grades 2-6) 9:15

LENT:

Religion committee will be discussing and planning Lenten activities.

CATHOLIC SCHOOLS WEEK:

Catholic Schools Week is January 27th through February 3rd. There are many activities planned in the Elementary.

JANUARY SERVICE MISSION:

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

FEBRUARY SERVICE MISSION:

Our Service Mission for February is Jump Rope For Heart. It will take place on February 23rd.

STANDARD #1 - VISION

IOWA ASSESSMENTS:

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

INTERVENTIONS:

Both elementary administrators will be attending a two-day professional learning experience with Heartland AEA. This session will focus on content learning, skill development, and action planning to further develop an effective Multi-Tiered System of Supports (MTSS) to benefit all learners.

ADMINISTRATIVE PLANNING MEETINGS:

There were several meetings this month regarding spring calendaring, enrollment discussions, bus discussions, etc.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

SOCIAL STUDIES CORE STANDARDS:

We have several teachers attending Year One implementation workshops for new Common Core Social Studies Standards. These teachers will share their learning in upcoming faculty meetings.

IN-SERVICE:

Administrators worked to create a beneficial schedule for in-service day on January 15th. In-Service includes an English Language Learner (ELL) presentation from Grantwood AEA representatives and further exploration of Math Standards. Administrators have already begun the scheduling for the April 20th in-service.

STANDARD #3 - MANAGEMENT

END OF FIRST SEMESTER:

Report cards for specials were sent home for all grade levels, and report cards for 5th and 6th grades were also sent home on January 19th for the end of 2nd Quarter/1st Semester.

KINDERGARTEN ROUND UP:

Kindergarten Round Up will be held on February 15th at 6:00 pm. We are working closely with the preschool and the admissions office to coordinate our outreach for Kindergarten Round-Up. As a team, information has been sent to local preschools, Regina's preschool parents, and local businesses to promote the event.

STANDARD #4 - COLLABORATION

SUPPORT GROUPS:

Home and School will be hosting their Family Fun Night on January 27th in the cafeteria at 6:00 pm.

Meeting Dates:

Home and School – February 1st

PTO – February 8th

PISA – February 12th

STANDARD #5 - ETHICS

EVALUATION:

Administrators are beginning second semester evaluations.

HEARING TESTS:

The hearing van from Grant Wood AEA will be here on February 9th for a second round of hearing screenings at Regina.

STANDARD #6 - LEARNING COMMUNITY

TRANSITION NIGHT:

Regina 6th graders will have their Transition Night on February 6th. This is intended to help prepare them for the Jr/Sr High.

ENROLLMENT SUMMARY:

K –	75
1 st -	65
2 nd -	67
3 rd -	68
4 th -	65
5 th -	58
6 th -	81

TOTAL - 479

**Regina Junior-Senior High School
Board Report
January 2018**

Principal as Spiritual Leader

1. The seniors, led by Mrs. Conlon, had a very successful Christmas Basket Project. This year's project helped 17 families in the greater Iowa City area.
2. Regina's third Kairos retreat will be February 8-11. It is the only retreat this year.
3. Planning for Catholic Schools Week is complete. As always, parents are welcome to join us for our speakers and religious celebrations. The schedule/days for the week are given below.
4. Upcoming celebrations:
 - January 24: 7-12 Mass in the Gym @ 2:15
 - January 31: K-12 CSW Mass @ 9:30 in the Gym
 - February 7: 7-12 Mass in the Gym @ 2:15
 - February 14: Ash Wednesday prayer service and mural painting @ 2:10 in the Gym
 - February 21: 7-12 Prayer Service @ 2:30
 - February 28: 7-12 Prayer Service @ 2:30
 - March 7: 7-12 Prayer Service & Lenten Reconciliation @ 8:30

Principal as Instructional Leader

1. Iowa Assessment results were delivered to students before Christmas break. A report was discussed at SIAC and is attached below.
2. Grades for 1st semester should be finalized this week.
3. The new Iowa Science Standards require a change in science course sequencing and graduation requirements. All students are required to receive instruction in areas previously not required by Regina (mainly earth and space science). Starting with the 2018-2019 school year, all 9th grade students will take a course (title yet to be decided) that covers these areas. Students will be given the option to test out of this course prior to their 9th grade year.

Principal as Administrator

1. We have a winter submission for the state's portal. It is due at the end of January.
2. Proposals for the 2018-2019 school year calendar will be presented at the board meeting.
3. We are working on our 7th and 9th Grade Step Up Night on February 6. It will be held in the cafeteria with 7th grade at 6:00 and 9th grade at 7:30.
4. Enrollment Summary (1/16)
 - 7th – 53
 - 8th – 80
 - 9th – 55
 - 10th – 52
 - 11th – 66
 - 12th – 70
 - Total – 376

Principal as Communicator

1. The 7th and 9th grade Step Up Night is February 6. The 7th grade will meet from 6:00-7:00 and the 9th grade will meet from 7:30-8:30. This is for those students, and their parents, that will be in 7th or 9th grade next school year.
2. A contract and agreement has been finalized with ACT. As part of this agreement, all students in grades 7-12 will take the ACT Tessera. Tessera measures students' social and emotional skills.
3. The 2018 Italy Trip is nearly finalized. We leave on March 10.
4. The 2018 Senior Trip is almost finalized. They leave on April 1.

