

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, October 23, 2018
6:30pm 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 – September 25, 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 |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| VI. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VII. MEETING SCHEDULE (Refer to the Information Page) | |
| VIII. CLOSING PRAYER | 1 minute |
| IX. EXECUTIVE SESSION | 15 minutes |
| X. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	11/27/18	6:30 PM	MPR
B. Executive Committee	3 rd Wednesday	TBA		
C. Finance Committee	4 th Wednesday	11/28/18	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	11/8/18	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 nd Tuesday	11/13/18	4:00 PM	HS Library
F. Catholic Identity Committee	3 rd Tuesday	11/20/18	4:30 PM	Room 409
G. Building & Ground Committee				
H. Strategic Planning Committee				
I. Health & Safety	3 rd Thursday	11/15/18	5:30 PM	HS Library

II. ENROLLMENT

2018-2019 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	472	441	441							
JR/SR	410	353	353							
PreK	81	73	74							
Total	963	867	868							
2018-2019 Tuition										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Budget										
Elem	\$1,932,010	\$1,823,867	\$1,823,860	\$18,29,105						
JR/SR	\$2,437,080	\$2,257,742	\$2,257,742	\$2,257,742						
PreK	\$358,000	\$21,000	\$59,195	\$72,368*						

*Partial Month

I. UPCOMING DATES

ACT's	Oct 27	8:00 AM	
Elementary Halloween Parade	Oct 28	1:30 PM	Circle Drive
Parent Teacher Conferences	Nov 8-9		
No School	Nov 9		
7-12 Band Festival	Nov 9	7:00 PM	Regina High School
Staff Appreciation Week	Nov 12-16		
Senior Citizen's Thanksgiving Dinner	Nov 15	11:00 AM	HS Gym
No School	Nov 21-23		

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Oct 24	2:15 PM	HS Gym
Mass K-12	Nov 1	9:30 AM	HS Gym
Mass 7-12	Nov 7	2:15 PM	HS Gym
Mass 7-12	Nov 14	2:10 PM	HS Gym
Mass K-12	Nov 20	9:30 AM	HS Gym

III. Holy Days

All Saints Day	Nov 1		
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, Sept. 25, 2018

6:30 PM

Regina MPR

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

Regular Meeting Minutes

I. Call to Order- Board of Education

a. Opening Prayer

- i. Father Adam 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, (Bryce Smeins)

c. Chairperson Remarks- Pacha welcomed BOE members. Thanked Sue Kloos for organizing food for the teacher appreciation dinner.

d. Approval of Aug 28, 2018 Minutes Abusada moved to approve, seconded by Rustan, motion passed.

e. Approval of Agenda- Fr Adam moved to approve, seconded by Shetler, motion passed.

f. Open to the Audience- N/A

II. Administration Reports

a. Elementary - Report in packet.

b. Jr/Sr High - Report in packet. Plummer outlined homecoming activities. Discussion ensued regarding University of Iowa Dance Marathon. Current Dance Marathon fundraising will continue, though **no new** additional activities will be implemented. Received documentation that all Regina money that has been raised for Dance Marathon goes towards general programs, not research.

c. Enrollment - Report in packet. Schowalter presented the interactive card that goes out to former students. It provides an opportunity for them to attend an event/activity to "keep connected" to their Regina friends and to feel comfortable if they should return to Regina.

Pam will be traveling to Taiwan and China Sept 27- Oct 6 for recruitment efforts.

Pacha informed all that the Strategic Planning Chair - Gavin has initiated an Ad hoc committee for **Recruitment and Retention** to incorporate "action items".

d. Business Office - Report in packet. Opheim will participate in a webinar for STO Review. Donations being accepted and BOE members to encourage any potential donors to be directed to Opheim.

e. Religious Education- Report in packet. Brandt presented a beautiful photo book from RE and puzzles with prayers.

- f. Foundation - Report in packet. Boysen Involved with Regina's 60th anniversary. Invited BOE members to attend the Donor Appreciation Celebration at Hancher from 5-7 on Oct 28th to thank and support Regina's generous donors. Boysen shared a new event benefiting the Regina Teacher Endowment Fund. **REGAL EATS.... COOKING FOR A CAUSE** - to be held at the ELKS Country Club Nov. 3rd, 5:30-8:30. Vilhauer voiced that she thought the Impact Report was Outstanding. Boysen indicated it was a team effort.
- g. Home and School- Report in packet. PISA and Booster- no reports.

III. Old Business Update N/A

IV. New Business Discussion N/A

V. Calendar and Discussion Items N/A

VI. **Committee Reports-** Kloos provided an additional Health & Safety report. Finance report - will meet Oct 17th @ 4:30. Policy-did not meet this month due to 4 member being unavailable. Will meet Oct. 11 9am.

VII. Meeting Schedule

a. Board Meeting	4th Tuesday	10/23/18	6:30 PM	MPR
b. Executive Committee	2nd Thursday	10/17/18	6:30 AM	Business Office
c. Finance Committee	3rd Wednesday	10/17/18	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	10/11/18	9:00AM	Business Office
e. SIAC/Education	2nd Tuesday	10/09/18	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	10/16/18	4:30 PM	HS Library
g. Building and Ground	TBA			Business Office
h. Strategic Planning	3rd Monday	10/15/18	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	10/18/18	5:30 PM	HS Library

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

IX. Executive Session

a. At 6:55 pm, Rustan moved to adjourn in Executive Session, seconded by Welsh, motion passed.

b. Executive Session

X. Reconvene from Executive Session - At 7:10 pm, the board reconvened from Executive Session.

XI. **Adjournment-** at 7:12, Fr Juarez moved to adjourn the meeting, seconded by Fr Beckman, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
October 2018**

FACILITATOR OF FAITH COMMUNITY

UPCOMING RELIGIOUS CELEBRATIONS:

November 1—All Saints Day, Mass, K-12 9:30 am

November 20—Thanksgiving Day Mass, K-12 9:30 am

SERVICE PROJECTS:

October = Penny Wars/Run for the Schools and food collection. Penny Wars raised \$1328.80 for Run for the Schools.

Our November service project is collecting non-perishable items for the Crisis Center. This year, our elementary students donated a total of 1111 lbs of food and non-perishable items to help those in need at the Johnson County Crisis Center.

PRIESTHOOD SUNDAY:

Special blessings on October 28th to our priests. This is a special day set aside in the United States to honor the priesthood. It is the last Sunday of October. It is a time to thank priests who have impacted our lives in so many ways. We say thank you for all that they have given to us through their priesthood. We are thankful for Father Beckman, Father Juarez, Father Witt, and Father Adam. Thank you for helping our students and our school. We appreciate all that you do.

NATIONAL VOCATION AWARENESS WEEK:

The week of November 4th-10th is National Vocation Awareness Week. We will be praying for more persons to answer the call to a religious vocation.

PRAYERS:

We pray for Mary Rockafellow, first grade teacher, whose brother died in October.

