

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, May 28, 2019
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 –April 23, 2019 | |
| 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. First reading of revised Policy 901.0R | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Board Chair/Executive Committee – Invite the new Board of Education members to the June Board meeting.
-Announce the slate of Board Officer Candidates for the upcoming school year. | |
| b. Board of Education – Attend the Regina Inter-Parish Catholic Education Center Graduation Ceremonies. | |
| VI. Capital Champaign Update | 10 minutes |
| VII. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VIII. MEETING SCHEDULE (Refer to the Information Page) | |
| IX. CLOSING PRAYER | 1 minute |
| X. EXECUTIVE SESSION | 15 minutes |
| XI. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	6/25/19	6:30 PM	MPR
B. Executive Committee	3 rd Wednesday	6/19/19	5:30 PM	HS Library
C. Finance Committee	3 rd Wednesday	7/17/19	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	6/13/19	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 nd Tuesday	6/11/19	4:00 PM	HS Library
F. Catholic Identity Committee	3 rd Tuesday	6/18/19	4:30 PM	Room 409
G. Building & Ground Committee		TBA		Business Office
H. Strategic Planning Committee	3 rd Monday	6/17/19	6:30 AM	Business Office
I. Health & Safety	3 rd Thursday	6/20/19	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	441	441	443	443	446	446	446	446	446
JR/SR	364	353	353	353	354	360	360	358	360	360
PreK	81	73	74	74	74	74	75	75	75	75
Total	888	867	868	870	871	880	881	879	881	881

2018-2019 Tuition

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
Budget											
Elem	\$1,932,010	\$1,823,867	\$1,823,860	\$1,829,105	\$1,838,565	\$1,838,565	\$1,846,016	\$1,846,016	\$1,843,776	\$1,843,776	\$1,844,276
JR/SR	\$2,437,080	\$2,257,742	\$2,257,742	\$2,257,742	\$2,257,745	\$2,265,262	\$2,276,559	\$2,288,227	\$2,293,448	\$2,291,783	\$2,293,247
PreK	\$358,000	\$21,000	\$59,195	\$72,368*	\$128,331*	\$155,560	\$170,662	\$194,167	\$234,537	\$264,851	\$296,941

*Partial Month

I. UPCOMING DATES

Final Exams 7-12	May 30 & 31
Final Exams 7-12	June 3
Last Day of School	June 3

II. PRAYER SERVICE/MASS SCHEDULE

Mass K-6	May 29	2:00 PM	Elem Gym
Mass 7-12	May 29	2:00 PM	HS Gym
Prayer Service 6 th Grade	May 31	8:45 AM	Elem Gym

III. Holy Days

Ascension of Jesus	May 30
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
Tuesday, April 23, 2019
6:30 PM
Regina HS Library

Regular Meeting Minutes

I. Call to Order- Board of Education

- a. Opening Prayer
 - i. Father Beckman 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), Chris Clark, 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- Shetler welcomed members to the meeting.
- d. Approval of March 26, 2019 Minutes- Abusada moved to approve the minutes, seconded by Welsh, motion passed.
Approval of April 4, 2019 Minutes- Goodheart moved to approve the minutes, seconded by Rustan, motion passed.
- e. Approval of Agenda- Shetler moved to amend agenda, seconded by Rustan, motion passed.
Shetler moved to approve amended minutes, seconded by Rustan, motion passed.
- f. Open to the Audience- none

II. Administration Reports

- a. Elementary - Report in packet. Starr indicate that the DHS site visit was a success. Recommended all to go see the Stations of the Cross Art up in the MPR.
- b. Jr/Sr High - Report in packet.
- c. Enrollment - Report in packet.
- d. Business Office -Report in packet. Opheim stated that he received the first draft of the Bus Contract
- e. Religious Education- Brandt invited all to witness the crowning of Mary in the front of Regina 4/24/19 @ 6:30 PM. The 3rd graders planted flowers in the fall and they are in full bloom.
- f. Foundation - Report in packet. Boysen voiced that the Memorial Mass will be on 4/24/19.
The Fiscal Year Year- End mailing will be sent out May 6th. The match goal from UICCU was met.
- g. Boosters & PISA- No Reports, Home and School- Report in packet.

III. Old Business Update

- a. N/A

IV. New Business Discussion

- a. Approval of ICCSD Bus Contract -Vilhauer moved to approve the State of Iowa Contract of Nonpublic Student Transportation with Alan Opheim authorized to sign any paperwork needing signature.
Seconded by Goodheart, motion passed.
- b. Presentation and Approval of the 2019-20 Budget. Report is in packet. Presented by Villhauer with discussion ensued. Goodheart moved to accept the 2019-20 operating budget as presented to the

Finance Committee and the Board. Total Income and Expenses equal \$7,611,891 each, resulting with a Net Income of \$0. Upon acceptance of this motion by majority vote, the decision shall be adopted by Unanimous Consent of the Board of Education. Seconded by Rustan, motion approved.