Catholic Schools Week January 29-February 2

Wednesday, January 31

Mass with Regina alum, Father Michael Rossmann @ 9:30

Thursday, February 1

Vocations with Father Jeff Belger

Grades 7-9 @ 9:00

Grades 10-12 @ 10:00

Friday, February 2

8:20-8:25	Students report to 2nd period	
8:30-10:00	34th Army Band Performance	HS Gym
10:00-11:30	Talent Show	HS Gym
11:30-1:00	Lunch, ice cream, door decorating, letters	5th period
1:00-3:10	Mini-course/movie	Sign-up

2017 Iowa Assessments Report

Percent Proficient - The percentage of students in each grade at or above the NSS benchmark for proficiency (@ the 40th percentile). At least 90% of each grade in grades 7-10 scored proficient in all subject tests.

	YEAR	Reading	Math	Social Studies	Science
	Class of 2019	2013	92%	92%	87%
2014		90%	90%	71%	92%
2015		99%	93%	99%	90%
2016		98%	98%	94%	98%
2017		89%	95%	89%	89%

	YEAR	Reading	Math	Social Studies	Science
	Class of 2020	2014	85%	96%	83%
2015		91%	90%	83%	93%
2016		100%	92%	96%	90%
2017		100%	92%	96%	92%

	YEAR	Reading	Math	Social Studies	Science
	Class of 2021	2015	90%	94%	88%
2016		90%	91%	83%	96%
2017		98%	93%	95%	91%

	YEAR	Reading	Math	Social Studies	Science
	Class of 2022	2016	96%	100%	92%
2017		99%	96%	92%	98%

	YEAR	Reading	Math	Social Studies	Science
	Class of 2023	2017	91%	96%	91%

Percent Advanced Proficient - The percentage of students in each grade that scores at the NSS benchmark for advanced proficiency (@ 90th percentile). 20% or more of each class scored advanced proficient in all subject tests.

Class of 2019	YEAR	Reading	Math	Social Studies	Science
	2013	24%	24%	19%	13%
	2014	47%	36%	15%	25%
	2015	45%	22%	54%	16%
	2016	27%	30%	52%	19%
	2017	26%	32%	28%	32%

Class of 2020	YEAR	Reading	Math	Social Studies	Science
	2014	44%	41%	31%	24%
	2015	48%	48%	28%	36%
	2016	35%	24%	53%	22%
	2017	31%	33%	48%	21%

Class of 2021	YEAR	Reading	Math	Social Studies	Science
	2015	42%	41%	25%	26%
	2016	44%	39%	24%	29%
	2017	36%	20%	42%	27%

Class of 2022	YEAR	Reading	Math	Social Studies	Science
	2016	39%	35%	27%	28%
	2017	47%	37%	23%	30%

Class of 2023	YEAR	Reading	Math	Social Studies	Science
	2017	45%	57%	32%	42%

Quartile Scoring - The percentage of students in each grade scoring in each quartile on Reading, Math, and Science. With the exception of 11th grade Reading (43%), over half of every grade scored in the upper quartile in reading, math, and science. Only 11th grade Reading (20%) had 20% or more of the grade score in the lower 2 quartiles.

	Reading				Math				Science			
	75-99	50-74	25-49	1-24	75-99	50-74	25-49	1-24	75-99	50-74	25-49	1-24
Class of 2023	60%	21%	17%	2%	58%	26%	13%	2%	62%	25%	13%	0%
Class of 2022	67%	27%	5%	1%	53%	32%	14%	1%	59%	32%	6%	3%
Class of 2021	73%	22%	5%	0%	65%	24%	7%	4%	67%	18%	11%	4%
Class of 2020	63%	27%	10%	0%	63%	25%	6%	6%	58%	29%	8%	4%
Class of 2019	43%	37%	17%	3%	69%	25%	5%	2%	65%	23%	11%	2%

Percentile Rank of Average NSS: School - The average NSS is the grade average and compared to all other like grades across the nation. For example, the Class of 2019's average NSS in science was equal to or better than 95% of the school's across the nation that took the Iowa Assessments in the Fall of 2017. With the exception of 11th grade reading (85th percentile), the average NSS in each test in all grades scored at or above the 90th percentile nationally.

	Reading	ELA Total	Math	Math Total	Core Composite*	Social Studies	Science	Complete Composite*
Class of 2023	98	99	98	93	97	95	98	98
Class of 2022	99	99	96	92	96	95	99	96
Class of 2021	99	99	94	94	96	99	97	98
Class of 2020	98	99	95	92	95	98	91	97
Class of 2019	85	93	97	94	93	91	95	94

*Score calculations

Grades 7-8		Grades 9-11	
Conventions of Writing	$CW = 0.333 * SP + 0.333 * CP + 0.333 * PC$	English Language Arts Total	$ET = 0.33 * R + 0.5 * WE + 0.17 * V$
English Language Arts Total	$ET = 0.33 * R + 0.33 * WE + 0.18 * CW + 0.16 * V$	Mathematics Total	$MT = 0.67 * M + 0.33 * MC$
Mathematics Total	$MT = 0.67 * M + 0.33 * MC$	Core Composite	$CT = 0.5 * ET + 0.5 * MT$
Core Composite	$CT = 0.5 * ET + 0.5 * MT$	Complete Composite	$CC = 0.33 * ET + 0.33 * MT + 0.17 * SC + 0.17 * SS$
Complete Composite	$CC = 0.33 * ET + 0.33 * MT + 0.17 * SC + 0.17 * SS$		

**Admissions
Pam Schowalter
January 2018
Board of Education Report**

Enrollment

Elementary currently has for the 2017-2018 school year 479 students. (-2) We ended May 2017 with 446 students.

