

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, April 24, 2018  
6:30 Regular Board Meeting  
**HS Media Center**

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

**Regular Agenda**

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|-------------------------------------------------------------------------------------------------------|------------|
| <b>I. CALL TO ORDER – Board of Education</b>                                                          | 10 minutes |
| a. Opening Prayer                                                                                     |            |
| b. Roll Call                                                                                          |            |
| c. Chairperson Remarks                                                                                |            |
| d. Approval of Minutes – March 27, 2018                                                               |            |
| e. Approval of Agenda                                                                                 |            |
| f. Open to the Audience                                                                               |            |
| <b>II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>                                                 | 15 minutes |
| a. Elementary                                                                                         |            |
| b. Junior/Senior High                                                                                 |            |
| c. Enrollment Report                                                                                  |            |
| d. Business Office                                                                                    |            |
| e. Religious Education                                                                                |            |
| f. Foundation                                                                                         |            |
| g. Boosters, PISA, Home & School – committee reports                                                  |            |
| <b>III. OLD BUSINESS UPDATE</b>                                                                       | 5 minutes  |
| a. 2 <sup>nd</sup> reading of Transportation Authorization Policy 507.1R                              |            |
| <b>IV. NEW BUSINESS DISCUSSION</b>                                                                    | 10 minutes |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>                                                               | 10 minutes |
| a. Appoint the nominating committee for new Board officers (Policy #202R Nomination Committee Policy) |            |
| <b>VI. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>                                                      | 5 minutes  |
| <b>VII. MEETING SCHEDULE (Refer to the Information Page)</b>                                          |            |
| <b>VIII. CLOSING PRAYER</b>                                                                           | 1 minute   |
| <b>IX. EXECUTIVE SESSION</b>                                                                          | 15 minutes |
| <b>X. ADJOURNMENT</b>                                                                                 |            |

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting	4 <sup>th</sup> Tuesday	5/22/18	6:30 PM	MPR
B. Executive Committee	3 <sup>rd</sup> Wednesday	5/16/18	5:30 PM	HS Library
C. Finance Committee	3 <sup>rd</sup> Wednesday	5/16/18	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	5/10/18	9:00 AM	Business Office
E. SIAC/Education Committee	2 <sup>nd</sup> Tuesday	5/8/18	4:00 PM	HS Library
F. Catholic Identity Committee	3 <sup>rd</sup> Thursday	5/17/18	6:30 AM	HS Library
G. Building & Ground Committee	2 <sup>nd</sup> Monday	TBA		Business Office
H. Strategic Planning Committee	3 <sup>rd</sup> Monday	5/21/18	6:30 AM	Business Office
I. Health & Safety	3 <sup>rd</sup> Thursday	5/17/18	5:30 PM	HS Library

**II. ENROLLMENT**

2017-2018 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	479	480	482	481	479	497	479	479	480	
<b>JR/SR</b>	367	372	371	372	372	376	373	375	372	
<b>PreK</b>	81	72	71	71	71	71	71	71	71	
<b>Total</b>	927	924	924	924	922	926	923	925	923	

**I. UPCOMING DATES**

Art Show	April 26	5:00 pm	MPR
Mommy/Son Dance	April 27	6:30PM	Elementary
Prom	April 28	8:30PM	Off Site
Grandparents Day	May 4	9:00 AM	Elementary
Bike Rodeo	May 9	4:00PM	Front Parking Lot
Band Concert 5-6	May 10	7:00 PM	HS Gym
Track and Field Day	May 11		Elementary
Band Trip	May 12		
Band Concert 7-12	May 16	7:00 PM	Off Site
Vocal Concert 6 <sup>th</sup>	May 17	7:00 PM	Elementary Gym

**II. PRAYER SERVICE/MASS SCHEDULE**

Mass K-12	April 25	9:30AM	High School Gym
Mass 7-12	May 2	2:15PM	HS Gym
Mass K-6 Grandparents Day	May 4	10:30AM	HS Gym
Mass 7-12	May 9	2:15 PM	HS Gym
Mass K-6 1 <sup>st</sup> Communion	May 16	9:15 AM	Elementary Gym
Prayer Service 7-12	May 16	2:30 AM	HS Gym

**III. Holy Days**

Ascension of Jesus	May 10
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, March 27, 2018

6:30 PM

Regina MPR

**Regular Meeting Minutes**

**I. Call to Order- Board of Education**

- a. Opening Prayer
  - i. Pacha 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'Hern), Alan Opheim, Glenn Plummer, (Stacy Suepple), Pam Schowalter, Celeste Vincent, Julie Rhomberg, (Gail Hensch), Kelly Starr
- c. Chairperson Remarks- Pacha welcomed members and thanked Kelly with praise for conducting the meeting last month.
- d. Approval of Feb. 2017 Minutes- Kelly motioned to approve the minutes, seconded by Abusada, Motion passed.
- e. Approval of Agenda- Kelly moved to approve, Vilhauer second, Motion passed.
- f. Open to the Audience- None

**II. Administration Reports**

- a. Elementary - Report in packet. Vincent invited members to Holy Week Service.
- b. Jr/Sr High - Report in packet and by Plummer. Invited BOE members to the Stations of the Cross Service.

Expressed appreciation to Father Witt for attending and helping with the Italy trip.

7-12th grades participated in the Tessera ACT which is a Social Emotional Assessment and results are pending.

Regina Jr Sr High has been recognized as a Silver level school by Catholic Relief Services.
- c. Enrollment - Report in packet. Schowalter stated that Retention and Recruitment efforts are strong.