We pray for Lisa Rummelhart, office assistant, whose father-in-law passed away this month.

We pray for Julie Dailey, ELL/Title teacher, whose father passed away this month.

STANDARD #1 - VISION

ELL/LAU PLAN APPROVAL:

Regina's center-wide ELL plan, the Lau Plan, was recently updated by Administrators and the ELL Teacher. This plan details the services and supports provided to English Language Learners at Regina. Julie Dailey is the ELL provider for Regina Education Center.

LITERACY TRAINING:

Teachers will be attending a two-day training, November 6th and 7th, to learn about diagnostic tests for literacy intervention. Continued training will be attended in December for literacy intervention tools. These trainings are part of an effort to utilize 95% (reading intervention tools) to help students succeed in the area of literacy.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

IOWA ASSESSMENTS:

Students completed the Iowa Assessments (formerly ITBS) during the week of October 8-12. We expect results back within the next two months.

FAST ASSESSMENTS:

Teachers finalized Fall Screening for FAST on October 12th. In accordance with ELI Law, students identified as "Persistently at Risk" in the area of reading have begun classroom interventions.

PARENT-TEACHER CONFERENCES:

Conference schedules will be sent home to parents in the next week. Conferences will be held November 8th and 9th.

SOCIAL STUDIES COMMON CORE:

Ms. Starr attended training at Grantwood AEA for year two implementation of Common Core Social Studies standards. Teachers will attend further sessions this school year.

STANDARD #3 - MANAGEMENT

END OF FIRST QUARTER:

The first quarter will end on October 25th.

DIOCESAN REPORTS:

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

STATE REPORTS:

Mrs. Vincent has completed the state BEDS reports, Certified Enrollment, and other mandatory state reports.

STANDARD #4 - COLLABORATION

FIRE PREVENTION:

The Iowa City Fire Department presented a Fire Prevention Assembly on October 15th.

STAFF APPRECIATION:

Staff Appreciation week will be celebrated on Nov. 12th-16th. Home and School and PTO are coordinating the events for this week.

PTO:

Regina PTO will hold their next meeting of the year on Nov. 8th at 11:30 a.m. in the elementary library.

BOOK FAIR:

Home and School will sponsor the elementary book fair during Conference week. The book fair will be located in the elementary library.

STANDARD #5 - ETHICS

EVALUATION:

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

FLU CLINIC:

Regina Education Center will offer a flu clinic for staff and their families on October 25th.

CONFERENCE:

Ms. Starr will attend this year's ASCD Educational Leadership Conference November 2-4. This year's conference is focused on Equity, with many sessions related to culture, climate, diversity, social emotional learning, etc.

STANDARD #6 - LEARNING COMMUNITY

HALLOWEEN PARADE:

Regina Elementary will host their Halloween Parade and parties on October 31st at 1:30 p.m.

NO CLASSES:

November 9th – due to Parent/Teacher Conferences

November 21st-23rd – Thanksgiving Break

HOME AND SCHOOL – Next meeting is on November 15th at 6:30.

PISA – Next meeting is on November 12th at 5:30 pm.

BOOSTERS – Next meeting is on November 11th.

ENROLLMENT SUMMARY as 10/18/2018

K – 49

1 – 72

2 – 61

3 – 69

4 – 72

5 – 59

6 – 59

Total Elementary Enrollment = 441

Regina Junior-Senior High School
Board Report
October 2018

Principal as Spiritual Leader

1. The 7-12 Service Day is Friday, Oct. 26. The day will start and end with a prayer service at Regina. The students are arranged in groups and assigned homes and businesses in the area. Shelly Conlon has done a tremendous job in organizing this special day.
2. Prayer cards with the Prayer to St. Michael the Archangel were distributed to 7-12 students.
3. We purchased Advent Reflection Books by Bishop Barron for each of the religion teachers for use this upcoming Advent season.
4. Upcoming Celebrations:
 - Nov. 1: K-12 All Saints Day Mass @ 9:30
 - Nov. 7: 7-12 Mass @ 2:15
 - Nov. 14: 7-12 Mass @ 2:15
 - Nov. 20: K-12 Thanksgiving Mass @ 9:30
 - Nov. 28: 7-12 Mass @ 2:15

Principal as Instructional Leader

1. Iowa Assessments were given to grades 7-11 on October 8-9. Make-up exams are complete.
2. PSAT was given on Oct. 10.
3. The first semester midterm is Oct. 23. Notifications will be sent from teachers to parents/guardians of students with a D or F.
4. I attended the Iowa Core Social Studies Standards: Year 2 workshop. The workshop shared ideas on implementing the new social studies standards and the changes in how social studies will be taught.
5. The ACT Profile for the Class of 2018 is given below.

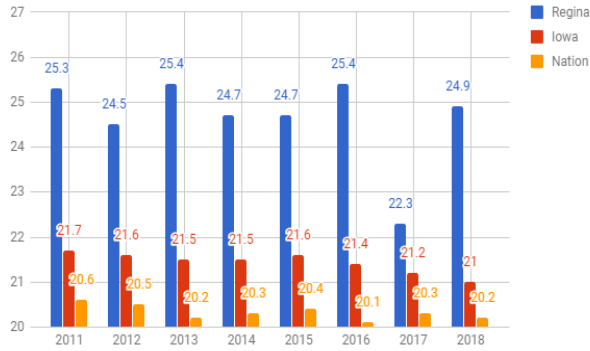
Principal as Administrator

1. The Consolidated Accountability and Support Application (CASA) was approved by the state.
2. The Student Reporting in Iowa and Fall BEDS reports were completed.
3. Differentiated Accountability is due in December.
4. Applications for Title IIA and Title IV funding were submitted to ICCSD.
5. Parent-Teacher conferences will be held on Thursday, Nov. 8 from 4-8 and Friday, Nov. 9 from 8-12. Conferences must be scheduled with our online program (instructions sent home) for Thursday night. Friday's conferences are on a first come, first served basis.
6. Enrollment Summary (10/17)
 - 7 - 77
 - 8 - 52
 - 9 - 66
 - 10 - 52
 - 11 - 45
 - 12 - 61
 - Total - 353

