

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, August 28, 2018
6:30pm Regular Board Meeting
MPR

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

Regular Agenda

- | | |
|--|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – July 24, 2018 | |
| 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. Regina Procedure for Sunday Use | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Administrators- Give tour of Regina Inter-Parish Catholic Education Center upon request. | |
| b. Board Chair/Executive Committee- Review Committee Membership – Meeting dates and times | |
| 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	9/25/18	6:30 PM	MPR
B. Executive Committee	3 rd Wednesday	9/19/18	5:30 PM	HS Library
C. Finance Committee	3 rd Wednesday	9/19/18	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	9/13/18	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 nd Tuesday	9/11/18	4:00 PM	HS Library
F. Catholic Identity Committee	3 rd Thursday	9/20/18	6:30 AM	HS Library
G. Building & Ground Committee		TBD		Business Office
H. Strategic Planning Committee	3 rd Monday	9/17/18	6:30 AM	Business Office
I. Health & Safety	3 rd Thursday	9/20/18	5:30 PM	HS Library

II. ENROLLMENT

2018-2019 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	443									
JR/SR	364									
PreK	81									
Total	888									

I. UPCOMING DATES

Back to School Night 7-12	Aug 29	6:30 PM	High School
No School	Sept 3		
Preschool Classes Begin	Sept 4		
Principal's Meeting	Sept 11	8:00 AM	MPR
Back to School Night K-6	Sept 20	6:30 PM	Elementary
Homecoming Week	Sept 23-29		

II. PRAYER SERVICE/MASS SCHEDULE

Mass K-6	Aug 29	2:00 PM	Elem Gym
Prayer Service 7-12	Aug 29	2:30 PM	HS Gym
Mass K-6	Sept 12	2:00 PM	Elem Gym
Prayer Service 7-12	Sept 12	2:30 PM	HS Gym

III. Holy Days

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION ANNUAL CORPORATE MEETING

Tuesday, July 24, 2018

6:30 PM

Regina MPR

- I. **CALL TO ORDER** The annual meeting of the Regina Inter-Parish Catholic Education Center is called to order by Pacha.
- II. **BUSINESS** Pacha stated: As required by law, the corporate body is to conduct at least one meeting annually. According to our bylaws, the Board of Education is also the Board of Directors of the Corporation. As chairperson, I therefore, without objection, declare the officers of the Board of Education as the officers of the Corporation. Seeing no objections, we shall move on to the Appointment of Registered Agent.
Appointment of Registered Agent Father Rudy Juarez is appointed as the Registered Agent of the Corporation.
Other Business none
- III. **ADJOURNMENT** Pacha declared annual meeting Adjourned, and the Board of Education meeting for July is called to order.

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, July 24, 2018

6:40PM

Regina MPR

Regular Meeting Minutes

- I. **Call to Order- Board of Education**
 - a. Opening Prayer
 - i. Father Juarez 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, Sue Kloos, Scott Nibaur, Matt Pacha, Janan Rustan, Angela Villhauer, Alaina Welsh, Melinda Shetler, Fr. Witt, (Annette Goodheart)
 - ii. Ex-Officio Members: Kecia Boysen, (Carolyn Brandt), Tim Foley, (Michele Goldsmith), Alan Opheim, Glenn Plummer, (Stacy Suepple), Pam Schowalter, (Celeste Vincent), (Julie Rhomberg), (Gail Hensch), Kelly Starr
 - c. Chairperson Remarks- Pacha shared a thank you note from a scholarship recipient. Congratulated the Softball and Baseball teams for successful seasons. Reminded members to purchase Benchwarmer tickets.
 - d. Approval of June, 2018 Minutes- Fr. Witt moved to approve, seconded by Shetler, motion passed.
 - e. Approval of Agenda- Nibaur moved to approve, seconded by Hageman, motion passed.
 - f. Open to the Audience- none

II. Administration Reports

- a. Elementary - Report in packet.
- b. Jr/Sr High - Report in packet. Plummer provided School Counselor, Lynn Zoulek's report to increase awareness of role at Regina. Informed all that Demory painted the HS lobby and appreciated the many hours he provided to Regina.
- c. Enrollment - Report in packet. Schowalter reported low 2018/19 Kindergarten enrollment number. Discussion ensued in strategies to promote Regina and variables involved. Schwalter indicated that the 4th of July parade float was a success. Exit surveys have been sent/received. Meeting with administrators and follow up to executive committee.
- d. Business Office - Report in packet. Opheim stated that the IA 529 is allowing payment to K - 12 private education. A constant contact and informative statement will be conducted. STO is open for donations. Quarterly Review will be conducted Aug 15, 2018.
- e. Religious Education- N/A
- f. Foundation - Report in packet. Boysen stated that the Excellence Fund has met and surpassed goal this year. Thanked BOE members for donating. \$471,000 with a one-time donation increasing to \$496,000. In process of working on the Impact Report for September. BOE group photo to be taken Aug. 2018.
- g. Boosters, PISA, Home and School- N/A

III. Old Business Update none

IV. New Business Discussion

- a. **Executive Committee-** Committee chairs to remain the same with exception of Patrick Gavin as role of Strategic Planning Chair. New members Installation: Melinda Shetler and Annette Goodheart.
- b. **Policy/By Laws -** Summary of Self Evaluations shared with BOE members. Rustan compiled information. Rustan conducted new board member orientation to Shetler and Goodheart.
- c. **BOE Approval** To use Iowa Learning On- line, if needed, for Spanish 2 & 3. Foley and Plummer provided explanation of criteria and curriculum. Questions and comments expressed and discussion ensued. There is a \$260 cost per student, per semester, to Regina if Spanish is taught online. Father Witt moved to approve using Iowa Learning On-line for Spanish 2 & 3. Seconded by Father Juarez. Motioned passed. Hageman abstained from vote.