ASA Global will be sponsoring her to Shanghai and Taiwan in April for a recruitment trip.
- d. Business Office - Report in packet.
- e. Religious Education- Report in packet.
- f. Foundation - Report in packet.
- g. Boosters, PISA, Home and School- N/A

### III. Old Business Update

- a. Discussion regarding Cancellation of activities/practices in the event of Inclement Weather ensued. Official Documentation will indicate that the Building Principal is responsible for cancelling or postponing any activities before or after school. This will be in the Parent and Coaches Handbook.

### IV. New Business Discussion

- a. Rustan provided the 1st reading of Transportation Authorization Policy 507.1R. The practice of Regina, shall be, to have Transportation waivers in use to cover those instances when Regina does not provide transportation to or from an event or practice. The Transportation Waivers are currently being utilized.
- b. Villhauer presented the Regina Inter-Parish Catholic Education Center budget for the 2018-2019 school year. Villhauer moved to approve a motion and Corporate Resolution for the acceptance of the 2018-19 operating budget of a Net \$Zero Profit of Loss on Operating Income of \$7,504,150 and Expenses of the same dollars for the 2018-19 School Year. Seconded by Nibaur. Motion passed.
- c. Administrators recommend teacher contracts (Policy #414 Staff Personnel Contract Renewal or Non-Renewal Process).

- V. **Calendar and Discussion Items** Pacha will notify Parish Pastors of any Board vacancies and provide them with the description of responsibilities required of BOE Members to allow for search process.

VI. **Committee Reports-** Reports In packet.

Nibaur stated St Pats will host "Surviving a Violent Incident" April 11th and 14th from 6 - 8:30 pm. All 5 parishes will be invited 7th grade and up. Younger children must be accompanied by an adult

VII. **Meeting Schedule**

a. Board Meeting	4th Tuesday	4/24/18	6:30 PM	MPR
b. Executive Committee	3rd Wednesday	4/18/18	6:30 AM	Business Office
c. Finance Committee	3rd Wednesday	4/18 /18	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	4/12/18	9:00AM	Business Office
e. SIAC/Education	2nd Tuesday	4/10 /18	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	4/19/18	4:30 PM	HS Library
g. Building and Ground	2nd Monday	TBA	6:30PM	Business Office
h. Strategic Planning	3rd Monday	4/16/18	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	4/19/18	5:30 PM	HS Library

VIII. **Closing Prayer-** Pacha provided closing prayer.

IX. **Executive Session**

- a. At 7:30 pm, Pacha moved to adjourn in Executive Session, seconded by Gavin, Motion passed.
- b.Executive Session

X. **Reconvene from Executive Session** - At 8:12 pm, the board reconvened from executive session.

Motion by Kelly to approve the following Elementary contracts for the 2018-2019 school year.

Kelly Starr, Barbara Wilson, Michelle Pelechek, Kassie Bailey, Mary Rockafellow, Katy Lincoln, Doug Vollstedt, Alicia Andrews, Joan Ochoa, Sara Nelson, Julie Rhomberg, Steph Foley, Gail Hensch, Diann Zirtzman, Jared Galpin, Lindley Visser, Kris Bouland, Jan Rudolph, Christine Ney, Erin Vorwerk, Tracy Bloome, Krystle Davis, Rachel Scholze, Mary Duffey, Whitney Giller, Kris Rutt, Laura James, Heather Lasansky, Lauren Galus, Jennifer McGrane, Kristine Larson, Megan Glass, Lagkana Waters.

Seconded by Hageman, Motion approved.

Motion by Kelly to approve the following Jr. Sr High contracts for the 2018-2019 school year.

Joan Belknap, Laurie Boland, Diane Coffin, John DeMarco, John Demory, Timothy Foley, Madison Frei, Michele Goldsmith, Abigail Gould, Gordon Hackett, Martha Hartwig. Beth Hill, Kevin Kahler, Bill Koenig, Heather Lasansky (with elementary), Grant Lyons (with elementary), Jorge Malagon, Kimberly Martin, Clark McFerren, Jessica Mehegan, Patrick Moeller, Chris Murdock, Tom Nelson, Ryan O'Hern Allison Osweiler, Diane Platte (with elementary), Timothy Scholze, Scott Shields, Katherine Sprengelmeyer, Stacy Sueppel, Neil Tunnicliff, Katie Welter, Lynne Zoulek.

Seconded by Abusada, Motion approved Nibaur and Dumont abstained.

XI. **Adjournment-** at 8:14 pm, White moved to adjourn the meeting, Seconded by Gavin, Motion passed.

Respectfully submitted,  
Janan Rustan  
BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
April 2018**

**FACILITATOR OF FAITH COMMUNITY**

FIRST HOLY COMMUNION – Congratulations to Regina students who have received or will receive their First Holy Communion at their respective parishes.

UPCOMING RELIGIOUS CELEBRATIONS -

April 25 – Prek-12 Memorial Mass @ 9:30 in the high school gym

May 4 – Grandparent/Grandfriend Day Mass K-6 @ 10:00 a.m. in the high school gym

May 16 – K-6 Second Grade Mass @ 9:30 a.m. in the elementary gym

May 30 – K-6 End of school Mass @ 2:00 p.m. in the elementary gym

May 30 – 6th grade Prayer Service @ 8:45 a.m. in the elementary gym

SERVICE MISSIONS –

The Hospice Walk will be on Sunday, April 22<sup>nd</sup>. Thank you to the fourth grade team for all of their hard work! Regina Elementary collected donations the week of the April, 9<sup>th</sup>-April, 13<sup>th</sup> for Iowa City Hospice.

International Service Project will be held in May. This is sponsored by the Religion Committee and project coordinator, Mrs. Larson.