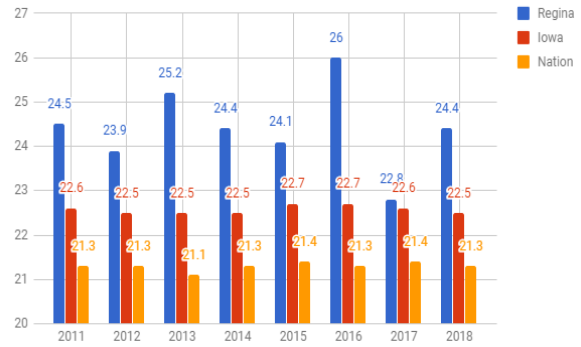
Principal as Communicator

1. New signage has been put up to replace old logos. The new signage includes the scoreboards in the gym, the 2 gym entryways, and the office entryway.
2. A group of six junior high girls attended the Open Minds, Open Doors Conference at Coe College. The conference is intended to encourage junior high girls to pursue career fields with foundations in science, technology, engineering and math.
3. Mrs. Zoulek is registering 7th-12th grade girls for an event titled "Celebrating Your Interest in STEM." The event's goal is for young women to collaborate through applied learning while having fun.
4. The Robotics team visited Whirpool to see how they utilize robots and related technologies at their facility in North Liberty.
5. TAG Opportunities in grades 7-12: High School students are able to participate in Quiz Bowl, History Bowl, Science Bowl, Poetry in Public, Scholastic Art & Writing, UI Chemistry Exam. Chemistry Olympiad, Math team and contests, and Robotics. Junior High students are entered in the Duke 7th Grade Talent Search, Belin Blank BESTS Test, Thinking Cap QUIZ Bowl, America Answers, Scholastic Challenge, Ameslab Science Bowl, Poetry in Public, Scholastic Art & Writing, and Belin Summer Institute.

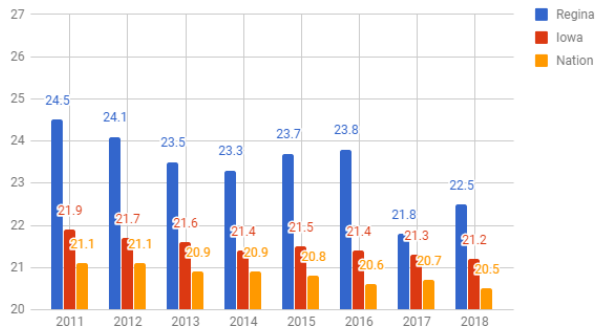
ACT English Average



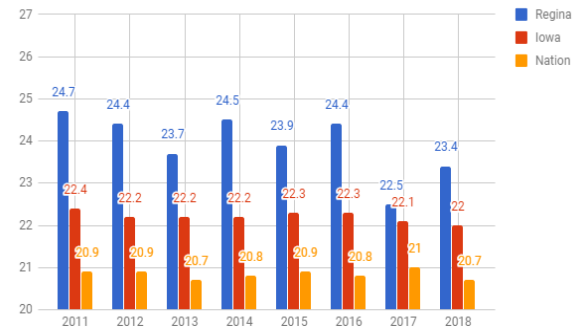
ACT Reading Average



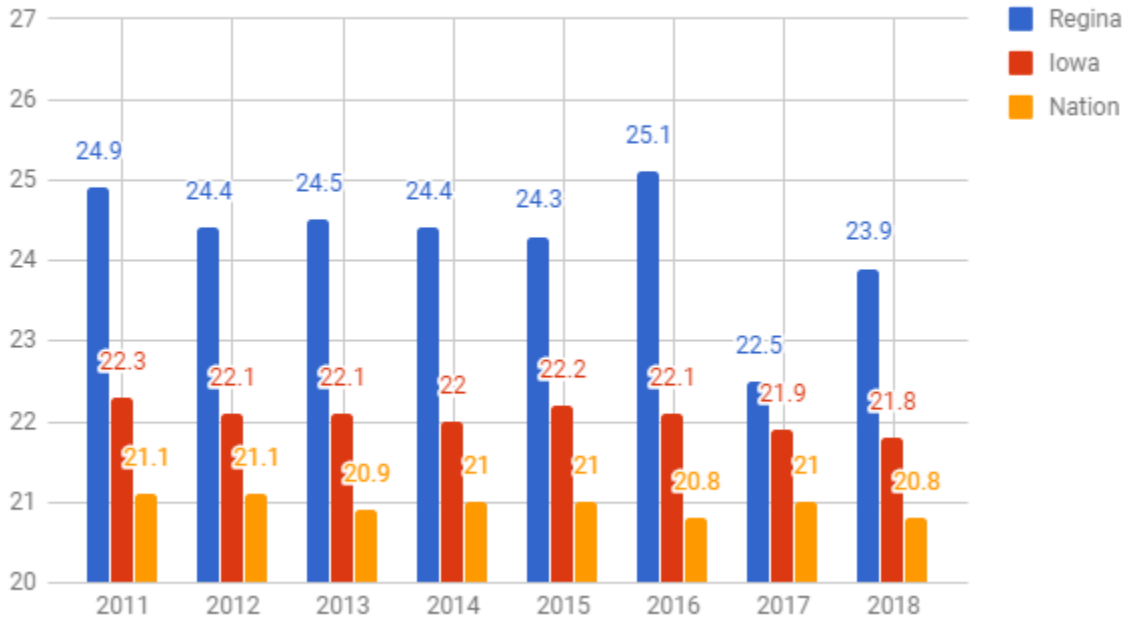
ACT Math Average



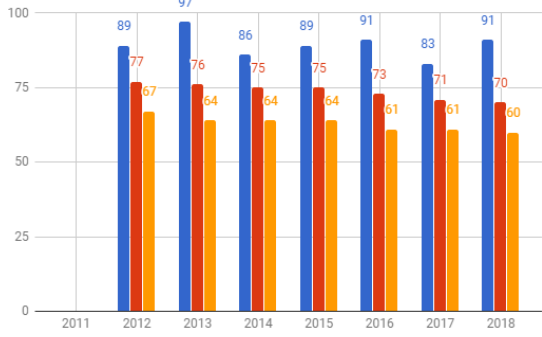
ACT Science Average



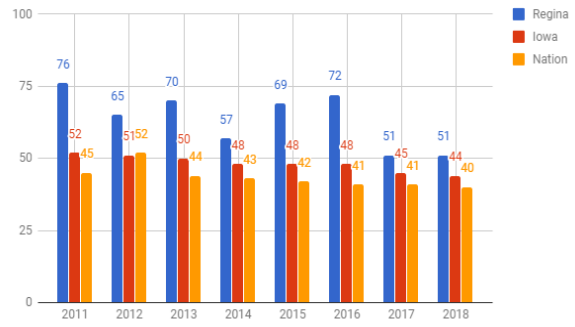
ACT Composite Average



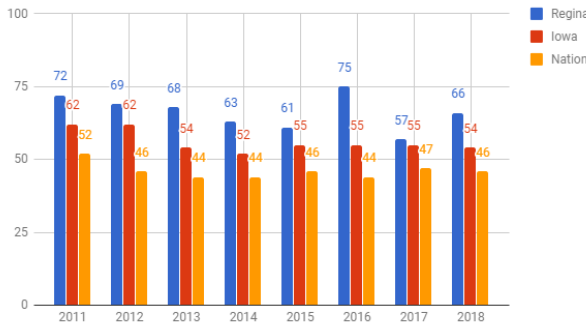
English College Readiness (Percent Meeting Benchmark)