V. Calendar and Discussion Items

- a. **Policy/By-Laws Committee-** New BOE Members will receive link to Policy/By-Laws Manual and school handbook.
- b. **Attendance/Termination Policy 204.0R** distributed to BOE members.
- c. **Policy 221.0R** will be sent out once Winders has received BOE members contact information.

VI. Committee Reports- Reports In packet.

VII. Meeting Schedule

a. Board Meeting	4th Tuesday	8/28 /18	6:30 PM	MPR
b. Executive Committee	2nd Thursday	8/15/18	6:30 AM	Business Office
c. Finance Committee	3rd Wednesday	8/15/18	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	9/13/18	9:00AM	Business Office
e. SIAC/Education	2nd Tuesday	9 /18	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	8/16 /18	4:30 PM	HS Library
g. Building and Ground	2nd Monday	TBA	6:30PM	Business Office
h. Strategic Planning	3rd Monday	8/20 /18	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	9/20 /18	5:30 PM	HS Library

VIII. **Closing Prayer-** Fr. Beckman congratulated Father Juarez on his 38 years of Priesthood. Fr. Beckman provided closing prayer.

IX. Executive Session

a. At 7:08 PM, Pacha moved to adjourn in Executive Session, seconded by Welsh, motion passed.

b. Executive Session

X. Reconvene from Executive Session - At 7:22 PM, the board reconvened from Executive session. Motion by Father Juarez to approve following 2018-2019 contracts: **Football** - Marv Cook, Brad Beane, Ed Hinkel, Alex Kanellis, Gordon Hackett, Jason Dumont, Jake Reisen, Jeremy Squires, John Bobst, Mitch Weiland, Dah Ahrens. **Cross Country-** Liam Harley, Tim Foley. **Volleyball** - Jordyn Akers, Emma Pisarik, Annie Fox, Emily Gahan. **Dance/Cheer** - Kaitlyn Cooley, Mackenzie Bonner. **Boys Basketball** - Jared Galpin, Tanner Jacobsen, Barry Lehman, Kevin Gaster, Doug Vollstedt. **Girls Basketball** - Jeff Wallace, Mary Halverson, Mark Besler, Bryce Smeins, Chris Akers. **Wrestling-**Adam Martensen, Kile Beaver, Carter Carew. **Girls Golf** - Kevin Kahler, Tim Scholze. **Boys Soccer** - Rick Larew, Scott Miller. **Girls Soccer-** Ann Larew, Scott Miller, Kate Murray. **Softball** - Jake Koolbeck, Courtnee Hahn, Alyssa Olson, Madi Miller, Ellie Dixon, Sara Blowers. **Baseball** - Jeff Pacha, Steve Pacha.

Seconded by Shetler, motion approved. Pacha abstained from vote.

XI. **Adjournment-** at 7:26, Father Juarez moved to adjourn the meeting, seconded by Hageman, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

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

Principal as Spiritual Leader

- We have our first religious celebration on Wednesday, August 29. The prayer service will start at 2:30
- Upcoming events:

8/29	2:30	7-12 Prayer Service
9/5	2:15	7-12 Mass
9/12	2:30	7-12 Prayer Service
9/19	2:15	7-12 Mass
9/26	2:15	7-12 Homecoming Mass

Principal as Instructional Leader

- Our Intercession Time is ready to go for year 2. We are giving the school year a couple of weeks before we start our first scheduled intercession periods. We saw good outcomes last year and look for this offering to improve in year 2.
- Our Thursday afternoon schedule is finalized for the school year. The afternoons will be centered on departments continuing their work with assessment plans, individual professional development, and faith formation.

Principal as Administrator

- Enrollment Summary (8/26) – 2017 to 2018

7 th	–	53/81
8 th	–	79/52
9 th	–	54/69
10 th	–	49/53
11 th	–	63/46
12 th	–	69/63
Total	–	367/364
- State reporting is due September 15.

Principal as Communicator

- The Class of 2017 ACT Report has not been received from ACT. A report will be given in next month's board report.
- We received the results from ACT Aspire. A report will be included in next month's report.
- Back to School Night for the Junior-Senior High will be Wednesday, August 29 at 6:30pm.

**REGINA ELEMENTARY
BOARD REPORT
August 2018**

FACILITATOR OF FAITH COMMUNITY

UPCOMING SERVICES

August 29th K-6 Mass @ 2:00 p.m. in Elementary Gym. Opening School Mass
September 12th K-6 Mass @ 2:00 p.m. in Elementary Gym

DIOCESAN PRINCIPALS MEETING

Regina will host the diocesan principal meetings again this year.
We gathered together to start the year at St. Vincent Center in Davenport on August 9th.

PARISH PARTNERS

You are welcome to visit Regina Elementary at any time.
Father Guillermo Trevino came on day one to introduce himself at all the lunch shift times.

FAITH INSERVICE

The Davenport Diocese provided inservice to all staff on Wednesday, August 22.
The speaker was Thomas Kiely from Marquette University. His presentation was
"Catholic Identity and the Complex Life of Catholic Schools."

STANDARD #1 - VISION

DIOCESAN STAFF INSERVICE

Thank you to Shelly Conlon for planning our prayer service on August 16th.