PRAYERS –

We offer prayers for Kelly Wulf. Kelly is our am/pm worker, kindergarten aide, and recess supervisor. Her husband Brian Wulf, passed away on April 8. The Wulf family had four children graduate from Regina. Our prayers continue for her and her family.

PRAYERS –

We offer prayers for our Kindergarten student Lucy Gindorff. Her father Josef Gindorff passed away on Monday, April 16. Services for Josef will be at St. Thomas More Saturday, April 21 at 11:30.

**STANDARD #1 - VISION**

HIRING –

Ads will be placed for the 2018-2019 openings at this time.

Interview teams are being set-up to begin the hiring process for openings.

NCEA -

National Catholic Education Association conference was held in Cincinnati this year.

Celeste Vincent attended the conference this year. The conference was filled with wonderful sessions and great ideas to bring back to our school.

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

### **K-12 ART SHOW –**

We want to thank Heather Lasansky and John Demory for all of their work to host a K-12 art show at Regina on April 26<sup>th</sup> from 5:00 – 8:00 p.m. in the multi-purpose room. Thank you to our art department for organizing a great event to showcase our students' talents.

### **ANCIENT CIVILIZATIONS –**

Sixth graders will be presenting their projects on ancient civilizations during the afternoon of May 24<sup>th</sup>.

### **ORCHESTRA –**

The spring orchestra concert was held on April 19<sup>th</sup> at 7 p.m. at St. Patrick Church. Thank you to Diane Platte for helping students to showcase their exceptional orchestra skills.

### **TRACK AND FIELD DAY –**

Our annual Track and Field Day will be held May 11<sup>th</sup>.

## **STANDARD #3 - MANAGEMENT**

### **REGISTRATION –**

Elementary registration is ongoing. At this time, we have confirmed that ten students will not be returning for the 2018-19 school year.

### **ADMISSION –**

Pam Schowalter and administration are working closely on new families touring and acceptance. We already have several new families accepted and interested for next year.

### **EVALUATIONS –**

The administration and teachers are in the process of the end of the year sharing of professional development plans.

### **CALENDARING –**

The administrative team worked on calendaring and registration processes for the 2018-2019.

### **INSERVICE –**

April 20<sup>th</sup> was a no-school day for students. Staff and faculty had inservice related to Social Emotional Behavior, which was presented by a representative from the Diocese and a University of Iowa Doctor.

## **STANDARD #4 - COLLABORATION**

### **HOME AND SCHOOL –**

Home and School will have their next meeting on May 3<sup>rd</sup> at 6:30p.m. in the elementary library. We thank Home and School for all of their hard work this school year. We would like to share a special thank you to Sarah Valiga for her work at President.

### **PTO –**

We thank all of the PTO members for their support throughout the year. We want to express our extreme gratitude to Lina Kimani for her wonderful work as President.

### **GRANDPARENT/GRANDFRIEND DAY –**

Regina Elementary and the Regina Foundation are hosting Grandparent/Grandfriend Day on May 4<sup>th</sup>. Grandparents and grandfriends will visit Regina Elementary for a special day of classroom activities and Mass. Thank you to the Regina Foundation for helping to sponsor the day's activities.

## **STANDARD #5 - ETHICS**

### **VOLUNTEER APPRECIATION –**

In the month of April we want to recognize all of our volunteers who help make Regina great! Regina is a special school because of their hours of dedication to our mission and our students.

### **WEEK OF THE YOUNG CHILD-**

During the week of April 16-April 20, we celebrate Week of the Young Child. We give special thanks to Mary Pechous and all our dedicated Early Childhood Center teachers who help to guide our youngest.

## **STANDARD #6 - LEARNING COMMUNITY**

### **BAND/VOCAL CONCERT –**

Our end of the year 5<sup>th</sup>/6<sup>th</sup> Band concert will be held on May 10<sup>th</sup> at 7:00 p.m.

Our end of the year 6<sup>th</sup> Vocal concert will be held on May 17<sup>th</sup> at 7:00 p.m.

### **ADVENTURELAND BAND TRIP –**

The band will be taking their annual Adventureland trip on May 12<sup>th</sup>.

### **BIKE RODEO –**

The bike rodeo will be taking place on May 9<sup>th</sup> from 3-5pm in the back parking lot.

### **BIKE TO SCHOOL DAY –**

Bike to School Day will be on Wednesday, May 9<sup>th</sup>. This event is sponsored by Home and School.

### **PRE-SCHOOL GRADUATION –**

The Preschool Graduation ceremony will be held on Friday, May 25<sup>th</sup> at 10:30 am.

### **TALENT SHOWS-**

Elementary music will host talent shows on May 1-4 during music class time.

## **ENROLLMENT SUMMARY**

Total = 480

K=75

1=65

2=68

3=68

4=65

5=58

6=81



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

**Principal as Spiritual Leader**

1. Upcoming celebrations
  - April 25: K-12 Memorial Mass @ 9:30 in the Gym
  - May 2: 7-12 Mary Crowning Mass @ 2:15 in the Gym
  - May 9: 7-12 Mass @ 2:15 in the Gym
  - May 16: 7-12 Prayer Service @ 2:30 in the Gym
  - May 23: Baccalaureate Mass @ 7:30 pm at St. Wenceslaus
2. Shelly has started working on the Religious Celebrations Calendar for 2018-2019.