Jr./Sr. High currently has for the 2017-2018 school year 373 students. (+2) (one 8th grade student attending for 3 classes). We ended May 2017 with 382 students.

January 2018—4 new international students are now enrolled at Regina High School. (Mexico, Germany, China, Taiwan)

2017-2018 BEDS # 848 students (368 Jr/Sr and 480 elementary)

2016-2017 BEDS # 831 students (one 7th grade student attended school for 1 class)

2015-2016 BEDS # 835 students

2014-2015 BEDS # 818 students

BEDS=Basic Educational Data Survey

K	1	2	3	4	5	6	7	8	9	10	11	12	total	2017-2018
76	65	67	68	65	59	81	53	79	55	49	65	70	852	Nov/Dec. *changes
-1					-1					+3 -2	+1			
75	65	67	68	65	58	81	53	79	55	50	66	70	852	January Total

Recruitment:

WIA/IIA—Regina has one student (8th) from WIA/IIA for this fall. We are in year 2 of our three-year contract with WIA.

ASA Global—We have three students (9th, 2-11th) first semester, and we added two additional students (10th, 11th) for second semester. We are currently working with ASA for additional students for the 2018-2019 school year.

Kindergarten 2018-2019- Kindergarten Round Up is February 15, 2018, at 6:00 PM. Admissions is working with elementary administrators for the timeline for Kindergarten Round-Up. Invitations and posters have been posted in our parishes and around town in Iowa City and Coralville.

- SWAG—t-shirts and magnets have been ordered and delivered for Round-Up Night
- Parish bulletin announcements have been given to the parishes for inclusion over the next five weeks
- Regina will also have an ad in the Catholic Messenger

Student Ambassadors will be assisting with upcoming events, ie...Kindergarten Round-Up—Feb. 15th, 6th and 8th grade Information Step Up Night—Feb. 6th.

Catholic Schools Week—January 28---Feb 3rd 2018. This year's theme is Catholic Schools: Learn. Serve. Lead. Succeed .

- Student Ambassadors and Regina students will be speaking at all four of our parishes for Catholic School's Week Kick Off on January 27th and 28th.
- Regina students (elementary, junior high and high school) assembled a "Regina Thank You" snack mix and blessing card to be shared with parishioners during Catholic School's Week Kick Off on January 28th in our four parishes.
- Regina Ambassadors and 6th grade students will be serving coffee and doughnuts on January 28th at the three Sunday masses at St. Patrick's.

Parish Database--Catholic Schools Week informational letter was sent to our parish baptismal database, as well as prospective kindergarten students for the 2018-2019 school year.

Retention:

Parent Ambassadors will be given information about Catholic Schools Week to share with new Regina families.

Catholic Schools Week –Regina happenings and Catholic Schools info letter was shared with ALL current 6th grade and 8th grade parents, as well as ALL new families to Regina this year.

Step-Up Information Night – invitations were sent to ALL current 6th and 8th grade students, as well as prospective 7th and 9th grade students for next year. Parish bulletin announcements were sent to all four parishes about this event. All 6th grade and VIA teachers were given classroom posters to promote.

International Students are working with our ELL teacher as well as receiving additional tutoring with the Regal Learning Program and outside tutors.

Regina's Preschool students—our youngest learners will receive a gift in January to celebrate Catholic School's Week.

Business Office
January 23, 2018 Board Report
Alan Opheim
Director – Finance / Operations

Business Office –

- The 2018-19 Financial Aid application form has now been posted on the STO of SE Iowa web site. www.stoseiowa.org is the location. Regina over the next several weeks will populate newsletters, meetings, and constant contact opportunities to get the word out. The deadline for application is April 17, 2018. In order to be considered for Regina Financial Aid, a family must file the STO application. Although income guidelines are listed on the web site, we encourage all families with a need to apply.
- Sandy is working on the myriad of year end payroll related forms and reports.
- As somewhat documented below, much of my 8-5 time in January has been with various meetings dealing with budgets, construction, and operational procedures, policies, and activity.
- Much time on financial analysis and preparation for budget meetings.

Special Events / Fundraising / Advancement

- Gala is February 10. Online bidding begins Saturday. Reservations for attendance are now due. All are encouraged to attend.

Buildings & Grounds

- I continue to be actively involved in aspects of building phases. Phase 0 is ongoing, and Phase 1 is in the construction-drawing phase, which brings a lot of questions.
- Jess and I met with CEC personnel, including the project manager. The Intercom, clock, and bell project will be starting within weeks of this date. There is a lot of behind the scenes electronic and data work to be done before an accurate cutover time can be established.

Ad Hoc and other participation

- Advancement Team meetings
- Multiple meetings for both the construction phase and the bill / payment phases of our projects
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools
- I have also taken part in some webinars working on my CEU requirements and other topical topics including tax and HR issues
- Participated in January Foundation Stewardship Committee meeting
- Board related meetings – Policy, Finance (3), B&G, Board

Committee Meeting Schedule:

Finance – February 21, 2018 4:30 HS Media Center

Building and Grounds – TBD

**Regina Tri-Parish Religious Education
Board Report
January 23, 2018**

January 10, 2018

- Catechist in-service

January 14, 2018

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

January 17, 2018

- First class since Christmas for K-6th grade.
- 1st grade talked about Baptism and Shelley led a demonstration. Thank you Shelley!
- 2nd grade had a visit from Father Steve Witt. Thank you Father Steve!!