NEW TEACHER INSERVICE

New teachers had their diocesan training on August 13th at the chancery.

ARRIVAL/DISMISSAL PROCEDURES

The entire staff works collaboratively as the new-year begins on all arrivals and dismissals of students.
We watch for all of our new students, especially our kindergarten students.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

OPEN HOUSE

Parents and students met their new teachers on Tuesday, August 21, from 1:30-3:00 p.m. It was a wonderful turnout for the start of the new school year. A big thank you to all teachers for creating such a welcoming environment for our students.

PRESCHOOL

Our preschool open house on August 21st was well attended. Daycare students began on August 23rd.
We welcome our preschool students on September 4th. Thank you to Mary Pechous and our Early Learning Center Staff for preparing such a welcoming environment for our youngest.

iPADS

Thank you to Home and School for their generous donation. All 21 homerooms have one new ipad for student use. We also have a new traveling iPad cart due to a generous memorial.

STANDARD #3 - MANAGEMENT

FIRST STEPS

We held "First Steps" programming on the first two days of school for parents who had kindergarten students. The parents were able to discuss the life of their kindergarten students with administration and our K-6 counselor, Mrs. James.

BACK TO SCHOOL NIGHT

All are welcome to attend our Back to School Night, which will be held on Thursday, September 20th from 6:30-7:30 p.m.

STANDARD #4 - COLLABORATION

HILLS BANK

We want to thank Hills Bank who sponsored breakfast for the center on August 16th.

TAKE PRIDE IN YOUR SCHOOL

We thank Home and School who organized our clean-up day on Saturday, August 11th. Volunteers helped to spread all the mulch for the playground. Special thanks to the scout groups who assisted with this day.

HOME AND SCHOOL

Home and School held their first meeting of the year on Thursday, August 2nd at 6:30 p.m. Their next meeting will be September 6th at 6:30 p.m. Home and School has started the chocolate sales, which helps support programming for the elementary school, including: visiting artists, field trips, speakers, classroom supplies, and other events throughout the year.

PTO

PTO will host their first meeting on September 13th at 11:30 in the elementary media center. Lina Kimani is our chairperson for PTO.

PISA

PISA held their first meeting of the year on August 13th at 5:30. Thanks to PISA for their support of all of our arts programs. Rachel Scholze and Rachel Lacina are co-chairing this year for PISA.

Boosters

Our Boosters will have their next meeting on Sunday, September 9th. Thank you to Boosters who support our athletic departments and our entire school.

STANDARD #5 - ETHICS

MEDICAL TRAINING

We thank Ann Larew who came to help staff with medical training issues during in-service time.

RECYCLING

Our Home and School is working to support recycling efforts in the cafeteria and other places throughout the school. Thank you to parent volunteer Missy Aitchison for assisting the center with recycling.

STANDARD #6 - LEARNING COMMUNITY

NEW PARENT ORIENTATION

This was held on August 14th at 7:00 p.m. It was well attended. PTO sponsors this event and we thank Ann Larew for organizing it.

AM/PM PROGRAM

Thank you to Kelly Starr who has worked diligently this summer to interview for staffing and a director for this program. We welcome five new helpers to this program. We thank elementary teachers who helped to fill in on spots until our college students were in town and available to begin work.

ENROLLMENT

Below is the summary of incoming and outgoing Regina Elementary students, as of August 28, 2017. Current enrollment at Regina Elementary is 443.

Incoming 2018-2019 Students:

K	49 new students	
1 st	73 total	(5 new students)
2 nd	61 total	(1 new student)
3 rd	69 total	(4 new students)
4 th	72 total	(4 new students)
5 th	60 total	(0 new students)
6 th	59 total	(3 new students)
TOTAL 443		

Outgoing 2017-2018 Students:

K	7	4 Moved out of state, 3 went to ICCSD
1 st	5	1 Moved out of state, 3 went to ICCSD, 1 home school
2 nd	3	2 Moved out of state, 1 went to ICCSD
3 rd	0	No one left
4 th	5	1 Moved out of state, 3 went to ICCSD, 1 home school
5 th	2	1 to ICCSD, 1 to residential school
6 th	12	2 Moved out of state, 8 to ICCSD, 2 to residential school

We welcomed the following new staff to the elementary building this year-

Julie Dailey-	ELL/Title I
Jorie Means-	6 th grade
Travis Richter -	6 th grade vocal
Kyle Holderness-	Art, K-8
Brianne McCreery-	aide

Our returning staff is working hard to support our new people in the building. They are helping them to get off to a great start. The collaboration and cooperation is greatly appreciated to help us achieve success.

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

Enrollment

2018-2019 BEDS # will be complete in October

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	2018-2019
49	73	61	69	69	59	59	81	52	69	52	46	62	804	August total

Recruitment:

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
accepted	50	5	1	4	4	0	3	8	5	7	3	0	0	40+ K

[Accepted](#)-approved by administration

WIA/IIA—Regina has one student (9th) 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 (January 2019). I will be heading to Taiwan and China the end of September –first week in October. Glenn and I have sent out letters to International and Catholic high schools to set up presentation dates during my visit.

Baptismal Databases are being collected from the parishes. Currently, we have completed St. Thomas More, St. Wenceslaus and St. Mary’s. We will have St. Patrick’s complete during September. We will now have five years of data for recruitment.

Crowine has been refurbished. He will make his first appearance at the Xavier game.

Retention:

Elementary Registrations –students who are leaving received a phone call from Lisa/Michelle. Blessing notes were sent in June, July and August. Exit surveys were also sent out during these months.