- c. Capital Campaign - Shetler moved to approve the extension of the Capital Campaign and associated projects, engage the Steier Group not to exceed \$45,000, and hire a Project Manager. On all projects associated with Capital Campaign, Regina would require 100% of the cost pledged with 60% cash in hand before project initiation. Seconded by Father Beckman, motion passed.

V. Calendar and Discussion Items

- a. **Board Chair-** Shetler read the bylaws & appointed the nominating committee for the 2019-20 Board Officers. Nominating committee includes- Abusada, Nibaur, Hageman, Kloos. Any nominations brought forward will be given to the Board Secretary- Rustan.

VI. Committee Reports- Reports In packet.

Health & Safety - Kloos initiated a discussion regarding the importance of being proactive in regards to teens Vaping. Action item to bring in a speaker for students and parents. Kelly will discuss with Vincent regarding educating elem students as appropriate.

VII. Meeting Schedule

a. Board Meeting	4th Tuesday	5/28/19	6:30 PM	MPR
b. Executive Committee	2nd Thursday	5/15/19	5:30 PM	HS Library
c. Finance Committee	3rd Wednesday	5/15/19	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	5/09/19	9:00 AM	HS Meeting Room
e. SIAC/Education	2nd Tuesday	5/14/19	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	5/21/19	4:30 PM	HS Library
g. Building and Ground	2nd Monday	TBA	6:30PM	Business Office
h. Strategic Planning	3rd Monday	5/20/19	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	5/16/19	5:30 PM	HS Library

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

IX. Executive Session

- a. At 7:43 pm Rustan moved to adjourn in Executive Session, seconded by Shetler, motion passed.

b. Executive Session

- X. Reconvene from Executive Session - At 9:48 PM, the board reconvened from Exec session. Motion by Welsh to approve following contract: Conice McIntyre -math. Seconded by Hageman, motion approved.

- XI. **Adjournment-** at 9:55 PM, Welsh moved to adjourn the meeting, Abusada seconded it, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
May 2019**

FACILITATOR OF FAITH COMMUNITY

PRAYERS – Prayers of thanksgiving for another successful school year, and prayers for a safe and wonderful summer for all of our Regina families.

MASS CELEBRATING COMMUNION – We had a Mass of celebration for our first communicants on May 15th, as they had all received their First Holy Communion at their parishes in April and May. Thank you Father Guillermo.

UPCOMING RELIGIOUS CELEBRATIONS:

May 29 – K-6 End of School Year Mass @ 2:00 p.m. in the elementary gym

May 31 – 6th grade Prayer Service @ 8:45 a.m. in elementary gym

We are currently working on setting our 2019-20 Religious Celebrations calendar, so we can present it to the Pastors for approval.

STANDARD #1 - VISION

SUMMER WORK- Administrators will be meeting in late June to discuss the handbook, registration, and calendaring needs as we begin to prepare for the 2019-20 academic year.

PLAYGROUND- Due to generous donations, we are moving forward with new playground installation this summer. Construction will begin when school is dismissed for the summer. Thank you to Jason Dumont for coordinating.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

ANCIENT CIVILIZATIONS – The sixth grade will illustrate and present what they have learned about in class regarding ancient civilizations on May 24.

5th/6th MUSIC – The 5th and 6th grade bands and 6th vocal held a wonderful concert on May 14th.

PRESCHOOL SUMMER CAMP – Preschool summer camp will begin on June 10.

TRACK AND FIELD- We had our annual Track and Field day on Friday, May 10. Thank you to Ms. Rutt for her creativeness in this fun event.

STANDARD #3 - MANAGEMENT

REGISTRATION – We will be working as an administrative team to decide online registration components and deadlines during summer work.

EOP- The Emergency Planning Team is coordinating the final document that is due in June.

STANDARD #4 - COLLABORATION

SUPPORT GROUPS – We would like to thank Home and School, PTO, PISA and Boosters for all of their hard work this year.

GRANDPARENT DAY – We had a wonderful turnout for Grandparent/Grandfriend Day, which was held on May 3rd. Thank you to the Regina Foundation for hosting this event. It was a wonderful day for all. It was a fantastic attendance on this day.

STANDARD #5 - ETHICS

EVALUATIONS – The administrators and teachers completed the end of the year sharing of professional development plans. Teachers have done a wonderful job with their professional goal setting and accomplishments for the year.