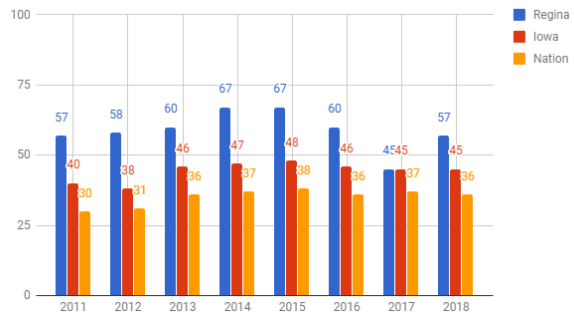
Mathematics College Readiness (Percent Meeting Benchmark)



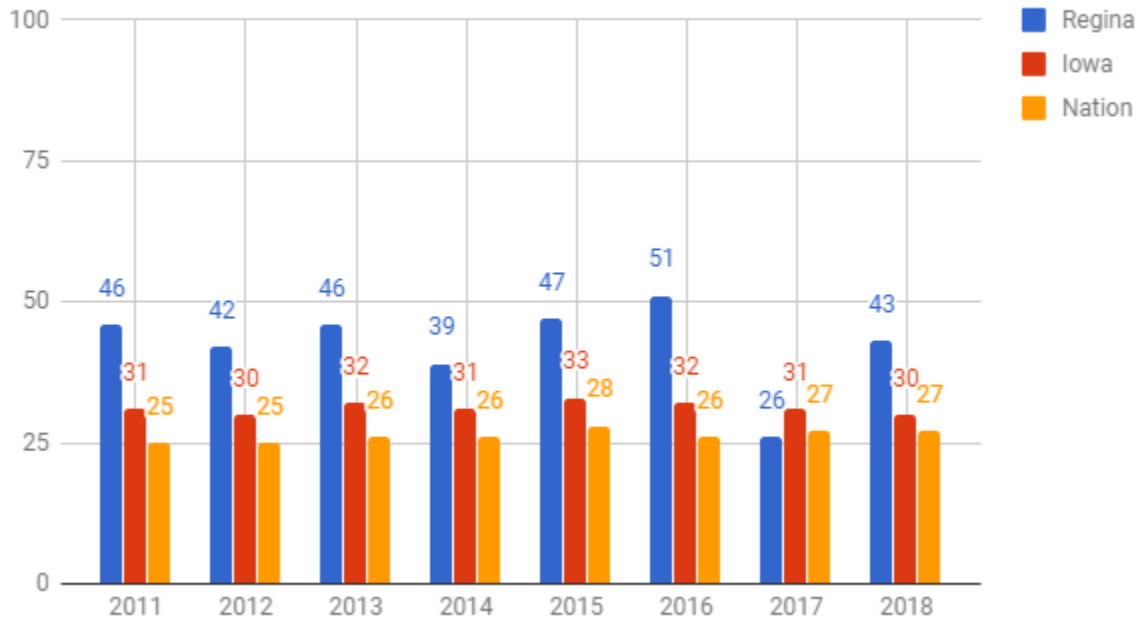
Reading College Readiness (Percent Meeting Benchmark)



Science College Readiness (Percent Meeting Benchmark)



Meeting All 4 Benchmark Scores (Percent Meeting)



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

Enrollment

K	1	2	3	4	5	6	7	8	9	10	11	12	total
49	72	63 (+2)	69	72	59	59	77	52	66 (-1)	52	45	61	795
		1		1		1*		1*	1*				Pipeline/ pending/ accepted 18-19

*international

Enrollment

ASA Global--Principal Lou will be visiting Regina on November 12th. We also have Dr. Huang from Taiwan coming to visit on November 12th. Dr. Huang visits schools and promotes Regina with area headmasters and principals. He is affiliated with ASA Global.

Regina has shared with International senior students and their families the dates for the Baccalaureate Mass, Scholarship Assembly and Graduation. Regina is assisting the families for their Visas to be at these events.

Preschool Pumpkin Promo—Regina’s Jr. High art teacher and students did a GREAT job on painting the Regina logo on this fall promotion. Admissions met with 31 preschool/day care directors. We chatted about Pre-K numbers and our upcoming Kindergarten Round Up.

Student Ambassadors met on October 9th. Student Ambassadors and Admissions worked Run For the Schools on Sunday, October 14th.

Student Ambassador pictures are now on display on a **bulletin board**, so new students can connect names with faces.

Student Ambassadors will assist the Foundation at the **Donor Appreciation Event** on October 28th.

New students—Regina welcomes two new 2nd grade students on October 22nd.

Tours/Shadows—we have had several tours and shadows this month. We are also touring for 19-20 kindergarten class.

Parish Banners—Communication and Marketing is working with Presentations, Inc for new banners for our parishes and Newman Center.

Randy Vaughn—enrollment consultant with **School Marketing**—Admissions had a consultation with him on October 19th to discuss kindergarten enrollment and retention at Regina.

November 12th will **have Principal Lou and Dr. Huang from Taiwan** touring Regina. They are interested in promoting Regina with their students in Taiwan.

Retention

Exit Surveys—shared with principals. Also answered follow up information.

Parent Ambassadors received information for the month of October to share with new families.

Enrollment Ad Hoc will be meeting on Monday, October 29th at 3:30 in the library.

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

Business Office –

- STO – See the Finance Committee PowerPoint for detail, however, the point I would emphasize is that if you hear people complaining about Iowa Income Taxes, now is the time to recommend a donation to the STO for a 65% Tax Credit (not deduction, but a credit). Until the STO fills, or November 30, whichever comes first, monies donated may be specified for Regina. This is a significant source of cash funding of financial aid for our families.
- The claim for wind damage reported last month is still active. At this time, this is at least a \$15,000 claim and will likely remain open through spring.
- The September 30, 2018 financials are attached. These were reviewed in more detail at the last committee meeting. We are working to make this information more meaningful for you, the Board, based on comments from you and Finance Committee. Stay tuned.
- I attended portions of the Run for the Schools both Saturday (expo and packet pick-up) and Sunday, the day of the race. Financial results won't be known for another month, but Regina was well represented in both the Run and the participation of volunteers.
- Michelle W timely filed requests for both Theisen's and Washington County Riverboat Foundation grants.
- E-Rate discounts required time from Michelle W and me during the month. We soon apply for the 2019-20 discounts. Jess will be assisting with those applications.

Building & Grounds

- Our insurance risk management review was completed this week. I expect the written report will come in the next 3 weeks. More information expected in November. Although nothing has been scheduled, I also expect a second review coming from the insurance agent's office. This is due to the fact that not only did our liability change, but the individual that has routinely done the risk management on site review has changed. Since the Diocese has an individual that handles the larger locations, I expect a dual review this year.
- The fire department's annual inspection has not occurred yet, but is expected soon. Typically this happens in October or November.
- Our roofs held up fairly well during the rainy start to the month, however, a couple of leaks have now been patched / repaired.
- I am involved with many project discussions in a multitude of areas throughout the school.