Jr. High Registrations- Blessing notes were sent out the second week in June, July and August. All families received a phone call from Admissions and a message was left. If the phone mailbox was full, then they received an email from Admissions.

Sr. High Registrations- Blessing notes were sent out the second week of June, as well as July and August to these students. All families received a phone call from Admissions and a message was left. If the mailbox was full, then they received an email from Admissions.

Exit surveys- We have started receiving surveys back. Results will be share with administrators and a report will be given to the board in September.

Student Ambassadors–we have 41 ambassadors for the 2018-2019 school year. Student Ambassadors had their orientation on August 15th.

Business Office
August 28, 2018 Board Report
Alan Opheim
Director – Finance / Operations

Business Office –

- We received the 2017-18 bus reimbursement check for non-public transportation from the Department of Education via ICCSD in the amount of \$158,368.93. This represents 80.785% of the amount we were allowed to submit, and approximately 55.5% of our contracted cost for busing.
- We have received our first tuition payments from a 529 Plan. So far, with College Savings Iowa, the process seems to be going well.
- Normal beginning of the school year processes have kept Sandy and me occupied this month.
- As previously reported, the Diocese changed liability and worker compensation coverage effective July 1, 2018. I continue to be involved in the conversion process. This month Catholic Mutual came to perform an appraisal of our property. I have not been provided a copy of that appraisal at this time.
- Work continues on the transition of our retirement opportunity from a 403B to a 401K Plan. Staff received initial information in a mailing and in-person session this month. A time for individual meetings will be provided September 6 and 7, and then the process will be fully implemented.
- The year-in-review was presented as part of the August Finance Committee meeting. If a Board member was unable to attend and would like information, contact Angela or Alan.

Buildings & Grounds

- Work has started on the West face of the HS Gym. Work is temporarily stopped as the vendor ran out of material, but is expected to be completed soon. If you haven't look, it already looks a lot better, and this product will likely be used as other areas need upgraded in coming years.
- In August the battery of fire prevention testing was performed by Johnson Controls Fire Protection (formerly Simplex) for the alarm system and components, Iowa Fire performed the Hood Suppression tests, and Blackhawk Sprinkler performed their tests on the sprinkler system. All reviews passed inspections.

Ad Hoc and other participation

- Advancement Team meetings
- New teacher and all teacher meetings
- Iowa Educator's Trust Healthcare Seminar
- 403B / 401K meetings
- Nationwide re: Start of the school year; wrap-up to summer
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools -- Missed August meeting due to Regina conflict
- Board related meetings

Committee Meeting Schedule:

Finance – September 19, 2018 4:30 HS Media Center

Building and Grounds – TBD

Regina Tri-Parish Religious Education

Carolyn Brandt – Director

August 28, 2018 Board Report

- Shelley Rublaitus - K-6 Coordinator
- Beth Fitzgerald - 7 and 8 Coordinator
- Colette Szeszycki - Administrative Assistant

We are currently receiving registrations for K-8.

We are also signing up catechists.

So far doing well.

K-6th grade:

- The K-6th grade classes are held at Regina. We have the Catechist in-service on Wednesday September 12th. We will start with a Mass. Then on September 19th we will have Family Night. That is when the Catechists will be commissioned. The students will meet their teachers, and see their room. Then everyone will come back to the cafeteria and have ice cream and cookies! Wednesday September 26th will be their first real class time.

7th and 8th grade:

- The 7th and 8th grade classes are held at St. Patrick's Church twice a month. Their first class will be Sunday September 9th. We will welcome everyone back with pizza and water!

Looking forward to a good year!

Foundation August Board Report
Kecia Boysen
Executive Director

Capital Campaign

Cash gifts and payments made to date:	\$3,097,331.37
In kind gifts and payments made to date:	\$199,252.46
Remaining cash pledges to be fulfilled (282 donors):	\$1,513,762.70
Remaining in kind pledges to be fulfilled (2 donors):	<u>\$27,000.00</u>
Total*:	\$4,837,346.53

*total reflects \$33,850.00 (6 donors) written off

Capital Campaign cash on hand: \$165,804.58

The BOE Exec. Committee and several members of staff met to discuss plans moving forward. Preliminary bids were discussed. BOE will develop a statement to include in the Impact Report regarding next steps.

Excellence Fund (annual appeal)

- The Foundation exceeded the \$450,000 goal, raising \$471,000 for FY 2017-2018 (total raised would be \$496,000 if we include one-time estate gift).

Committee Meetings

- Communications Advisory Committee: Met Wednesday, 8/15.
- Development Committee: Met Wednesday, 8/15. Committee reviewed the FY 2017-2018 Excellence Fund summary and discussed EF goals for 2018-2018 and approach. Also discussed committee goals and calendar for new year.
- Stewardship Committee: Next Meeting, Tuesday, August 28. Committee will discuss upcoming alumni awards luncheon and donor appreciation celebration.
- Foundation Executive Meeting – Next Meeting: Wednesday, September 12.
- Foundation Board Meeting – Next Meeting: Tuesday, September 18.

Donor meetings & calls

- Number of personal visits and calls completed over the past month (goal = 26 visits/calls per month on average) = July/August: 75+.
- Visits/calls of note: Kecia is making thank you calls to donors who gave \$1,000 to the FY 2017-2018 Excellence Fund, as well as to first time donors to the EF.

Other

- Visibility in the Regina community (goal = at least 2 events per month) = July: 0 (school out of session)
- Kecia attends weekly Iowa City Noon Rotary meetings each Thursday at noon and attended the Eastern Iowa Planned Giving Board Meeting on 8/14.
- The *Impact Report* will go to print the week of 8/27.