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

**Regina Foundation
Kecia Boysen
Executive Director
Monthly Report 1/16/18**

Capital Campaign

- **\$4,849,125.01 total** (512 donors) - Total at end of Steier Group participation on 7/10/17:
\$4,619,850
- \$4,645,689.50 from 509 gifts and pledges
- \$203,435.51 from 6 in-kind gifts
- \$9,409 average per family
- 81% of campaign goal
- 121 declines

Other

- \$4,567,930.00 in pledges
- \$2,082,411.13 outstanding
- 64 pledges paid in full totaling \$1,003,170
- Capital Campaign cash-on-hand: \$503,048.31

The Capital Campaign Continuation Committee met on 1/10 to discuss new campaign donation totals and pledge payments. The campaign will conduct an in-parish appeal with a direct ask from the priests on the weekend of February 3 & 4. There will also be a bulletin insert with CC updates on that weekend and envelopes with CC & Excellence Fund donation options provided. All of the parishes will be participating with the exception of St. Thomas More on Saturday night due to a conflict (bishop will be at service for confirmation). It was suggested that we have CC steering committee members available after each service to answer any questions. Matt & Kecia will coordinate.

The next meeting of the CC Continuation Committee will be 5 p.m., Wednesday, February 21.

Excellence Fund (annual appeal)

- 2017-2018 Excellence Fund (annual appeal) as of 1/12/18 - **\$212,362.71**
- Excellence Fund year-end (Dec. 31, 2017): **\$200,478.94**
- Last year (Dec. 31, 2016): **\$146,815.87**

Upon Kecia's recommendation, and with board approval, several new processes will be in place moving forward that may have an impact on the FY 2017-2018 Excellence Fund. These include:

- A new pledge acceptance process
- All outstanding pledges will now be written off at year-end (December 31 of the corresponding fiscal year) – any pledge gifts received after year-end will be credited to the next FY Excellence Fund (but flagged in our database so we can deal with these differently from an acknowledgement standpoint)
- No matching gifts will be put on the books until received

Committee Meetings

- PR/Marketing Committee met on Tuesday, 1/9. The committee met to finalize details on the charter for a new Regina Communication Advisory Group. A core team of members was determined and Chris and Shane will reach out to these individuals to proceed with the formation of the group.
- Stewardship Committee will meet on Tuesday, 1/16.
- Development Committee met on Tuesday, 1/9. The committee reviewed the CAD plan and the next steps for members. Members will participate in a “Thank-A-Thon” the week of February 5. The goal is to contact those that gave at year-end and thank them for their donations. This will be a thank you only. Board members will also be asked to participate and complete all calls by Friday, February 9. Call lists will be distributed on Monday 2/5 with suggested talking points. Next meeting: Tuesday, February 27.
- Foundation Executive Meeting – Next Meeting: Wednesday, February 14
- Foundation Board Meeting – Next meeting: 4:30 p.m., Tuesday, February 20

Donor meetings & calls

- Number of personal visits and calls completed over the past month (goal = 26 visits/calls per month on average) = December: 35
- Calls of note: Larry Pacha (CC & EF gifts); Don Welter (EF gift directed to boys & girls soccer); Jean Knepper & Tara Wachendorf of UICCU (presented proposal 12/20 re: 2017-2018 support); Lori Meyer, Market President, Great Western Bank; Amy Hospardsky, Community Relations Manager, Midwest One Bank (one-ask); Jack Muller, Insurance Associates (one-ask).

Other

- Visibility in the Regina community (goal = at least 2 events per month) = December: 2 (Immaculate Conception Mass 12/8, Christmas Basket Project Mass 12/20)
- Kecia participated in the Greater Cedar Rapids Foundation Executive Director Peer Group on 12/3/17.
- Kecia attended the AFP Eastern Iowa program, “Gambling for a Good Cause” on 12/12 at Hills Bank, NL.
- Kecia and Shelley met with Dennis Menke, Campaign Chairman, of Holy Trinity Catholic Schools regarding their Elementary School Projects and capital campaign on 12/13. We exchanged ideas and they requested information about hiring a full-time Development Director. Their board would like to have a think-tank with members of our CC steering Committee in the future. Dennis followed up by sending a package of their campaign materials and newsletters for our review.
- Kecia participated in the AFP and EIPCG year-end board meetings on 12/20 & 12/21. Kecia is a member of both organization’s BOD.

Save the Date

Thursday, February 7 – “Thank-A-Thon”

Saturday, February 10 – Regina Gala

Wednesday, April 25 – Memorial Mass

Friday, May 4 - Grandparent’s Day

Wednesday, May 23 - Awards Assembly & Scholarship Luncheon

Building and Grounds December 11, 2017

Attendees: Mike Streb, Matt White, Scott Nibaur, Chad Keune, Tom Brandt, Matt Pacha, Jason Dumont, Jim Burchers, Alan Opheim

Topics

- Fire Inspection Report – Wrap-up
 - Questions remain on courtyard egress topic;
- Insurance Report – Verbal overview
- Police Inspection – Verbal overview
 - Discussion on lighting concerns raised away from the building
 - Consensus of group present was to continue vigilance with cameras but do not add lighting to lower area of playground – that would be open invitation for other issues; if vandalism becomes problematic, then readdress.
 - Lighting on building – converting to LED

- Capital Campaign Updates
 - Update on First Avenue Access and Sidewalk
 - Update on Water Retention Issues
 - Jason & Shive continue to work with City and Hickory Hill
 - Update on Hitting Facility
 - Expected May 1ish opening date
 - Other Questions / Concerns / Information
 - .
- Snow removal – Continue with Eddie for drive; Mark for sidewalks – both outsourced.