Ad Hoc and other participation

- Two Diocesan recommended webinars
- Advancement Team meetings
- Nationwide – Various topics
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Playground and other B&G project meetings with other staff members
- Run for the Schools Monthly Board Meeting
- Board related meetings

Committee Meeting Schedule:

Finance – November 28, 2018 4:30 HS Media Center

Building and Grounds – TBD

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

Wednesday, September 26, 2018

- We had our first real class for K-6. Everything went well. City High had their Homecoming parade that night so that takes a lot of students away. Next week should be better.

Wednesday, October 3, 2018

- 1st graders made Prayer Pockets. They are made from felt and they hold prayers. They get prayers to learn and then they put it in their Prayer Pocket and take it home so they can say them with their parents.

Wednesday, October 10, 2018

- 5th grade had a Bible presentation. Father Rudy Juarez blessed and handed out Bibles in the Chapel. Every 5th grader received their very own Bible. Thank you Father Rudy!

Sunday, October 14, 2018

- This was class for the 7th and 8th graders.
- They learned about Adoration.
- They talked about a Perpetual Adoration Chapel. One that is open 24/7.

Wednesday, October 17, 2018

- 3rd graders did a Creation project. They planted daffodil bulbs in front of Mary around the front circle. I am hoping that next April 24th they will be blooming for our Mary Crowning!! They enjoyed planting them.

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

Foundation Board Report
10/16/18
Kecia Boysen
Executive Director

Capital Campaign

Cash gifts and payments made to date:	\$3,181,556.70
In kind gifts and payments made to date:	\$234,243.06
Remaining cash pledges to be fulfilled (279 donors):	<u>\$1,419,964.60</u>
Total*:	\$4,835,764.36

*total reflects \$35,850.00 (7 donors) written off

Capital Campaign cash on hand: \$18,081.33

Several members of the BOE and Foundation Board Exec. held a conference call with Andrew Menke and Mike Blom of The Steier Group (Capital Campaign consultants) on Monday, Sept. 24. The Capital Campaign Continuation Committee reconvened on Wednesday, Oct. 10 to determine next steps. The following action steps came out of the meeting: 1) Schedule meeting with Diocese re: 60% cash in hand requirement – Matt & Fr. Chuck; 2) Set up conference call with Steier Group to discuss retaining their services/request proposal for next steps of campaign – Kecia & Eric; 3) Acquire preliminary bids for interior furnishings to determine additional costs to campaign – Eric & Angela; 4) Contact MMR to do preliminary research on value and feasibility of selling real estate assets – Jason. Next Meeting: 5 p.m. Wednesday, November 14, HS Media Center.

Excellence Fund (annual appeal)

- The Foundation Board voted on 9/18 to approve \$450,000 as the 2018-2019 EF goal. The year-end mailing is scheduled to drop on Friday, November 16. Christmas cards will be mailed to major donors the week of December 3.
- In honor of Regina's 60th Anniversary, the Regina Foundation has established the ***1958 Society*** to recognize Regina Catholic Education Center's most loyal donors who contribute every year. Membership in this special community begins with a donor's fifth consecutive annual gift and continues with ongoing yearly support. Gifts of ANY amount to the ***EXCELLENCE FUND*** (formerly the annual appeal) qualify a donor for the Society.

The Regina Foundation is proud to acknowledge ***1958 Society*** members at the following levels:

- Milestone — 5 to 9 years of consecutive giving
- Charter — 10 or more years of consecutive giving

The ***1958 Society*** will be introduced at the Donor Appreciation Celebration on October 28.

Office Efficiencies

- Jess Pizana ordered a new computer for Shelley to replace her outdated desktop computer. He will configure it the week of 10/15.
- Kecia and Shelley are documenting accounting procedures and processes at the Foundation to record who has access to Foundation accounts and clarify separation of duties for internal control.

Committee Meetings

- Communications Advisory Committee: Next Meeting: 11:30 a.m., Tuesday, October 16
- Development Committee: Next meeting: 5 p.m., Tuesday, October 30
- Stewardship Committee: Met Tuesday, 9/25. Finalized plans for Alumni luncheon on 9/28, discussed entertainment for the Donor Appreciation Celebration and finalized committee goals. 32 people attended the Alumni luncheon and award winners were recognized before the Varsity Homecoming game. Next Meeting, Noon, Tuesday, October 23.
- Foundation Executive Meeting – Next Meeting: Tuesday, November 13.
- Foundation Board Meeting – Next Meeting: Tuesday, November 20.

Donor meetings & calls

- Number of personal visits and calls completed over the past month (goal = 26 visits/calls per month on average) = September: 17.
- Visits/calls of note: Kecia is making calls to personally invite donors to the Donor Appreciation Celebration.

Other

- Visibility in the Regina community (goal = at least 2 events per month) = September: 5 (Elementary Mass - 9/12, Dinner at The Vue - 9/18, Teacher Appreciation Dinner - 9/25, Homecoming Mass - 9/26, Alumni Awards Luncheon - 9/28)
- \$400 was raised during the Dinner with a View: Community Share the profit night at The Vue on 9/18. The Foundation received 10% of the evening's sales.
- The Regina Foundation's Teacher Endowment Fund will be the recipient of funds raised during the Regal Eats event on Saturday, November 3. The Foundation is assisting the committee with reservations, marketing via the website, Facebook and constant contact, collecting donations the night of through Stripe (Jess set up a dedicated acct. for the Foundation) and will have representatives there the night of. Thank you to the Regal Eats committee members for organizing a wonderful event!
- Kecia, Shane and Katherine attended the Iowa Women's Foundation Luncheon at the Coralville Marriott on 10/4.

Upcoming Events

- Sunday, October 28 – Donor Appreciation Celebration, 5 – 7 p.m., Hancher Stanley Café
- Saturday, November 3 – Regal Eats, 5:30 – 8:30 p.m., Elks Country Club
- Tuesday, February 5, 2019 – Thank-A-Donor Day

Activities Report October 2018

Football: The Regals are coming off an impressive win over the Jesup J-Hawks. The Regals are preparing to host Dike- New Hartford in a playoff type game. Senior football, cross country, and dance team members will be honored during the night.

Cross Country: We hosted the state qualifying district meet on Thursday, Oct 18th. The girls team won the meet by beating 20 teams, qualified them for state meet in Fort Dodge on October 27th. The boys team finish 12th in the 20 team field. The conference meet was cancelled due to extremely wet conditions at Kickers Soccer Complex.

Volleyball: The Regals opened the post season with a 3-0 victory over Highland in Regal gymnasium. The Regals travel to Wilton on Monday, October 22nd for second round action.

Basketball: Junior High girls' basketball started their season with their opening practice on Oct 15th. There are 23 7th grade girls out this season, coached by Chris Akers. Doug Vollstedt will be coaching the 10 8th graders who are participating this year.