Upcoming Events

- Friday – Sunday, August 17 – 19 – Family Fun Festival
- Tuesday, September 18 – Dinner with a View: Community Share the profit night at The Vue, 5 – 8 p.m. (10% of the evening's sales will be donated to the Regina Foundation).
- Friday, September 28 – Alumni Awards Luncheon, Noon – 2 p.m., Louie's Wine Dive, Coralville
- Sunday, October 28 – Donor Appreciation Celebration, 5 – 7 p.m., Hancher Stanley Cafe
- Wednesday, October 31 – Community Night at Papa Murphy's Pizza, 11 a.m. – 8 p.m. (20% donated back to Regina Foundation).

SUNDAY USE PROCEDURE -- 2018-19 School Year

It should be the procedure of Regina Catholic Education Center relating to Sunday use of the property and grounds:

- 1) Board approval for Sunday AM use is required utilizing the Form attached. A 2/3 Yes Vote is required of the Board.
- 2) Sunday afternoon and evenings will follow the calendaring process for checking out rooms in the building. Field use will be at the discretion of the Activities Director. If there are questions about use, the respective Principal shall have determination authority on allowing a specific use on Sunday afternoon or evenings.
- 3) It shall also be the normal procedure that all Elementary events be completed by 8:00 PM and all junior-senior high events be completed by 10 PM.

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
2140 ROCHESTER AVENUE
IOWA CITY, IA 52245
319-337-2580
319-337-4109

Request for Sunday AM Use of the Regina Inter-Parish Catholic Education Center

NAME OF ORGANIZATION:

Address:

Contact Person:

Phone:

Fax:

Purpose of using Regina:

Area of Regina Requested:

Date Needed:

Time:

Number of Expected Guests: Unknown.

Please sign and return the form to Regina.

Person Requesting use of Regina Inter-Parish Catholic Education Center

Board Action -- See Minutes of _____ Meeting

Board Chairperson

Date

August 13 Pisa Meeting

Attendees: Megan Glass, Kyle Holderness, Whitney Giller, Travis Rickter, Celeste Vincent, Beth Hill, John Demory, Amy Nibaur, Rachel Scholtze, Rachel Lacina, Diane Platte,

Approval of previous month's minutes

Prayer: Hail Mary

Welcome/introductions:

Administration updates: Celeste thank you for your leadership this year. Thanks for interviewing new fine arts teacher and welcome! Looking forward to a great year!

Teacher updates:

John Demory: October - will represent fine arts every Wednesday at High School Mass/prayer service/art themed.

Nov. - AP art field trip to Legacy Point -- wine / paint with residents.

Feb. - Hancher art show - 3/4/19 - 4/1/19

3/6/19 Ash Wednesday mural

4/25/19 K-12 art show

5/1/19 River Valley conference - art show at Hills Bank

Fall Play/Musical -- assist with art painting

Wednesdays art club after school 3:30-4:30pm

Sell fine arts shirts to support the arts club

Diane Platte -

-excited for this year and having 26 students!!!

Whitney Giller -

exciting year this year, having Ukelele unit/cubbie being made.

Megan Glass -

Hoping to have 5th grade new band instruments trying outs at open house this year

9/21/18 band night at homecoming football game

11/9/18 - Regina hosting the River Valley conference Honor Band festival - will need food/helpers/concessions

12/11/18 elementary band, orchestra, 6th grade choir concert in HS gym

Jazz night late March/early April - to be announced

5/14/19 elementary band/6th grade choir concert

Hopes to take a group of small ensembles/solos to ensembles festival and incorporate this into school Masses.

Travis Richter-

Thank you for welcoming me!

Small HS choir this year of 12. Please encourage students to join to increase our numbers.

Starting to practice for All State-music is tough this year-auditions 10/22

9/8/18 Allstate rehearsal at Linn Mar

Middle school has higher numbers/hopes to have POPS concert/possible choreography

May have Latin unit/?incorporate during Masses

Musical-Little Mermaid

POPS concert-Duets/solos-collaborate with orchestra/band

Wishes for 5 gallon buckets-Megan Glass has these-also fiberglass tubes

Wishes to start volunteer list to sing National Anthem during certain athletic games. Will look into this and let us know if anything else needed from us.

Old Business:

Treasurer: Deb had family emergency, We read what she had left and she will send out emails in follow up.

1- need receipts for all purchases/please leave in box in HS office

2-Use school funding first and then PISA funds.

3- Big purchase forms need to be filled out for any "big" purchase items requested on the next few years (for application to roll over PISA money to save up for this purchase).

Kyle Holderness-would like to try to bring Homecoming parade back. Will speak to Mr.Plummer about this and why it stopped taking place.

Secretary:

New Business:

Mum sale:Peg Thompson and Joan Maley to head up 9/11/18

Pumpkin sale:send email out

New Family night:8/14/18-Rachel S. to be there to promote PISA

T-shirt contest

Budget discussion:

Open House trifold-student recommendations:

Registration fees for fine arts participation-to discuss with Alan about possibly 50 dollar fine arts fee in ? April if your student participated in any of Fall Play, JH play, Musical, speech etc.

Fall play:9/5/18 Auditions for play, call backs yet that week. 9/24/18 rehearsals starts and play is weekend 11/16/18-11/18/18.