- Telecenter U – Intercom, Bells, and Clocks (Primex)
 - Most coming from Phase 1, but some will be from Training Facility;
 - Some may be from long-term capital maintenance account
 - Consensus was to continue to move forward.

- Projects –
 - Tile / Elementary Floor – 2018 or later – recommending later, but...
 - Carpet rotation
 - Restroom enhancements to coincide with improvements from Phase 0 and Phase 1
 - Items needed to round out Phase 0 and Training Facility – if any – No major dollar items known today

- Boosters –
 - Concerns on how to gain participation in Kinnick fundraiser, thus impact on future projects if we are not successful in this endeavor.

NEXT MEETING TBA

Health and Safety Meeting January 18, 2018

In attendance: Sue Kloos, Celeste Vincent, Andy Nugent, Kristine Bonnett

OLD BUSINESS

- 1) Exploring the possibility of a school nurse; nothing new to report
- 2) CPR Training up to date (Spring, 2017) Checking on the renewal date. Some staff members do a yearly review as required
- 3) Iowa City Police Tour follow up; their suggestions included straps around fire extinguishers and lighting (updating existing lighting and increasing our lighting) Are these upgrades part of the long term goals? (question for Building and Grounds Committee)
- 4) AED location in new weight room / hitting facility; 5 existing AED's Discussed placement of AED in common area of new facility
- 5) Front Parking Lot lights; up and running :)
- 6) First Avenue Entrance and traffic flow discussion; Open for use. Celeste added there will be a meeting discussing traffic flow, pavement markings, and yield signs at major intersections on campus. Possibly signage on First Ave indicating turning traffic ahead.
- 7) Follow up with Andy Nugent re: guest speaker for staff re: mental health at April in service date. The presenter has reached out to Celeste sending power point presentations for review. Choosing two of the three presentations directed toward specific age related groups and issues.
- 8) Flu shots for staff (complete) Flu in the school? Mostly staff have been affected to date being out for 4-7 days. Discussed enforcing policy if need be to have students / staff be 24 hour fever free before returning to school, frequent hand washing, sanitizing common areas frequently. The flu is lasting about 7 days and hasn't reached its' peak yet.

NEW BUSINESS

- 1) When school is delayed (late start) because of weather. First, Regina follows Diocesan Guidelines which parallels the ICSD. Discussed no morning activities or preschool.
- 2) Active Shooter in service date; Scott Nibauer shared that St Pats' is working with the IC Police to arrange a date for training possibly end of February or early March. Considering opening it up to all four parishes or at least to ushers. Possibly opening it up to Regina parents / students. If it is off campus and a weekend presentation, not sure if parent permission would be required for students.
- 3) New agenda items; A short discussion about recent nuclear alarm set off by accident in Hawaii and preparedness issues.

Also, looking forward to the new intercom and clocks update since it offers great features and zoning possibilities

Submitted by Sue Kloos

Policy Committee Minutes
Nov. 9, 2017

Present: Celeste Vincent, Glenn Plummer, Alan Opheim, Janan Rustan, Anne Kelly, Alaina Welsh

Transportation Off Campus:

Discussion ensued regarding liability for Regina. Legal counsel input pending and committee needing further review and action.

Parent Code of Conduct:

Purpose of document was to create an expectation of appropriate behavior. To sign the document is to acknowledge/understand Code of Christian Conduct. The document was not designed to be a contract and is not written as such. Legal counsel agreed that the document is not a legal contract. Committee deemed no further action warranted.

Email Confidentiality:

Discussion of best practice ensued. An additional Policy for confidentiality was not deemed necessary by committee, as it is already addressed in the handbook and Acceptable Use Policy. The committee will continue to review and revise as necessary.

Respectfully Submitted,
Janan Rustan
Policy Chair.

Policy Committee Minutes
Jan. 11, 2018

Present: Celeste Vincent, Glenn Plummer, Alan Opheim, Alaina Welsh, Anne Kelly, Michelle Winders, Janan Rustan

Due to the Department of Education Update regarding School Attendance, **Policy 605.0** was assessed to ensure compliance. Reviewed Paragraph as stated: The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school's requirements for graduation. **605.0 Educational Programs Policy is in compliance.**

Policy 461.0 Diocese of Davenport BOE: Staff Personnel- Electronic Communications and Social Media. - Committee reviewed this policy and determined no further action needed. Additional information provided in the employee handbooks.

615.1 R Regina's Acceptable Use Policy was discussed and reviewed. It is signed by teachers, parents and students. No further action deemed necessary.

Expectations of Privacy of communication: Discussion ensued. Committee determined added verbiage will be incorporated in the employee handbooks as stated. "Any and all communication may be shared with unintended recipients if deemed necessary by the recipient to address or resolve an issue without consent of the originator of the communication". No additional Policy needed.