Fall Play: The Fall play, Miss Holmes, will be performed on November 16, 17, 18.

Regina CGAG/Foundations PR Communications Team Meeting
September 11, 2018

Attending: Chris Clark, Alissa Jarrett, Alaina Welsh (BOE rep for CGAG), Shane Schemmel

Location: Big Grove Brewery

Notes

1. Welcome Alaina Welsh
2. Review Communications Advisory Group Charter -
 - a. Reviewed charter and priorities - discussed vacancies on team and strategies to fill
 - i. Will pursue partners only who are available to meet our 2nd Tuesday meeting time as other vectors haven't worked
 - b. Discussed current challenges with prioritization
 - i. Constant contact in flux
 - ii. Branding discussion - upcoming
 - iii. Website and social media priorities
3. Discussed overall goals for year for CGAC
 - a. Assist in developing consistent branding and graphic identity standards for Regina
 - b. Streamline social media to optimize for Regina page views and facilitate organic content creation
 - c. Review website, pare out unneeded content, simplify targeted user experience
 - d. Continue to advocate for a digital-first approach to communications and marketing
4. Discuss Foundation-specific goals for coming year
 - a. Assist in developing and adopting a strong brand identity for Regina
 - i. Will benefit all aspects of organization
 - b. Assist in streamlining Regina's website
 - i. Make foundation giving opportunities and background easier to access
 - ii. Clear out unneeded content.
 - c. Streamline social media presence to optimize views for foundation and school content while facilitating organic content creation
 - i. Develop a plan to address change management concerns regarding new Facebook strategy
5. Prep for branding discussion Thursday
 - a. Shane provided a background for this issue
 - i. Currently there are inconsistencies between athletic colors, school colors and standards aren't well communicated
 - ii. Alaina suggested that we introduce Shane Schemmel on Facebook to groups so that people know how to get help with stickers, shirts, etc.
 - iii. Need to clarify what goes through Shane's office vs. what doesn't need to go through.

Policy Committee Report
Oct. 11, 2018

Attendance: Janan Rustan, Alan Opheim, Anne Kelly, Annette Goodheart, and Michelle Winders.

POLICY 512.O R DRESS CODE POLICY: Reviewed Policy. Will continue to address procedure.

POLICY 202.O R NOMINATION COMMITTEE POLICY: Reviewed. Recommendation to include "Board Officer" to title.

POLICY 203.O R SCHEDULING BOARD- FACULTY MEETING POLICY: Reviewed.

POLICY 204.O R ATTENDANCE/TERMINATION (Ref. Article IV. Section 5, By Laws): Reviewed and Revised. Please see attached policy.

POLICY 205.O R TRANSFER OF BOARD RECORDS POLICY: Will continue to address.

POLICY 213.O BOARD OF EDUCATION /FAITH FORMATION COMMITTEE CHAIN OF COMMAND/COMPLAINTS OR CONCERNS: Reviewed updated information from the Diocesan. Will need to be addressed by administrators due to potential changes needed to policies & procedures.

ATTENDANCE/TERMINATION (Ref. Article IV. Section 3, By Laws)

All members of the Board of Directors/Board of Education are expected to attend all Board meetings. This includes all regularly scheduled and emergency board meetings. Attendance will be taken and published in monthly board packets.

1. If any lay member misses three consecutive board meetings or any four meetings in a fiscal year, the president shall direct the secretary to send a letter to the board member reminding them of this policy.
2. If any lay member misses three consecutive meetings or any four meetings in a fiscal year, a letter shall be sent to the parish priest for resolution.

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

Revised: November 1994
Reviewed: October 1998
Revised: February 2000
Reviewed: November 2002
Reviewed: October 2009
Reviewed: January 2013
Reviewed: November 2013
Reviewed: October 2015
Revised: October 2018

Health and Safety Committee Minutes
Thursday October 18,2018 5:30pm

Present: Sue Kloos, Andy Nugent, Melinda Shetler, Celeste Vincent
Absent: Glen Plummer, Bryce Smeins

Continue to anticipate a response from Bryce Smeins re: issues from the September meeting of the Health and Safety Committee that he was going to follow up on: health and contact information of student athletes distributed to appropriate coaches and that AED training has been provided to all coaches and their staff.

The CrisisGo app was discussed. It was featured recently on the evening news since the Lin Mar school district had recently began using it. It is a downloadable app that keeps everyone in a school connected from administrators , teachers, janitors, and ancillary staff to crisis situations. The weather alert before the August BOE meeting was discussed for instance re: who would be in the building or on the school grounds at that time of day to notify and where to go. AM / PM students?, outside practices?, new athletic training facility?

Celeste, Glenn and Alan attended active shooter training this Fall. They plan to meet this next week to begin the process of all that needs outlined in the required active shooter / crisis plan that needs to be in place by June, 2019

Melinda Shetler shared a concern about the time lapse between notifying the athletic trainer / Jonnie by email about her student athlete and his response was a week. The University of Iowa uses a Healthy Roster app to communicate between coaches / trainers and the medical staff.

Flu season will be upon us. Remind staff about frequent hand washing and sanitizing common areas. Andy Nugent will keep us informed as flu season progresses.

**Home & School
October 4, 2018
Meeting Minutes**

- **Opening Prayer**
- **Introductions**
- **September Minutes Approve**
- **Principal's Report – Celeste Vincent**
 - Next week is Iowa Assessments
 - PISA is having Pumpkin day on October 9
 - Run for the Schools is October 14; Thank you to everyone running/volunteering
 - October 17 - World Hunger Mass
 - Food collection October 15 -1 9
 - Box top party in October
 - Last week in October - preschool parades on October 30/31 and 1:30 Elementary Parade
 - All Saints' Day Mass at 9:30 on November 1
 - Parent teacher conferences and book fair follow
 - Thank you to everyone for Home & School
 - Special prayers for Mary Rockafellow's brother. They had a 1st grade prayer service yesterday.
 - Prayers for Mrs. Dailey's father.
- **Treasurer's Report – Shannon Lynch**
 - Income was mostly chocolate sale deposits
 - Expense
 - Big expense was the chocolates/school supply
 - Wish list - playground toys
 - Playground upkeep
 - Field trips for K-2
 - Just a little less than \$2k left to collect on chocolate sales
 - Have \$760 left of Wish List, so we are getting a 2nd case for each class room's iPad.
- **Committee Reports**
 - **Chocolate Sales recap - Brandi Campbell**
 - She has approximately 16 cases of chocolate. 6 unopened, and then almond, caramel, caramel whirls, etc. Occasionally they have sold at home football games. Based on how many cases we buy, we get 25 free. Or we gift it to the Boosters and they can sell at the Chocolate cases.
 - Brandi will put a case in each teacher's lounge.
 - Will sell in high school lounge for next 4 Fridays.
 - Others will take a box to work.