PROFESSIONAL GROWTH- We have several teachers attending professional development opportunities over the summer months.

STANDARD #6 - LEARNING COMMUNITY

PRESCHOOL GRADUATION - Preschool graduation will be held on Friday, May 24. The preschoolers held their program for parents before the traditional picnic lunch. All preschoolers will be presented a scrapbook with memories from preschool.

PRESCHOOL SUMMER CAMP - Mary Pechous has been busy preparing for preschool summer campers. Our preschool program begins on June 11.

SUMMER WORK – Administrators and Administrative Assistants will work on clearing and organizing files, ordering new supplies, and planning for the upcoming school year.

ENROLLMENT SUMMARY

Total = 446

**Regina Junior-Senior High School
Board Report
May 2019**

Principal as Spiritual Leader

1. Baccalaureate Mass was held on May 22 at St. Mary Church. I heard from many teachers that it was a great Mass. Thanks you to all of our priests that attended the Mass.
2. Shelly is working on our Religious Celebration calendar for the 2019 – 2020 school year. It is waiting final approval.

Principal as Instructional Leader

1. Advanced Placement exams are complete. There were 104 exams or portfolios completed in 16 different courses by 62 students.
2. Semester exams will be May 30 – June 1. Please note that students are dismissed by 12:25 on Thursday and Friday, and by 11:00 on Monday. The afternoons are designated as test make-up times. The testing schedule is attached at the end of the report.
3. Professional development activities for 2019-2020 are starting to get planned.

Principal as Administrator

1. We have no teaching openings at this time.
2. Work on the Emergency Operations Plan is nearly complete.
3. Work continues on the master schedule for next year.
4. Spring state reporting starts soon.
5. Enrollment Summary (5/24)

7th – 77
8th – 52
9th – 67
10th – 55
11th – 47
12th – 62
Total - 360

Principal as Communicator

1. The Awards Assembly was held on Wednesday, May 22 at 9:00 in the high school gym.
2. Graduation is at 2:00 on Sunday, May 26 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.
3. Congratulations to our Class of 2019 graduates. It has been a privilege to work with them over the past six or more years.
4. 7 students were recognized by Iowa City Human Rights Commission at their Youth Awards Assembly. Those students were Bree Balke, Claire Conlon, Daniel Rhomberg, Drew Hartwig, Madeline Hamilton, Maeve Dunne, and Nick Milder.
5. Brian Schomer was honored as the Regina recipient for the KWWL Best of Class.
6. Tyler Van Swol was honored as Regina's recipient of the Governor's Scholar Recognition Program.
7. Mary Catherine Graff was Regina's nominee for the Des Moines Register's Academic All-State.
8. We are implementing academic honors for graduates this year. There are 3 levels of honors: Cum Laude (3.5-3.74), Magna Cum Laude (3.75-3.99), and Summa Cum Laude (4.0+). 35 of the 62 graduates will receive one of these honors.

**Semester Test Schedule
Regina Junior-Senior High School
May 30 - June 1 (A Day all days)**

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

Thursday, 5/30

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

Friday, 5/31

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

Monday, 6/1

8:20 – 9:35	7 th Period Classes
9:45 – 11:00	8 th 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 Wednesday and Thursday, and from 8:20-11:00 on Friday. 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
 May 2019
 Board of Education Report

Current Enrollment Report

K	1	2	3	4	5	6	7	8	9	10	11	12	total
49	72	64	69	73	59	60	77	52	67	55	47	62	806

Elementary K-6: 446 students/ Jr./Sr. High 7-12: 360 students

Total: 806 students

Senior Graduates: 62

Recruitment

Student Ambassadors-Students Ambassadors had their last meeting of the year on 14th—we had 7 graduating Senior Student Ambassadors. Student Ambassadors assisted at the Foundation Memorial Mass on April 24th and the Foundation Scholarship Luncheon May 22nd.

We have 58 student ambassadors next year.

New students—Regina currently has 35 new students committed for the 2019-2029 school year. Two (2) are international students. 7 additional students have applied and their application status is pending (1 is international).

K	1	2	3	4	5	6	7	8	9	10	11	12	
66	+2	+4	+7	+2	+4	+5	+3	+1	+3*	0	+2*	1	accepted 66K +33
	1				3						2*	1	pending +/- 7
4			3	2	3		4	3		1		1	Pipeline- 21

*international

Tours/Shadows—tours and shadows continue. Shadows give potential new students the opportunity to be at school with a current Regal and see firsthand if Regina is a good fit for them. This is our last week for shadow students due to finals.