**Principal as Instructional Leader**

1. Students in grades 7 & 8 took the Iowa Algebra Readiness Assessment (IARA) earlier this month. The IARA will be used as one of our measures for placing students in math.
2. All students in grades 8 and 10 took the Act Aspire. The results from this assessment will be used as our required 2<sup>nd</sup> assessment for state reporting and to help administrators and teachers evaluate their programs. Students also gain experience in ACT-like testing by taking the exam.
3. 8th grade students wishing to test out of the new Earth and Space Science required course will be able to attempt to do so on April 24.
4. AP testing will take place the weeks of May 7 and 14.
5. Semester exams will be given on May 29 – May 31. The schedule is attached.

**Principal as Administrator**

1. Spring teacher observations and evaluations will be completed soon.
2. Lynne and Tim have started building the master schedule for next school year. We hope for it to be completed by July.
3. We have four teaching openings at this time.
4. Enrollment Summary (4/19)
  - 7<sup>th</sup> – 53
  - 8<sup>th</sup> – 79
  - 9<sup>th</sup> – 56
  - 10<sup>th</sup> – 49
  - 11<sup>th</sup> – 66
  - 12<sup>th</sup> – 69
  - Total – 372

**Principal as Communicator**

1. Senior trip was a success.
2. The Awards Assembly will be at 9:00 in the gym on Wednesday, May 23.
3. Graduation is at 2:00 on Sunday, May 27 in the Regina Jr Sr High Gym. Board members that wish to process in before the graduates are asked to be in the lobby by 1:45. There is seating reserved for board members.

**Semester Test Schedule  
Regina Junior-Senior High School  
May 29-May 31 (A Day all 3 days)**

**Teachers not giving a final exam are expected to have an educational activity planned for the testing period.**

**Students must report to their classes at the scheduled times.**

**Tuesday, 5/29**

8:20 – 9:35	1 <sup>st</sup> Period Classes
9:45 – 11:00	3 <sup>rd</sup> Period Classes
11:10 – 12:25	5 <sup>th</sup> Period Classes
1:00 – 3:30	Test Make-up Period

**Wednesday, 5/30**

8:20 – 9:35	2 <sup>nd</sup> Period Classes
9:45 – 11:00	4 <sup>th</sup> Period Classes
11:10 – 12:25	6 <sup>th</sup> Period Classes
1:00 – 3:30	Test Make-up Period

**Thursday, 5/31**

8:20 – 9:35	7 <sup>th</sup> Period Classes
9:45– 11:00	8 <sup>th</sup> Period Classes
11:00 – 3:30	Test Make-up Period

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

No lunch service will be provided over these three days of testing. If a student is staying at school they will need to bring their own lunch.

Students need to make arrangements for transportation in order to leave school immediately after their last testing period or test make-up period.

All students are to be in their scheduled classes from 8:20-12:25 on Tuesday and Wednesday, and from 8:20-11:00 on Thursday. All students are to be in school for their study hall, with the exception of juniors and seniors. Juniors and seniors may leave campus during their study hall.

**Admissions  
Pam Schowalter  
April 2018 Board Report**

**Enrollment**

Elementary currently has for the 2017-2018 school year 480 students. (+1)  
We ended May 2017 with 446 students.

Jr./Sr. High currently has for the 2017-2018 school year 372 students. (-2/+1) (one 8<sup>th</sup> grade student attending for 3 classes).

We ended May 2017 with 382 students.

**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
75	65	68	68	65	58	81	53	79	56	50	66	69	853	<b>April total</b>

**Recruitment:**

Shadow Students and tours continue at Regina. Word of mouth referral from our current families has been strong and supportive.

	K	1	2	3	4	5	6	7	8	9	10	11	12	total
<b>accepted</b>		1				1		2	1	3*			1	9
<b>pending</b>		3	1	1	3	1	2	1		1	1			14
<b>pipeline</b>	5		1					3		3	1	1		14

**Accepted**-approved by administration

**Pending**—application received/ waiting on records and/or status of application by administration

**Pipeline**—inquiry or tour

\*international

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

ASA Global –We currently have five students from this agency. We are working with ASA for additional students for the 2018-2019 school year. Currently, admissions is on a recruitment trip through this agency. During the trip, current student’s parents are hosting “recruitment” gatherings in their homes or reception halls. Some interviews have been set up by the agency.

Also, during this trip, current international students attending Regina will have face-to-face parent/school conferences. Regina teachers have provided grade reports and narratives on each of these students to be shared with their families. We have added photos of the teachers to assist the parents in connecting names and faces to the subjects that their children are taking for their academics at Regina.

Regina will be presenting a Regina video and presenting our Power Point at three Catholic high schools in Taiwan including Kaohsiung Municipal Girls’ Senior High School. Some of these students may be visiting Regina this summer on their USA tour.

Kindergarten 2018-2019- We are continuing our kindergarten recruitment efforts.

**Retention:**

Elementary Registrations –we are currently waiting on 5 applications to be returned. Lisa and Michelle have done an awesome job of contacting the families and sending home additional copies of the registration forms. They will continue to work on getting those handed in as soon as possible. Elementary has 10 students not returning; 3 are moving.

Jr./Sr. High Registrations-we are currently waiting on 11 applications to be returned. All families have received a follow up email and/or phone call. We will continue to work on getting these applications turned in to the office. We have 7 students not returning. 385 students are returning to our Jr./Sr. High for the 2018-2019 school year.

Financial aid/Foundation scholarships-deadline April 17, 2018 Admissions has assisted families with these items.

International Students are working with our ELL teacher as well as receiving additional tutoring with the Regal Learning Program and outside tutors to support their academic transition to Regina.

Student Ambassador applications for the 2018-2019 school year were due April 16, 2018. The new list of ambassadors will be posted on May 1<sup>st</sup>.