- **Chocolate Prizes update – Sarah Valiga**
 - Alaina had Sarah update that the Prize Assembly on October 19 at 2.
 - Starting to get forms back.
 - Have until October 9 to get forms back.
- **Back to School Night recap – Maura Casey**
 - The Root Beer floats was very nice of Tammi Mergen, but it was a lot of work/setup/clean-up.
 - A lot of kids didn't like root beer
 - Messy/cans and trash made for a difficult clean-up
- **One Mission update – Sofia Livorsi**
 - Sale ends tomorrow and they'll come pickup order forms and then it will be about a week for delivery.
 - Shirts should be delivered with order forms on shirts
 - We don't know how many orders we have yet.
 - Now people can order through the website, and Sofia is still working with the OneMission rep to get it up and running.
 - Maybe gift the teachers a Regina mug for Staff Appreciation week or Catholic School's week. We don't have the budget for Staff Appreciation, but possibly Catholic School's week.
- **Book Fair - Kathy Shey**
 - November 8 - 14
 - We'll setup on November 7. Setup is much easier than Scholastic.
 - We're using Follett (who we used for the spring book fair)
 - Talked to Mrs. Scholze and they're thinking about sending a feedback form after the fall book fair.
 - Teachers will come Wednesday afternoon to pick books that they'd like families to get them for classrooms.
 - They are getting 3 registers.
 - She will be in touch with Shannon to get some money for breakdown of bills needed.
 - Signup genius will be coming out.
 - Patty Johnson is co-chairing.
 - Food and Drinks for teachers for conferences.
 - Thursday and Friday
- Home and School will cover expenses with savings from Back to School.

Staff Appreciation Week - Missy Aitchison

- Week of November 12
- Planning meeting October 12 at 8:30 in lunchroom
- Role of committee is to do planning and organizing and the whole community chips in to recognize the amazing staff.
- All 4 parent support groups chip in financially. P-12 staff are recognized.
- 127 staff members this year.
- Pancake breakfast on Monday, a couple of luncheons, and decorations throughout the week.
- The Jr./Sr. high teachers love the little gifts.
- A couple of people may have people friends who are massage therapists who may come.

- **Silver Tea – Sofia Livorsi**

- Letter will be sent home in November. Silver tea is Thursday, December 6.
- Letter will go home the Monday after Thanksgiving.
- Last year we did not have enough cookies for left over for Family Fun Night. So all K-5 families need to bring cookies.
- Need adults to help with the water jugs.
- This year on the sign-up genius there will be spots for students and parents.
- Possibly use the Boy Scout coolers. Total of 6 coolers would be available.
- Approach the dance team to see if they'd help for a donation. Missy will help see if families of 6th graders can help.
- Time slots -
 - 6 - 7 Setup
 - 7 - 7:30 - to try to get the older kids' parents
 - 7:30 - 8:30 to get the younger kids' parents

- New Business

- Adjourned

Next meeting: November 15th (Third Thursday) at 6:30PM in the Elementary Library

No December Meeting

Upcoming Dates:

One Mission Order due date - October 5

Book Fair – November 8-14

Staff Appreciation Week- November 12-16

Concert/Silver Tea Reception - December 6 at 7:00 PM

- **Attendance**

- Sarah Valiga
- Shannon Lynch
- Sofia Livorsi
- Brandi Campbell
- Kara Houser
- Molly Jamieson
- Mary Ann Allan
- Maura Casey
- Celeste Vincent
- Laura O'Conner
- Jessica Smith
- Missy Aitchison
- Kathy Shey

	Sep 30, 18	Sep 30, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	754,625.03	748,940.20	5,684.83	0.76%
11000 · Savings	2,324,487.97	2,119,287.49	205,200.48	9.68%
Total Checking/Savings	3,079,113.00	2,868,227.69	210,885.31	7.35%
Accounts Receivable				
12000 · Tuition Receivables	3,002,859.19	2,763,487.31	239,371.88	8.66%
Total Accounts Receivable	3,002,859.19	2,763,487.31	239,371.88	8.66%
Other Current Assets				
12100 · Inventory Asset	-9,220.83	0.00	-9,220.83	-100.0%
12200 · Prepaid Computer Contracts	1,701.00	1,701.00	0.00	0.0%
12209 · Other Receivable - From Booster	43,205.63	0.00	43,205.63	100.0%
Total Other Current Assets	35,685.80	1,701.00	33,984.80	1,997.93%
Total Current Assets	6,117,657.99	5,633,416.00	484,241.99	8.6%
Fixed Assets				
13000 · Long Term Assets	4,496,362.43	3,693,573.47	802,788.96	21.74%
13019 · Construction in Progress	2,642,814.73	862,823.99	1,779,990.74	206.3%
Total Fixed Assets	7,139,177.16	4,556,397.46	2,582,779.70	56.69%
TOTAL ASSETS	13,256,835.15	10,189,813.46	3,067,021.69	30.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	3,594,766.12	3,492,354.37	102,411.75	2.93%
Total Other Current Liabilities	3,594,766.12	3,492,354.37	102,411.75	2.93%
Total Current Liabilities	3,594,766.12	3,492,354.37	102,411.75	2.93%
Long Term Liabilities				
26000 · Long Term Loans	525,349.77	551,554.59	-26,204.82	-4.75%
Total Long Term Liabilities	525,349.77	551,554.59	-26,204.82	-4.75%
Total Liabilities	4,120,115.89	4,043,908.96	76,206.93	1.88%
Equity				
30000 · Opening Balance Equity	4,972,571.19	4,972,571.19	0.00	0.0%
32000 · Unrestricted Net Assets	3,912,647.19	674,267.96	3,238,379.23	480.28%
Net Income	251,500.88	499,065.35	-247,564.47	-49.61%
Total Equity	9,136,719.26	6,145,904.50	2,990,814.76	48.66%
TOTAL LIABILITIES & EQUITY	13,256,835.15	10,189,813.46	3,067,021.69	30.1%