Transportation of students to school events. Discussion conducted. Action plan to Consult with insurance company and Diocese. Alan Opheim to follow up.

Respectfully submitted,
Janan Rustan
Policy Chair

Home and School Meeting Minutes January 4, 2018

Opening Prayer

Introductions

Approval of November Minutes

Principal's Report—Celeste Vincent

- A. Next Friday is the end of the 2nd quarter. Report cards will go home on Friday, January 19th.
- B. Upcoming dates
 - 1. No school Monday, January 15th—teacher work day
 - 2. Family Fun Night Saturday, January 27th
 - 3. Catholic Schools Week:
 - a. Talent Show Tuesday, January 30th
 - b. Mass Wednesday, January 31st at 9:30 a.m.
 - c. Friday, February 2nd K-12 assembly with army band
 - d. volleyball tournament between students and faculty

Treasurer's Report

- A. The balance on December 31, 2017 was \$39,484.36.
- B. Revenue in November and December included \$270 in chocolate money, a \$750.75 chocolate sellout bonus, \$1250.00 donation from the Booster Club for Staff Appreciation Week, \$3,784.69 in book fair sales, and \$7.42 combined in interest.
- C. Expenses in November and December included \$529.96 for Staff Appreciation Week, \$1,338 for field trips, \$2,476.41 for the Book Fair, and \$5000 matching funds for Silver Tea.
- D. Anticipated expenses in January include Catholic Schools Week expenses and Family Fun Night.
- E. Karina requested that the Treasurer be authorized to give the \$5000 matching funds for Silver Tea even if the amount donated by parents is less than \$5000, without having to seek approval from Home and School.
 - 1. A motion was made and approved.

Committee Reports

- A. Silver Tea
 - 1. Water instead of punch was fine and the general consensus is to continue serving water.
 - 2. Water takes much longer to refill than punch— have to take the cooler into the kitchen and fill it one pitcher at a time (doesn't fit under the sink.)
 - a. Next year we will use all four coolers so there is always a spare cooler ready to put out while one is being refilled.
 - 3. Needed more adult volunteers; nearly all volunteers were students except for the setup and cleanup shifts.
 - a. Next year we should have separate slots on the Signup Genius for parents and students.
 - 4. Needed more cookies so there can be some left over for Family Fun Night.
 - a. Next year we will ask families K-5 to bring cookies, not just 1-5.

- B. Uniform Sales—will be 4-8 pm on Friday Jan. 26th, 9:30-12 on Saturday Jan.27th
- C. Family Fun Night—January 27th 6:00-8:00 p.m. in the cafeteria
 - 1. A sign up will go out next week for helping set up, serve, and clean up.
- C. Catholic Schools Week—Missy Aitchison and Lindy Ahrens
 - 1. Ordered cookie dough from PISA for the cookies & coffee time for staff on Thursday.
 - 2. One lunch will be barbecue, sponsored by a parent's company.
 - 3. Monday will be the pancake breakfast.
- D. School Supply Fundraiser
 - 1. Cathy Coleman, chair, is checking into another vendor to compare with the one we used this year.
- E. Spring Book Fair
 - 1. April 12-14
 - 2. New vendor: Follett instead of Scholastic

New Business

- A. Heather Feller will be the new secretary in 2018-19.
- B. Decals for new families—reinstate?
 - 1. Boosters are charging \$4 which with 75 new families per year would be \$300.
 - 2. It was decided that Home & School will not purchase decals for new families. We had done that in past years when there was not yet a staff person dedicated to admissions, which there now is.
 - 3. It was suggested that decals (and other spirit items) could be sold during high traffic events such as Back To School Night or Family Fun Night. One problem with this idea is that the Boosters have a hard time finding volunteers to sell things.
 - 4. Celeste will talk to Pam about the possibility of going back to sending decals to new families.
- C. New fundraising idea suggested by Teacher Representative Diann Zirtzmann: candid photos from classrooms that are blown up and framed. No action was taken yet on this idea but there was some interest.