Next Meeting:9/10/18 at 5:30pm in HS library

Upcoming events:

Family Festival--60th anniversary

Chocolate Sales

Catholic Identity Minutes Aug. 16th, 2018

- 1) **Present:** Scott Nibaur, Ann Larew, Rick Larew, Ellen Abusada, Glenn Plummer, Jan Rudolph
- 2) **Absent:** John Demory, Noel Verducci, Shelly Conlon, and Kelly Starr, Father Witt,
- 3) **Old Business**
 - a) Shelly- Kairos is next Jan. 24-27th 2019.
 - b) Scott- Lego picture of Mary is completed. Working to have this hung in the School.
 - c) Scott- Alpha Graphics completed the biblical banners. Elementary teachers have them and are putting them up.
 - d) Scott- Four parish banners are complete. Three are blurry and Scott is talking to Jeff to replace.
 - e) Scott- Still awaiting light poles to be placed so we can start purchasing banners for light poles.
- 4) **Reports**
 - a) **High School Report-** Teachers are back! Wednesday August 22nd the teachers had their annual school Mass at St. Patrick's. This year Father Guillermo will be spending time at Regina. Glenn said once a month they will have a faculty lead prayer service.
 - b) **Elementary Report-** Master list for Regina Masses and prayer services is complete. On Thursdays the teacher will be having a faith study group and will be reading a book.
 - c) **Religious Education-** So far 20 plus kids signed up for Religious Ed. Notes have gone out in the bulletins and packets are in the back of each parish church. September 19th is Family Fun night and September 26th is the first night of class.
- 5) **New Business**
 - a) We are looking for more parent involvement in Catholic Identity. Kelly and Celeste have agreed to send out a note in the Elementary newsletter this month.
 - b) CI is brainstorming to come up with more ideas for showing our Catholic pride and other ways to be involved with Catholic Identity. Ideas are:
 1. Outreach to parents for faith life
 2. Start a faith formation class for parents and/or high school students at Regina
 3. Need a Regina sign off 1st Ave entrance. Include something Religious.
 4. Redo the rosary out front, Daniel Zirtzman was mentioned that he might help?
 5. Glenn mentioned in New Orleans they have a statue of Jesus lit up at night so the shadow laminates off the church. Rick is going to see if we could do that at Regina. Maybe lit up off the athletic facility and front entrance of High School.

Next Meeting- Tuesday September 18th at 4:30pm

**Home & School
August 2, 2018
Meeting Minutes**

- **Opening Prayer**
- **Introductions**
- **Motion to approve the May minutes approved.**
- **Principal's Report - Celeste Vincent**
 - Getting ready for the new year
 - New Staff:
 - Jorie Means will be new 6th grade teacher
 - New Kindergarten aide
 - Art Teacher - Kyle Holderness
 - Travis Richter - new 6-12 music teacher
 - Take pride in school day, August 11
 - New parent welcome - Tuesday, August 14th
 - Sarah Valiga will be there to talk about chocolates.
 - Thank Ann Larew who coordinates
 - Teachers back together on the 16th
 - Chocolates start on the 17th
 - 60th anniversary for Regina high school this year
 - August 21 - Open house from 1-3
 - August 23 - First day of school
- **Treasurer Report - Shannon Lynch**
 - Bike Rodeo had a few expenses get paid
 - Wish list items coming through
 - Extra recess supplies (\$500) - Lisa has balls ordered from play it again
 - Missy Aitchison to shop and Sarah will clarify with Lisa what we need.
 - There will be a few expenses for:

- Family fun festival
 - Playground
 - Teacher startup
 - Balance is \$35k as of July 1.
- **Prepackaged school supplies** - Previous chair left Regina, and they think maybe 60 people ordered.
 - Idea - Target allows you to upload school supply list and they'll send you items
 - Idea - Classroom cleaning pack
- **Committee Reports**
 - **One Mission out of Mt. Vernon - Sofia Livorsi and Alaina Welsh**
 - Instead of Spring fundraiser, we will do a t-shirt fundraiser at beginning of school year.
 - 1 big sale - bulk order at the beginning of school year and then website parents can order from (separately pay shipping)
 - If we start with t-shirts, you can expand to other items
 - It's just a few days turnaround to get the design. We can have order form ready at beginning of school year
 - Potentially start sales at the ice cream social.
 - Advantage of paper form - they would pick-up forms and allows for a cheaper t-shirt. We'll start with paper form.
 - We get 40% of the sales
 - Could have just name of school, logo, or other designs.
 - Shane Schemmel will help design
 - Order a few shirts for staff
 - Maybe have a few sample sizes for people to see
 - Shirt has to be a light color. Maybe have gray, white and yellow shirts.
 - It's \$100 for a screen
 - Send a form home the Friday night before back to school night and then have extra forms the night of back to school night.
 - We don't know turnaround time, but we won't have for homecoming.
 - Home & School people will order first.
 - **Take Pride in our School**
 - August 11 @ 8AM- boy scouts, girl scouts and cub scouts are on board.
 - Spread mulch, pull weeds
 - There will be 1 more reminder going out

- **KidZone - Shannon Lynch & Sarah Valiga**
 - August 17/18
 - Friday - 6-8PM
 - Saturday - 4-8PM
 - Only getting 1 bounce house (not the obstacle course)
 - Will be in the same general area (in the back)
 - Signup genius is out for that to all scouts.
 - They need help on Friday. They need face painters
 - Couple new games - no duck pond. Working on lollipop tree
 - Working on some toss games

- **School Supply Fundraiser**
 - Chair had to step down 2 days ago
 - Packs will be delivered on the 13th. Maura to talk to Erin Pottebaum to figure out how they deliver those.
 - We will be delivering to classrooms this year (morning of 21st)