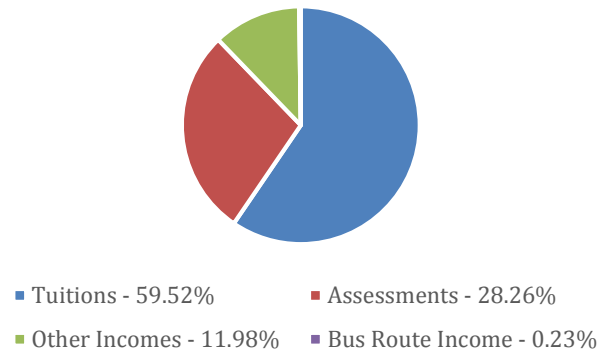
	Jul - Sep 18	Jul - Sep 17	\$ Change	% Change
Income				
40000 · Tuitions	844,470.74	836,249.62	8,221.12	0.98%
41000 · Assessments	406,424.14	392,579.66	13,844.48	3.53%
42000 · Foundation Funding	540,734.98	775,627.30	-234,892.32	-30.28%
43000 · Diocesan Funding	0.00	13,820.89	-13,820.89	-100.0%
44000 · Nutrition Income	37,236.44	84,669.81	-47,433.37	-56.02%
45000 · Other Incomes	289,822.88	252,169.65	37,653.23	14.93%
46500 · Bus Route Income	3,368.93	5,943.46	-2,574.53	-43.32%
Total Income	2,122,058.11	2,361,060.39	-239,002.28	-10.12%
Gross Profit	2,122,058.11	2,361,060.39	-239,002.28	-10.12%
Expense				
60000 · Salaries & Wages	1,121,061.21	1,096,424.82	24,636.39	2.25%
60145 · Benefits	215,263.38	215,481.72	-218.34	-0.1%
61000 · Educational Supplies	167,024.67	115,213.79	51,810.88	44.97%
61040 · Computer Technology	-15,846.51	23,768.85	-39,615.36	-166.67%
62000 · Facility Expenses	144,854.73	135,818.46	9,036.27	6.65%
63000 · Operating Expenses	38,787.15	37,381.61	1,405.54	3.76%
64000 · Building Upkeep	67,892.37	72,200.80	-4,308.43	-5.97%
65000 · Nutrition	22,563.11	20,121.24	2,441.87	12.14%
66000 · Income Offsets	60,779.10	97,102.50	-36,323.40	-37.41%
66500 · Busing - Routing	11,896.08	10,899.58	996.50	9.14%
68000 · Interest Expense	3,536.94	4,836.67	-1,299.73	-26.87%
69000 · Depreciation Expense	32,745.00	32,745.00	0.00	0.0%
Total Expense	1,870,557.23	1,861,995.04	8,562.19	0.46%
Net Income	251,500.88	499,065.35	-247,564.47	-49.61%

Income		
Tuitions - 59.52%		59.52%
Assessments - 28.26%		28.26%
Other Incomes - 11.98%		11.98%
Bus Route Income - 0.23%		0.23%
Total Income		100.00%

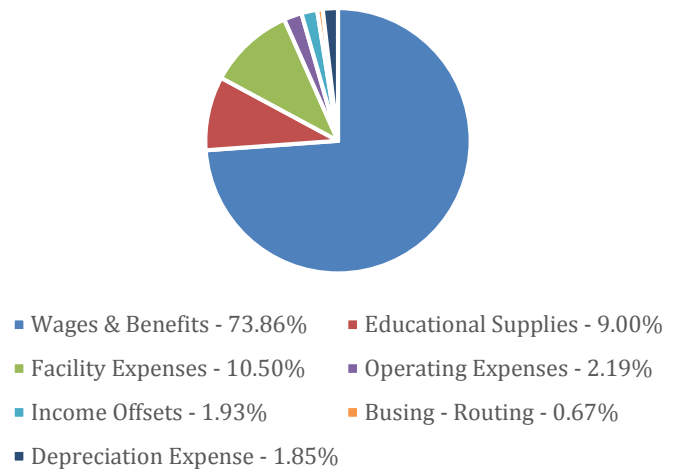
Expense		
Wages & Benefits - 73.86%		73.86%
Educational Supplies - 9.00%		9.00%
Facility Expenses - 10.50%		10.50%
Operating Expenses - 2.19%		2.19%
Income Offsets - 1.93%		1.93%


Busing - Routing - 0.67%		0.67%
Depreciation Expense - 1.85%		1.85%
Total Expense		100.00%

Operating Income - Thru September 30, 2018



Operating Expense - Thru September 30, 2018





REGINA
 CATHOLIC EDUCATION CENTER

Finance Committee
October 17, 2018

Attendees: Jennifer Lough, Scott Nibaur, Janan Rustan, Matt Facha, Angela Villhauer, Eric Atchinson, Pam Schowalter, Celeste Vincent, Glenn Plummer, Alan Oshelm

AGENDA

- Opening Prayer
- STO Update
- Recap of Impact Report – FY 18 and Capital Campaign
- Update on Capital Campaign / Building Projects
- Utility cost – new facility
- First Quarter, FY 19 Review
 - Enrollment / Headcount Concerns for 2018-19
- Wrap-up / Next Steps / Next Meeting



STO Update

- Last update from STO
 - Regina – Goal \$405,000
 - Regina – Received \$90,060
 - STO – Undesignated \$121,953
 - STO Balance to Full - \$249,570
- Update from School Choice Webinar today
 - Tax Implications

Update on Capital Campaign / Building Projects & Utility Costs of Training Facility

- Update from Angela / Matt
- Electricity/Gas June = \$1,378; July = \$1,687
 - August = \$1,204; September = \$1,136
- Water = 1st 4 Months Averaging \$30 / Month
- Nationwide Cleaning = \$2,200 / Month
- Johnson Controls Fire Division - \$420 Annual Notification Fee

Enrollment for 2018-19 (As of September 30, 2018)

SOURCE: Smart Tuition Billings

Kindergarten -- Budget 72; Today 50

1-6 – Budget 401; Today 393

7-12 – Budget 371; Today 353

Net Decrease – 48 (Budget 844; Actual 796)

Future Meeting

- Next Meeting – November 28, 2018; 4:30 p.m. HS Media Center

Name	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	8/28/18	9/25/18
Matt Pacha	X	O	X	X	O	X	X	X	X	X	X	X
Patrick Gavin	X	O	X	X	X	X	O	X	X	O	X	O
Angela Villhauer	X	O	X	X	X	X	X	X	X	X	X	X
Janan Rustan	X	X	X	X	X	X	X	X	X	X	X	X
Sue Kloss	X	X	X	X	X	X	X	X	X	X	X	X
Ellen Abusada	X	X	X	X	X	X	X	X	X	X	O	X
Chad Hageman	X	X	X	X	X	X	X	O	O	X	X	X
Jason Dumont	O	X	X	O	O	X	O	X	O	O	X	O
Alaina Welsh	O	X	X	X	X	X	X	X	X	X	O	X
Scott Nibaur	X	X	X	X	X	X	X	X	O	X	X	X
Annette Goodhart	NA	NA	NA	NA	NA	NA	NA	NA	NA	O	X	X
Melinda Shetler	NA	NA	NA	NA	NA	NA	NA	NA	NA	X	X	X
Fr. Rudy Juarez	X	O	O	X	O	O	X	O	X	X	X	X
Fr. Gary Beckman	X	O	X	X	X	O	X	X	X	X	X	X
Fr. Steve Witt	X	O	X	X	X	O	X	X	X	X	X	O
Fr. Chuck Adam	X	X	X	X	X	O	X	X	X	O	X	X
Alan	X	X	X	X	X	X	X	X	O	X	X	X
Glenn	X	X	X	X	X	X	X	X	X	X	X	X
Celeste	X	X	X	X	X	X	X	X	X	O	X	X

Key:

X=Present

O=Absent

NA=Not a Member