Next meeting: Thursday, February 1st at 6:30 pm in the elementary library

Attendance List

Officers

President: Sarah Valiga

Vice President: Maura Casey

Secretary: Sofia Livorsi

Faculty/Staff

Celeste Vincent - Elementary Principal

Diann Zirtzmann

Parents

Missy Aitchison

Laura Rowlette

Katie Horner

Tracy Blomme

Heather Feller

Regina Catholic Education Center
Balance Sheet
December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	723,216.84	927,647.02	-204,430.18	-22.04%
11000 · Savings	2,115,561.28	1,581,784.51	533,776.77	33.75%
Total Checking/Savings	2,838,778.12	2,509,431.53	329,346.59	13.12%
Accounts Receivable				
12000 · Tuition Receivables	1,903,951.14	2,149,798.73	-245,847.59	-11.44%
Total Accounts Receivable	1,903,951.14	2,149,798.73	-245,847.59	-11.44%
Other Current Assets				
12200 · Prepaid Computer Contracts	1,701.00	2,833.00	-1,132.00	-39.96%
Total Other Current Assets	1,701.00	2,833.00	-1,132.00	-39.96%
Total Current Assets	4,744,430.26	4,662,063.26	82,367.00	1.77%
Fixed Assets				
13000 · Long Term Assets	3,660,828.47	3,738,658.47	-77,830.00	-2.08%
13019 · Construction in Progress	1,494,325.91	4,910.00	1,489,415.91	30,334.34%
Total Fixed Assets	5,155,154.38	3,743,568.47	1,411,585.91	37.71%
TOTAL ASSETS	9,899,584.64	8,405,631.73	1,493,952.91	17.77%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	2,416,858.89	2,452,118.18	-35,259.29	-1.44%
Total Other Current Liabilities	2,416,858.89	2,452,118.18	-35,259.29	-1.44%
Total Current Liabilities	2,416,858.89	2,452,118.18	-35,259.29	-1.44%
Long Term Liabilities				
26000 · Long Term Loans	544,873.59	584,562.55	-39,688.96	-6.79%
Total Long Term Liabilities	544,873.59	584,562.55	-39,688.96	-6.79%
Total Liabilities	2,961,732.48	3,036,680.73	-74,948.25	-2.47%
Equity				
30000 · Opening Balance Equity	4,972,571.19	4,972,571.19	0.00	0.0%
32000 · Unrestricted Net Assets	674,267.96	725,209.87	-50,941.91	-7.02%
Net Income	1,291,013.01	-328,830.06	1,619,843.07	492.61%
Total Equity	6,937,852.16	5,368,951.00	1,568,901.16	29.22%
TOTAL LIABILITIES & EQUITY	9,899,584.64	8,405,631.73	1,493,952.91	17.77%

Regina Catholic Education
Center

Profit / Loss Statement

For the Six Months Ending December 31, 2017

	<u>Jul - Dec 17</u>	<u>Jul - Dec 16</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
40000 · Tuitions	2,038,011.13	1,882,499.59	155,511.54	8.26%
41000 · Assessments	832,287.48	822,002.04	10,285.44	1.25%
42000 · Foundation Funding	1,634,294.08	161,637.57	1,472,656.51	911.09%
43000 · Diocesan Funding	13,820.89	13,476.00	344.89	2.56%
44000 · Nutrition Income	173,352.52	198,040.57	-24,688.05	-12.47%
45000 · Other Incomes	421,708.02	431,874.45	-10,166.43	-2.35%
46500 · Bus Route Income	5,943.46	5,157.75	785.71	15.23%
Total Income	<u>5,119,417.58</u>	<u>3,514,687.97</u>	<u>1,604,729.61</u>	<u>45.66%</u>
Gross Profit	5,119,417.58	3,514,687.97	1,604,729.61	45.66%
Expense				
60000 · Salaries & Wages	2,277,481.63	2,185,332.96	92,148.67	4.22%
60145 · Benefits	436,069.22	420,465.94	15,603.28	3.71%
61000 · Educational Supplies	232,832.88	249,970.79	-17,137.91	-6.86%
61040 · Computer Technology	34,467.69	178,390.73	-143,923.04	-80.68%
62000 · Facility Expenses	283,011.90	259,906.34	23,105.56	8.89%
63000 · Operating Expenses	58,581.47	54,292.36	4,289.11	7.9%
64000 · Building Upkeep	55,615.61	95,258.77	-39,643.16	-41.62%
65000 · Nutrition	112,613.38	100,322.74	12,290.64	12.25%
66000 · Income Offsets	147,099.55	104,591.66	42,507.89	40.64%
66500 · Busing - Routing	114,845.80	106,124.08	8,721.72	8.22%
68000 · Interest Expense	10,295.44	22,641.66	-12,346.22	-54.53%
69000 · Depreciation Expense	65,490.00	66,220.00	-730.00	-1.1%
Total Expense	<u>3,828,404.57</u>	<u>3,843,518.03</u>	<u>-15,113.46</u>	<u>-0.39%</u>
Net Income	<u>1,291,013.01</u>	<u>-328,830.06</u>	<u>1,619,843.07</u>	<u>492.61%</u>

Finance Meeting

December 13, 2017

Opening Reflection

- God, in this Season of Advent, help us to feel your comforting presence, and to bring comfort to those around us who may be feeling cut off from your love. We come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. We ask this in the name of the Father, Son, and Holy Spirit.

Committee Attendees (Not here this month)

- Jennifer Lough
- Deanna Green
- Scott Nibaur
- Chrissy Chambliss
- Pam Schowalter
- Matt Pacha
- Stacy Sueppel
- Michele Goldsmith
- Glenn Plummer
- Celeste Vincent
- Kecia Boysen
- Janan Rustan
- Anne Kelly
- Angela Villhauer
- Alan Opheim

Finance Committee Agenda December 13, 2017

- Opening prayer
- Role call
- Opening comments

- Registration
- Referral Program
- Fund Raising – How to solicit
- 2018-19 Tuition

- Update – STO

- Wrap up

Registration – 2018-19

- Registration
 - Current – \$100
 - \$50 to general budget;
 - \$50 to long-term maintenance
 - Collections
 - Elementary – Mass distribution
 - Jr-Sr High – Part of Class Scheduling Process
- Discussed Enrollment vs Registration vs Tech Fee
- Family Cap
- Penalty for early withdrawal – not a full refund
- Consider firm enrollment fee (March 15); after spring break goes to \$150; add verbage to "if financial consideration is needed, contact Sandy"
- Defer discussion of "not full refund" to later date

Referral Program

- Pam to present a potential program
- A family incentive to bring students; family vs per student
- If adopted; clear cut outline of program; disclaimer that only the principal can accept the student; potentially start with student ambassadors;
- Don't exclude current unrelated parties; i.e. realtors, alums
- Written proposal to come next month
- Question – should there be different amounts for "tuition bearing" referrer vs cash paid referrer
- NOTE: Decision at a subsequent meeting was to offer a referral to Staf Members only.