Student ambassadors wrote cards to all new “Class of 2031” kindergarten students welcoming them to Regina. Information about a Regina Ceramics Day at Big Picture Gallery will be sent out to these students. All grade 1 and 2 students will also be invited to this event.

**April Board Report**  
**Alan Opheim**  
**Director – Finance / Operations**

Business Office –

- Financial aid forms were due the 17<sup>th</sup>. Fewer families turned in forms this year than last. Results won't be known until late May or early June.
- As renewal extensions have been previously discussed, we sent to ICCSD the formal request for a one-year extension on our busing contract. When executed, this will align Regina, Durham, and ICCSD with the same expiration period on the busing contracts.

Buildings & Grounds

- Jim and I met with a representative from Pospisil regarding the peeling paint on the barrel roof. We received the quote back Thursday, however it was much higher than expected, so we are still evaluating best option(s) for a more permanent fix to this issue rather than annual painting.
- To those who keep asking – No, we do not know yet when the permanent lights will be installed in front, when the sidewalk will be laid along the new driveway from First Avenue, or when the tubing will be removed from the culvert in front of the school.

Ad Hoc and other participation

- Advancement Team meetings
- 1 hour webinar by Sun Life re: healthcare issues and the Trump Presidency aligning with legislative action – April 4
- 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
- Board related meetings

Committee Meeting Schedule:

Finance – May 16, 2018 4:30 HS Media Center

Building and Grounds – TBD

**Regina Tri-Parish Religious Education  
Board Report  
April 24, 2018**

**March 28, 2018**

- Kindergarten finished up their caterpillar project. They looked great!! They added a beautiful butterfly on their branch!!
- 2<sup>nd</sup> grade went to the Chapel to do The Last Supper, washing of the feet, and The Stations of the Cross.
- Parents were invited, and a lot of them showed up. They even participated in the washing of the feet.
- They acted out all of the stations live.
- It was a great night!

**April 4, 2018**

- K-6<sup>th</sup> grade did not have anything special planned.

**April 8, 2018**

- 7<sup>th</sup> and 8<sup>th</sup> grade class was cancelled due to the weather.

**April 11, 2018**

- 5<sup>th</sup> grade had a visit with Sr. Theresa from St. Wenceslaus.

**April 22, 2018**

- 7<sup>th</sup> and 8<sup>th</sup> grade had their last class.
- They did some activities inside and then went outside to play kickball and roast marshmallows over a fire pit. They enjoyed it!!

**April 25, 2018**

- K-6<sup>th</sup> grade will have their last class. We will have a Mary crowning outside weather permitting. Otherwise in the Elementary gym.

Carolyn Brandt, Director  
Regina Tri-Parish Religious Education

**Foundation  
Board Report 4/17/18  
Kecia Boysen  
Executive Director**

**Capital Campaign**

• Cash gifts and payments made to date:	\$2,805,169.55
• In kind gifts and payments made to date:	\$209,252.46
• Remaining cash pledges to be fulfilled (299 donors):	\$1,806,049.52
• Remaining in kind pledges to be fulfilled (2 donors):	<u>\$27,000.00</u>
<b>Total*:</b>	<b>\$4,847,471.53</b>

\*total reflects \$21,850.00 written off

The CC Committee met on 4/11 and discussed construction of the new educational wing. The structural plans have been finalized and will be sent out for preliminary bidding to get an estimate on construction costs. A formal bidding process will follow. The committee discussed funding options for this phase of the campaign. The Athletic Training Facility will open around June 1 and a ribbon cutting will be scheduled to dedicate the new facility. The next meeting of the CC Continuation Committee will be 5:00 p.m., Thursday, May 24 in the HS Media Center.

**Excellence Fund (annual appeal)**

- 2017-2018 Excellence Fund (annual appeal) as of 4/13/18 - **\$292,210.32 (499 donors)**
- Excellence Fund last year at this time **\$265,128.10 (395 donors)**
- 72 new or greatly lapsed donors (\$19,916.00)
- 164 donors gave in 2017-2018, but not in 2016-2017 (\$35,811.77)

**Office Efficiencies**

- The Foundation is in the process of changing the credit card payment processing to Blackbaud. They have a OneRATE charge of 2.598% +\$0.26 per transaction. This covers Visa, MasterCard, American Express and Discover. Currently we are paying an average of 3.33% through IATS (online) and Hills Bank (phone) plus \$25 per month to use IATS with eTapestry. In addition to reduced costs, credit card processing will be streamlined as we can process credit card payments within eTapestry and we can accept American Express and Discover (previously only accepted online).

**Committee Meetings**

- Communications Advisory Committee: Met on 4/11 (minutes attached).
- Stewardship Committee: Met on 3/20. The committee finalized plans for Grandparents Day and the Scholarship Luncheon. Luncheon will be located in the Elementary Gym due to the larger number of attendees. Scholarship applications were distributed to the selection team so they can begin reviewing applications. Shelley reached out to Glenn and Lynn Zoulek regarding several scholarships that do not yet have eligible recipients for assistance in finding qualified applicants. Committee members will select this year's Kingery Award recipient by email vote after reviewing nominations. Next Meeting, noon, Tuesday, April 17.
- Development Committee: Met on 4/3. Committee members developed a timeline for the FY year-end push (see attached). Members discussed the "Partners in Excellence" Business Appeal and contacts were distributed for follow-up calls. A new business brochure was designed with updated levels of support & benefits and included in the mailing. Calls are being made the weeks of April 9 and 16. Year-end call lists will be distributed at the next meeting on Tuesday, May 8.
- Foundation Executive Meeting – Next Meeting: Wednesday, May 9.
- Foundation Board Meeting – Next meeting: 4:30 p.m., Tuesday, May 15.