- **Chocolate Sales - Brandi Campbell**
 - Started some sign-up geniuses
 - 6 adults for organizing once team unloads
 - Open House chocolate distribution
 - Every morning, at least 2 parent volunteers available to help swap or get more chocolate
 - Chocolate is being delivered Friday, August 17 at 9:00
 - Celeste sent a note to the high school to help unload.
 - Strebs will provide forklift
 - Chocolate distribution is from 1:30 - 3
 - Letter in registration packets
 - A constant contact will be going out
 - Lindy Ahrens is prize person - Sarah to reach out to her

- **Back to School Night - Maura Casey and Katie Horner**
 - Tammy Mergen volunteered to do root beer floats, ice cream, root beer, cups, straws
 - They will be handing out
 - Katie to do allergy table

- No cookies
- **Uniform Sales**
 - Now there is a Facebook group
 - Sofia has some ideas if the Facebook group doesn't work out to simplify the sales
 - Potentially a garage sale at family fun festival
 - Shane will update us as to how it's working
- **New Business**
 - Game/Puzzle donation email - new or gently used game and puzzles
 - There will be a box/table in gym at open house
 - First week of school, there will be a box by the office
- **Adjourned**
- **Attendance**
 - Sarah Valiga
 - Jessica Smith
 - Shannon Lynch
 - Heather Feller
 - Kara Houser
 - Sofia Livorsi
 - Teresa Mattoon
 - Missy Aitchison
 - Brandi Campbell
 - Sandra Campbell
 - Molly Jamieson
 - Mary Ann Allan
 - Maura Casey
 - Alaina Welsh
 - Katie Horner
 - Kelly Starr
 - Celeste Vincent
 - Laura Rowlette

Regina Catholic Education Center
Balance Sheet
June 30, 2018

	<u>Jun 30, 18</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	834,456.63	763,917.81	70,538.82	9.23%
11000 · Savings	1,946,265.14	1,613,425.00	332,840.14	20.63%
Total Checking/Savings	<u>2,780,721.77</u>	<u>2,377,342.81</u>	<u>403,378.96</u>	<u>16.97%</u>
Accounts Receivable				
12000 · Tuition Receivables	99,041.42	148,344.98	-49,303.56	-33.24%
Total Accounts Receivable	<u>99,041.42</u>	<u>148,344.98</u>	<u>-49,303.56</u>	<u>-33.24%</u>
Other Current Assets				
12200 · Prepaid Computer Contracts	1,701.00	6,235.00	-4,534.00	-72.72%
12209 · Other Receivable - From Booster	25,648.63	0.00	25,648.63	100.0%
12210 · Bus Revenue Expected from ICCSD	155,000.00	150,000.00	5,000.00	3.33%
Total Other Current Assets	<u>182,349.63</u>	<u>156,235.00</u>	<u>26,114.63</u>	<u>16.72%</u>
Total Current Assets	<u>3,062,112.82</u>	<u>2,681,922.79</u>	<u>380,190.03</u>	<u>14.18%</u>
Fixed Assets				
13000 · Long Term Assets	4,529,107.43	3,674,468.47	854,638.96	23.26%
13019 · Construction in Progress	2,369,559.79	171,285.71	2,198,274.08	1,283.4%
Total Fixed Assets	<u>6,898,667.22</u>	<u>3,845,754.18</u>	<u>3,052,913.04</u>	<u>79.38%</u>
TOTAL ASSETS	<u>9,960,780.04</u>	<u>6,527,676.97</u>	<u>3,433,103.07</u>	<u>52.59%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	545,655.65	322,799.07	222,856.58	69.04%
Total Other Current Liabilities	<u>545,655.65</u>	<u>322,799.07</u>	<u>222,856.58</u>	<u>69.04%</u>
Total Current Liabilities	<u>545,655.65</u>	<u>322,799.07</u>	<u>222,856.58</u>	<u>69.04%</u>
Long Term Liabilities				
26000 · Long Term Loans	529,906.01	558,038.75	-28,132.74	-5.04%
Total Long Term Liabilities	<u>529,906.01</u>	<u>558,038.75</u>	<u>-28,132.74</u>	<u>-5.04%</u>
Total Liabilities	<u>1,075,561.66</u>	<u>880,837.82</u>	<u>194,723.84</u>	<u>22.11%</u>
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	<u>3,238,379.23</u>	<u>-50,941.91</u>	<u>3,289,321.14</u>	<u>6,457.0%</u>
Total Equity	<u>8,885,218.38</u>	<u>5,646,839.15</u>	<u>3,238,379.23</u>	<u>57.35%</u>
TOAAL LIABILITIES & EQUITY	<u>9,960,780.04</u>	<u>6,527,676.97</u>	<u>3,433,103.07</u>	<u>52.59%</u>

Regina Catholic Education Center
Profit & Loss Statement
For the Twelve Months Ending June 30,
2018