Fund Raising – How to solicit

- Does the Regina community – today represented by members present – consider Constant Contact a help or hindrance
- How would groups solicit if not Constant Contact to the school as a whole
- Should certain items be "school" fund raising / others not
- Discussion is excluded for Pam, Alan, Celeste, Glenn, Kecia as we have other venues to express opinions – we can answer questions
- 10 minute limit to discussion

2018-19 Tuition

- Goal is to have a tuition ready for the Board Packet on Friday, January 19 and a vote on January 23, 2018.

Next Meeting Dates

- January 10, 2018; 4:30 p.m. HS Media Center – Budget Related
- January 17, 2018; 4:30 p.m. HS Media Center – Budget; Regular; and Expected 2nd Q Review (tentative depending on time needed for budget – to be determined January 10).

Wrap-Up / Questions

- *Next meeting is January 10;*
- *Thanks for all of the time devoted to the Committee.*

Finance Meeting

January 10, 2018

Opening Reflection

- God, Pope Francis has told us in his Epiphany message that "Some stars may be bright, but do not point the way. So it is with success, money, career, honors and pleasures, when these become our lives, the path won't ensure peace and joy." The Pope asks us "What star have we chosen to follow?" Help us, Lord God, to follow the path you have chosen for us, in our lives in our Parishes, our homes, and here at school. We ask this in the name of the Father, Son, and Holy Spirit. Amen.

Committee Attendees (Not here this meeting)

- Jennifer Lough
- Deanna Green
- Scott Nibaur
- Ellen Abusada
- (Chrissy Chambliss)
- Pam Schowalter
- Matt Pacha
- Stacy Sueppel
- (Michele Goldsmith)
- Glenn Plummer
- Celeste Vincent
- Kecia Boysen
- Janan Rustan
- Anne Kelly
- Angela Villhauer
- Alan Opheim

Finance Committee Agenda January 10, 2018

- Opening prayer
- Role call
- Opening comments
- From December Meeting -- Registration
- From December Meeting -- Referral Program
- 2018-19 Tuition
- Update -- Estimated Assessment Change
- Wrap up

Referral Program

- Pam to present details of program
- *Administrator Recommendation: Institute a trial program for staff referrals only*

Registration – 2018-19

- Registration
 - Current – \$100
 - \$50 to general budget
 - \$50 to long-term maintenance
 - Collections
 - Elementary – Mass distribution
 - Jr-Sr High – Part of Class Scheduling Process
- Discussed Enrollment vs Registration vs Tech Fee
- Family Cap
- Penalty for early withdrawal – not a full refund
- Consider firm enrollment fee (March 15); after spring break goes to \$150; add verbiage to “if financial consideration is needed, contact Sandy”
- Defer discussion of “not full refund” to later date
- Administration Recommendation: 1) Change in rate after March 31, 2018, unless a waiver of delay in payment is obtained; 2) Anyone registered who did not pay will have the Registration added via Smart Tuition when tuition is posted to the account
- Final Recommendation was to use wording such as “early bird” registration; after March 31 Registration is \$150 – sound like a “benefit” for paying on time, rather than a penalty for paying late. New families for their 1st year of registration pay \$100 regardless of when they register.

2018-19 Tuition

- Present options for tuition

Next Meeting Dates

- January 17, 2018; 4:30 p.m. HS Media Center – Budget; Regular; and Expected 2nd Q Review (tentative depending on time needed for budget – to be determined January 10.

Teacher-Change in Base Pay

- Step Change = \$35,000
- Impact for each \$100 is \$9,000
- Base Pay 2017-18 \$31,000
- \$125K for \$1,000 Base Pay Chg = 4% prox
- \$80K for \$500 Base Pay Chg = 2% Prox

Finance Meeting

January 17, 2018

Opening Reflection

- Lord God, we come to you grateful for the time we have together to discuss ways to assist in the efforts to promote Catholic Education. We are called up to “educate the head, the heart and the hand” of our students. Help us to do our part to achieve this task. We ask this in the name of the Father, Son, and Holy Spirit. Amen.

- ## Committee Attendees (Not here this month)
- Jennifer Lough
 - Deanna Green
 - Scott Nibaur
 - Ellen Abusada
 - (Chrissy Chambliss)
 - Pam Schowalter
 - (Matt Pacha)
 - (Stacy Sueppel)
 - (Michele Goldsmith)
 - Glenn Plummer
 - Celeste Vincent
 - (Kecia Boysen)
 - Janan Rustan
 - (Anne Kelly)
 - Angela Villhauer
 - Alan Opheim

- ## Finance Committee Agenda January 17, 2018
- Opening prayer
 - Role call
 - Opening comments

 - 2018-19 Tuition to Board

 - 2nd Quarter Financial Review

 - Wrap up

Tuition Discussion

- Discussed options from 4-7%
- Discussed reasoning for a split increase between Parish rate and School / Full rates
- Looked ahead and behind to what we have done, and the likelihood that we could maintain a constant change
- Recommended a 5% change in tuition; for Parish rates that means a \$15 per month increase, \$19 for Junior High, and \$25 for High School students.

Next Meeting Dates

- February 21, 2018; 4:30 p.m.
HS Media Center