### **Donor meetings & calls**

- Number of personal visits and calls completed over the past month (goal = 26 visits/calls per month on average) = March: 21
- Visits/calls of note: Palmer Holden (established the Dr. Palmer and Sheryl Holden Scholarship which will be given out beginning in 2019).

### **Other**

- Visibility in the Regina community (goal = at least 2 events per month) = March: 2 (HS Mass 3/7, Good Friday prayer service 3/30)
- Shelley, Shane & Kecia held a follow-up meeting for the Regina Record. Printing bids are being collected and content gathered. Record will go to printer the week of May 21.
- Shane designed and ordered window clings that read “Proud Supporter of Regina Catholic Education Center” for businesses supporting the Excellence Fund appeal. These will be distributed to the businesses along with their acknowledgement letters.
- Kecia met with Shelly Conlon regarding the Memorial Mass. Invitations were sent, families have been contacted and nine individuals will be recognized during the candle lighting ceremony.
- Shelley designed a beautiful invite for Grandparents Day which were mailed on 4/6. The theme is “Strong Roots Make Beautiful Leaves.”
- Kecia will meet with Mark North at Hancher to discuss hosting the Donor Appreciation next fall. We are hoping to find a sponsor to help offset costs for the event.

### **Save the Date**

Wednesday, April 25 – Memorial Mass

Friday, May 4 - Grandparent’s Day

Wednesday, May 23 - Awards Assembly & Scholarship Luncheon

Friday – Sunday, August 17 – 19 – Family Fun Festival

Friday, September 28 – Alumni Awards Luncheon, Noon – 2 p.m. at Louie’s Wine Dive, Coralville



**Home and School Meeting Minutes**  
**April 5, 2018**

Opening Prayer

Introductions

Approval of February Minutes

Principal's Report—Kelly Starr

- A. Mrs. Vincent is currently at the NCEA conference and will be back next week.
- B. Upcoming dates
  - 1. Opera Iowa will be coming to perform Jack and the Beanstalk.
  - 2. Spring Book Fair: April 11-14
  - 3. 6th grade wax museum
  - 4. Week of the Young Child for preschool, April 15-21
  - 5. Teacher in-service Friday, April 20th focusing on meeting the social/emotional needs of students
  - 6. Iowa City girls' choir will visit on the 23rd.
  - 7. Art Show Thursday, April 26th
  - 8. Camp Courageous for 6th grade

Treasurer's Report

- A. The balance on March 31, 2018 was \$38, 847.99.
- B. Income in March included \$1,170 from the spring bulbs fundraiser and \$3.17 in interest.
- C. Expenses in February and March included \$576.90 for Family Fun Night, \$1099.88 for Catholic Schools Week, \$215.00 for Opera Iowa and \$573.30 for the spring bulbs fundraiser.
- D. Anticipated expenses in April include the Spring Book Fair, thank you gifts for the principals and teacher representatives, the NCEA conference, field trips, Grandparents' Day, and the Bike Rodeo.
- E. This year we made less money on the spring bulbs fundraiser but more on chocolate.
- F. Karina will make a suggested budget for 2018-19 to be submitted at the May meeting.

Committee Reports

- A. Spring Fundraiser (Sofia Livorsi and Karina Smith)
  - 1. Bulbs will be sent home with students the last Friday of April. People who want to pick theirs up in the office instead can make arrangements.
  - 2. Less participation this year. People probably do not need to order a second time if they ordered last year.
  - 3. Discussion about what to do next year
    - a. Tiny Saints was suggested but the profit margins are low and it would most likely be something where people only order the first year.
    - b. Do we need to have a consistent spring fundraiser now that we've added the school supply fundraiser? Some feel it may be asking too much from families.
    - c. Missy suggested T-shirts that say Regina Elementary and there was interest in pursuing that idea. Erin suggested going through One Mission Fundraising, which is based in Mt. Vernon. There was some concern that this would pull sales away from the Boosters, but the general consensus was that if we keep it specific to

Elementary it would be different enough. Heather suggested having a student contest for designing the front of the T-shirt.

- d. It was decided that we will not do spring bulbs in 2018-19. Sofia Livorsi and Alaina Welsh agreed to be in charge of the One Mission T-shirts fundraiser for 2018-19 if we decide to move forward with it. Sofia will look into the specifics and report back at the May meeting.

B. Spring Book Fair (Kathy Shea)

1. April 11-13, before and after school and also late on Wednesday evening to provide access for religious education students. Not on Saturday.
2. Still in need of some volunteers. Another signup reminder will go out.

C. School Supply Fundraiser (Cathy Coleman)

1. We will use EPI, which is the company from last year. Forms will be sent home in May and orders can be placed online through the end of June.
2. Profit will be \$10 per pack.
3. Concerns about product durability were brought up with EPI. Products that are expected to last the whole year, ex. calculators and pencil boxes, will be guaranteed and can be replaced free of charge. We will upgrade to a better brand of spiral notebook.

D. Bike Rodeo / Bike To School Day

1. May 9th, from 4:00-5:30 p.m.
2. Wanda from Q7 Cycling (Regina mom) will do a coffee stand for the parents.

E. Chocolate Sales

1. Delivery will be August 17th and the presentation on the 29th.

Old Business

- A. Picture Donation (follow up from Jan. meeting)—will wait until May meeting because Tracy Blomme, who brought it up, was not present.
- B. Author Visit (follow up from Feb. meeting) — Rachel Scholze
  1. There are two 4th-6th grade local authors willing to come for free and talk to the students in 2018-19. Rachel is looking for K-3rd grade authors.