	Jul '17 - Jun 18	Jul '16 - Jun 17	\$ Change	% Change
Income				
40000 · Tuitions	4,450,988.19	4,250,959.34	200,028.85	4.71%
41000 · Assessments	1,664,574.96	1,644,004.08	20,570.88	1.25%
42000 · Foundation Funding	3,413,408.57	661,080.63	2,752,327.94	416.34%
43000 · Diocesan Funding	13,820.89	13,476.00	344.89	2.56%
44000 · Nutrition Income	424,965.35	420,415.61	4,549.74	1.08%
45000 · Other Incomes	983,617.20	970,199.16	13,418.04	1.38%
46500 · Bus Route Income	170,643.46	164,657.75	5,985.71	3.64%
Total Income	11,122,018.62	8,124,792.57	2,997,226.05	36.89%
Gross Profit	11,122,018.62	8,124,792.57	2,997,226.05	36.89%
Expense				
60000 · Salaries & Wages	4,594,401.36	4,443,408.98	150,992.38	3.4%
60145 · Benefits	873,060.11	829,385.21	43,674.90	5.27%
61000 · Educational Supplies	561,861.79	665,992.14	-104,130.35	-15.64%
61040 · Computer Technology	53,808.08	275,119.19	-221,311.11	-80.44%
62000 · Facility Expenses	640,028.89	597,028.26	43,000.63	7.2%
63000 · Operating Expenses	94,565.29	97,882.44	-3,317.15	-3.39%
64000 · Building Upkeep	50,686.49	303,704.12	-253,017.63	-83.31%
65000 · Nutrition	251,271.26	241,543.22	9,728.04	4.03%
66000 · Income Offsets	213,669.67	183,991.15	29,678.52	16.13%
66500 · Busing - Routing	296,779.20	285,534.64	11,244.56	3.94%
67000 · Bad Debt	76,066.13	102,013.00	-25,946.87	-25.44%
68000 · Interest Expense	21,020.35	19,722.13	1,298.22	6.58%
69000 · Depreciation Expense	156,420.77	130,410.00	26,010.77	19.95%
Total Expense	7,883,639.39	8,175,734.48	-292,095.09	-3.57%
Net Income	3,238,379.23	-50,941.91	3,289,321.14	6,457.0%

NOTE: FY 18 Income and Profit Includes \$2,881,450 of Income Received

from the Regina Foundation for Capital Campaign Projects many of which
are capitalized and subject to depreciation.



Finance Committee
August 15, 2018

Attendees: Jennifer Lough, Scott Nibaur, Janan Rustan, Matt Pacha, Angela Villhauer, Pam Schowalter, Celeste Vincent, Glenn Plummer, Alan Opheim

AGENDA

- Opening Prayer
- Banking
- Enrollment / Headcount Concerns for 2018-19
- Input on a different financial format for presenting to (*deferred to future meeting*)
 - this group
 - to the Board
- Project costs to date
- Utility cost – new facility
- Year end financial presentation to committee and Board
- Wrap-up / Next Steps / Next Meeting



Banking

- West Bank closing November (operating check account)
- Will be reviewing other existing entities for services going forward
- Careful consideration to location, services, and partnerships

Enrollment for 2018-19 (As of August 14, 2018)

Kindergarten -- Budget 72; Today 50

1-6 – Budget 401; Today 394

7-12 – Budget 371; Today 363

Net Decrease – 37

Roll up:

Current count is 807 for the fall – budgeted 844

Enrollment Brainstorming

- Satellite drop off / pick up
- Shuttles
- Extended AM/PM hours
- Understanding impact of expanded pre-K programs
- Ultimately – top of mind discussions at all levels of the Board and Administration

Financial Presentation to Committee and Board

- Brainstorming Ideas
- What is meaningful – numbers, graphs, charts,

Notes from Finance: What would be 9 meaningful topics for newsletters in 3-8 sentences. Examples could be STO, Cost to Education, 529 Plans,

Early Operating Costs of Training Facility

- Electricity/Gas June = \$1,378; July = \$1,687
- Water July = \$200
- Johnson Controls Fire Division - \$420 Annual Notification Fee
- Note: still moving forward with plans to rent facility for additional revenue

Year End Financial Review

- Review of financials
- Note: Campaign dollars treated as income, however majority of expenses are treated as depreciable items, therefore income appears high.

Future Meeting

- Next Meeting – September 19, 2018; 4:30 p.m. HS Media Center

Name	8/29/17	9/26/17	10/24/17	11/28/17	1/23/18	2/27/18	3/27/18	4/24/18	5/22/18	6/26/18	7/24/18	8/28/2018
Matt Pacha	X	X	O	X	X	O	X	X	X	X	X	
Patrick Gavin	O	X	O	X	X	X	X	O	X	X	O	
Angela Villhauer	X	X	O	X	X	X	X	X	X	X	X	
Janan Rustan	X	X	X	X	X	X	X	X	X	X	X	
Sue Kloss	X	X	X	X	X	X	X	X	X	X	X	
Ellen Abusada	X	X	X	X	X	X	X	X	X	X	X	
Chad Hageman	X	X	X	X	X	X	X	X	O	O	X	
Jason Dumont	X	O	X	X	O	O	X	O	X	O	O	
Alaina Welsh	X	O	X	X	X	X	X	X	X	X	X	
Scott Nibaur	X	X	X	X	X	X	X	X	X	O	X	
Annette Goodhart	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	O	
Melinda Shetler	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	X	
Fr. Rudy Juarez	X	X	O	O	X	O	O	X	O	X	X	
Fr. Gary Beckman	X	X	O	X	X	X	O	X	X	X	X	
Fr. Steve Witt	X	X	O	X	X	X	O	X	X	X	X	
Fr. Chuck Adam	X	X	X	X	X	X	O	X	X	X	O	
Alan	X	X	X	X	X	X	X	X	X	O	X	
Glenn	X	X	X	X	X	X	X	X	X	X	X	
Celeste	X	X	X	X	X	X	X	X	X	X	O	

Key:
X=Present
O=Absent
NA=Not a Member