New Business

- A. Open positions
  1. Kid Zone Chairs and committee members, Chocolate Prize Chair, and Back to School Night Chairs are the most pressing needs.
- B. Teacher Wish List for 2018-19
  1. We discussed several options based on things the teachers requested and came up with a tentative list of purchases totaling \$11,700. We will take a final vote on it at the May meeting.

Next meeting: Thursday, May 3rd at 6:30 pm in the elementary library—last meeting for this school year

**Attendance List**

Officers

President: Sarah Valiga

Secretary: Sofia Livorsi

Treasurer: Karina Smith

Faculty/Staff

Kelly Starr - Assistant Principal

Parents

Heather Feller

Erin Pottebaum

Alaina Welsh

Shellie Fravel

Missy Aitchison

Cathy Coleman

Policy Report  
April 12, 2018

Addressed and finalized statement to be added to the Family, Coaches, and Faculty Handbooks regarding cancellation of activities during inclement weather.

“In inclement weather, Building Principal will make a determination whether AM / PM activities will be cancelled”. Staff/volunteers will adhere to decision made by Building Principal.

Transportation Waiver modified to include “Within IC School District Boundaries” and omitting 20 mile radius. Waiver to be included in the Online Registration for everyone to sign at the beginning of the school year.

Next committee meeting will be May 17, 18 at 9:00 am.

Respectfully submitted,  
Janan Rustan

**Health and Safety Committee**  
**Meeting Thursday 4/12/2018**

The original meeting date of Thursday 4/19/2018 was changed to Thursday 4/12/2018

Committee Members present: Celeste Vincent, Sue Kloos and special guest Mike Hartley

Mike Hartley is the Emergency Management Coordinator for the University of Iowa Hospitals. He had a wealth of information to share with us from his experience at UIHC. I want to add that he was pleased with what Regina has in place. The following previous agenda items were discussed:

AED; The AED is a computer. It does need to be located in an area that is temperature controlled due to the fluctuations in Iowa weather. Currently, the AED's are located (1) in the hall by the Elementary Gym by the restrooms (2) Cafeteria main wall (3) High School Lobby hallway outside the gym (4) Weight Room (5) the trainer / Johnnie has a portable AED. Discussed where to locate one in a common area in the new weight room / hitting facility / wrestling room. Ideally, another portable AED could be put to use in such locations as offsite practices or in the event there are two outside sporting events across campus where the trainer can only be in one location at a time.

The AED is considered better than a human reading a portable EKG deciding when to deliver a shock. The Good Samaritan Law was discussed as it pertains to AED use.

AED maintenance was discussed with due diligence to maintaining a charge in the batteries and inspecting the pads for expiration (they will dry out over time and need replaced)

In addition to the AED's, the UIHC have added Stop the Bleed kits to their AED locations. A multipack is also available to treat mass casualties. Discussion followed re: adding them to Regina AED's. Stop the Bleed training was discussed as it is offered several times a year free of charge by UIHC.

We covered a variety of topics such as "Bear Claw / door stops" and other means to delay or defend from an attacker. The Regina staff has had an Active Shooter Training inservice. The new PA system was discussed and what it had to offer to the Regina campus in the event of an active shooter. An example announcement might sound like, "Police Emergency in the area of the high school office. Please avoid the area" This could direct staff to divert students in a different direction. The State of Iowa's new requirement for Active Shooter Plans and drills were discussed.

My sincere thanks for Mike Hartley and Celeste Vincents' time spent at this meeting. We received an abundance of information and had a great discussion.

Respectively submitted by Sue Kloos

**Communications Advisory Committee**  
**Meeting April 11, 2018**

Present: Shane Schemmel, Chris Clark, Jamie Nicpon, Alissa Jarrett, Anne Kelly

Intern Program Endorsed

- 2 unpaid positions (Photographer/Multimedia Intern & Graphic Design Intern)
- 4-10 hours per week - workspace in Shane's office
- Position to be marketed on HireHawk

Survey to Stakeholders Approved

- Questions revised and approved by group.
- Survey for staff, coaches, parent led volunteer groups & students that lead volunteer groups
- Survey to help learn marketing/communications needs of staff and volunteer groups
- Survey allows for input about challenges and positives individuals have experienced

Other topics discussed

- Priority setting: Establishing a unified strategy for social media & web site and how do we get there?
  - How to best "tell the story of Regina" via multiple platforms
  - Discussion with Foundation Board and leadership about best strategy to accomplish this goal
- Editorial oversight need for Constant Contact & Social Media
- Create an Instagram account
- Web site functionality (broken links, ADA compliance, ease of navigation)

Action Items

- ✓ Shane to distribute Stakeholder survey & compile results
- ✓ Shane to post Intern positions and move forward with hiring process
- ✓ Alissa to assist with review of publications as needed
- ✓ Anne to assist with proofreading as needed
- ✓ Jamie to assist with website/social media issues as needed
- ✓ Chris to assist with website functionality
- ✓ Chris/Alissa to discuss web and social media strategy with Foundation leadership and board

## MARCH ACTIVITIES REPORT

### Track

Regina will host two junior high track meets on April 23<sup>rd</sup> (boys) and April 24<sup>th</sup> (girls).  
The Drake relays are set for April 26-28.

### Soccer

The Regina girls soccer team will compete in the Adidas Tournament of Champions at the Burlington Rec Plex on April 27<sup>th</sup> and April 28<sup>th</sup>.

Regina Catholic Education Center  
Balance Sheet  
March 31, 2018

	Mar 31, 18	Mar 31, 17	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10000 · Unrestricted Cash	803,980.94	835,974.00	-31,993.06	-3.83%
11000 · Savings	2,154,363.51	1,843,645.01	310,718.50	16.85%
<b>Total Checking/Savings</b>	2,958,344.45	2,679,619.01	278,725.44	10.4%
<b>Accounts Receivable</b>				
12000 · Tuition Receivables	1,015,818.05	1,219,903.85	-204,085.80	-16.73%
<b>Total Accounts Receivable</b>	1,015,818.05	1,219,903.85	-204,085.80	-16.73%
<b>Other Current Assets</b>				
12200 · Prepaid Computer Contracts	1,701.00	6,235.00	-4,534.00	-72.72%
<b>Total Other Current Assets</b>	1,701.00	6,235.00	-4,534.00	-72.72%
<b>Total Current Assets</b>	3,975,863.50	3,905,757.86	70,105.64	1.8%
<b>Fixed Assets</b>				
13000 · Long Term Assets	3,628,083.47	3,706,313.47	-78,230.00	-2.11%
13019 · Construction in Progress	2,032,668.19	24,484.12	2,008,184.07	8,201.99%
<b>Total Fixed Assets</b>	5,660,751.66	3,730,797.59	1,929,954.07	51.73%
<b>TOTAL ASSETS</b>	<b>9,636,615.16</b>	<b>7,636,555.45</b>	<b>2,000,059.71</b>	<b>26.19%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
20000 · Current Liabilities	1,391,521.26	1,525,861.50	-134,340.24	-8.8%
<b>Total Other Current Liabilities</b>	1,391,521.26	1,525,861.50	-134,340.24	-8.8%
<b>Total Current Liabilities</b>	1,391,521.26	1,525,861.50	-134,340.24	-8.8%
<b>Long Term Liabilities</b>				
26000 · Long Term Loans	538,070.14	584,562.55	-46,492.41	-7.95%
<b>Total Long Term Liabilities</b>	538,070.14	584,562.55	-46,492.41	-7.95%
<b>Total Liabilities</b>	1,929,591.40	2,110,424.05	-180,832.65	-8.57%
<b>Equity</b>				
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%
<b>Net Income</b>	2,060,184.61	-171,649.66	2,231,834.27	1,300.23%
<b>Total Equity</b>	7,707,023.76	5,526,131.40	2,180,892.36	39.47%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,636,615.16</b>	<b>7,636,555.45</b>	<b>2,000,059.71</b>	<b>26.19%</b>

Regina Catholic Education Center  
Profit & Loss Statement  
For the 9 Months Ending March 31, 2018

	<b>Jul '17 - Mar 18</b>	<b>Jul '16 - Mar 17</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Income</b>				
40000 · Tuitions	3,235,777.61	3,049,222.21	186,555.40	6.12%
41000 · Assessments	1,248,431.22	1,210,034.23	38,396.99	3.17%
42000 · Foundation Funding	2,305,644.94	299,248.17	2,006,396.77	670.48%
43000 · Diocesan Funding	13,820.89	13,476.00	344.89	2.56%
44000 · Nutrition Income	290,654.78	332,350.46	-41,695.68	-12.55%
45000 · Other Incomes	744,609.06	723,414.04	21,195.02	2.93%
46500 · Bus Route Income	5,943.46	5,157.75	785.71	15.23%
<b>Total Income</b>	<b>7,844,881.96</b>	<b>5,632,902.86</b>	<b>2,211,979.10</b>	<b>39.27%</b>
<b>Gross Profit</b>	<b>7,844,881.96</b>	<b>5,632,902.86</b>	<b>2,211,979.10</b>	<b>39.27%</b>
<b>Expense</b>				
60000 · Salaries & Wages	3,429,293.61	3,303,995.40	125,298.21	3.79%
60145 · Benefits	645,814.48	622,437.60	23,376.88	3.76%
61000 · Educational Supplies	398,680.39	433,168.82	-34,488.43	-7.96%
61040 · Computer Technology	40,381.11	185,462.26	-145,081.15	-78.23%
62000 · Facility Expenses	446,906.90	418,693.45	28,213.45	6.74%
63000 · Operating Expenses	67,706.76	65,332.18	2,374.58	3.64%
64000 · Building Upkeep	74,989.97	115,188.69	-40,198.72	-34.9%
65000 · Nutrition	179,001.60	175,297.27	3,704.33	2.11%
66000 · Income Offsets	189,063.03	163,027.52	26,035.51	15.97%
66500 · Busing - Routing	198,992.74	189,421.84	9,570.90	5.05%
68000 · Interest Expense	15,631.76	33,962.49	-18,330.73	-53.97%
69000 · Depreciation Expense	98,235.00	98,565.00	-330.00	-0.34%
<b>Total Expense</b>	<b>5,784,697.35</b>	<b>5,804,552.52</b>	<b>-19,855.17</b>	<b>-0.34%</b>
<b>Net Income</b>	<b>2,060,184.61</b>	<b>-171,649.66</b>	<b>2,231,834.27</b>	<b>1,300.23%</b>





Finance Committee  
April 18, 2018 4:30 HS Media

Opening Prayer

Committee Attendees  
(Not here this month)

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

## Finance Committee Agenda / Minutes April 18, 2018

- Opening prayer
- Role call
- Opening comments
- Update on Regina Training Facility
- Update on Family Fun Festival - 2018
- 5 Year Budget Discussion – Headcount and All Wages
- FY 18; 3<sup>rd</sup> Quarter Review
- Wrap up

## Next Meeting Date

- May 16, 2018; 4:30 p.m. HS Media Center
- June – Probably no meeting –  
Objections? Will not be 3<sup>rd</sup> week if we have  
one. Will officially decide by the May  
meeting.