Kindergarten --Regina continues to accept students for the 2019-2020 kindergarten class. Tours are ongoing. If anyone knows potential new kindergarten students (or other school-age students), please pass along their information to Regina Admissions.

Incoming Kindergarten students were sent in May a Crownie letter inviting them to be our guest for a Regina baseball or softball game, as well as free popcorn from our concession stand. A BIG thank you to our Booster Club.

Acceptance/Pipeline/Pending report is sent weekly to administrators

International students—we have had a positive experience matching host families with international students for the 2019-2020 school year. Constant Contact and social media have been used to find placements.

Incoming students will receive monthly mailings introducing them to happenings during the summer at Regina...sports camps, art camp, etc...

Working with **ASA Global for a Taiwanese Student Delegation** to visit the Midwest. They would take classes at Regina August 5th-7th and participate in some local culture. Three Regina teachers have offered to teach classes: science, home ec and art. We also have an ELL teacher who will discuss American culture each day. Invitations have been sent out to our sister school in Taiwan, as well as six other schools that Admissions visited with last year.

Retention—

6th grade students received in May a letter from their **school counselor, Lynne Zoulek** introducing herself and sharing information about her position at Regina and how she can assist them in being successful. In June, we will have a letter from the principal and vice-principal.

Walk/Bike to School Day took place on May 8th. Crownie and bodyguard waved and posed for pictures with our elementary students.

Senior Walk—Our seniors walked the elementary halls on May 20th. Lots of past memories were shared with preschool, elementary and junior high teachers.

Seniors vs the teachers in a **Kickball Game** was well received on May 21st. Even though the weather didn't cooperate, ALL the underclass students enjoyed watching the game inside the gym.

May 28, 2019 Board Meeting
Alan Opheim
Director – Finance / Operations

Business Office –

- Yearend roll to Smart Tuition for the 2019-20 School Year will be very soon. Families who may want to switch to a 12-month pay cycle need to notify Sandy by June 1.
- On May 20, Nancy Karn from the Diocese did a short review of the accounting records and internal control questionnaire of Regina. Highlights from her review include:
 - Recommends continuation to consolidate the number of bank accounts that we have
 - Recommends that gate receipts be placed in a sealable cash plastic bag by the team of ticket sellers when they are done selling tickets at each individual athletic or concert event.
 - When we update the questionnaire this summer, recommends we switch to a new form the Diocese has now issued.
 - With the transition from West Bank to MidWestOne Bank, utilize bank reconciliation feature inside QuickBooks.
- Jess and I attended a 2-hour “learn at lunch” session sponsored by the Corridor Business Journal entitled “Technology Untangled”. This brought together speakers that dealt with current technology trends in education, blockchain resources, the automated vehicle technology, and virtual, augmented and mixed reality in architecture, engineering and construction. These 7 speakers provided great insight into the future in many different categories. The speakers were from ACT, RSM US, UI, US Cellular, and Shive-Hattery.
- I will be out of the office June 9 – 19 on vacation. I have also had to be in Mason City some scattered days in May and will be in June as my mother is battling some health concerns while at the same time my parents celebrated their 70th Wedding Anniversary on May 22; an open house reception coming June 2. Thanks to those helping out in my absences.

Building & Grounds

- So far, we have held up fairly well with all of the rain, however, Jim and crew constantly monitor for leaks throughout the building. We did get in the spring maintenance which has helped reduce the number of issues.
- With both mods coming down this summer, your administrators worked hard to find a location for the current occupants, primarily Scouts and Regal Rewards (Scrip). In the end, the best location is a shared spot in Room 504. This allows for exterior entrance on weekends, a home versus a shared area, and a location both groups can be able to accommodate their own needs. The moves are currently scheduled between June 1 and June 6. Bryce is coordinating the move of the Trainer. We have not been successful yet in identifying storage areas, therefore, we continue to strongly work at reducing the amount of “stored” materials. That said, no options exist to get tables and chairs out of the cafeteria lobby areas of the school.

Emergency Operations Plan (EOP)

- Each accredited school district in Iowa is charged with creating an EOP by June 30, 2019. (See my November 2018 report for more detailed information good through June 2019).
- Monthly Update
 - The eighth webinar was on May 21. This session was put on by a speaker from the FBI who specializes in victim specialist issues and victim advocacy, and in this context needs after an active intruder event has taken place.
 - The last large group committee meeting is scheduled for June 4. At that time, we anticipate providing the committee with the final draft of the EOP for Regina. From there, the Board will be asked to approve the Plan at the June meeting. Look for information on that at a minimum in the Board packet for June.
 - There is one more webinar left on June 11 which if anything is needed for the final packet, it will be added.

Ad Hoc and other participation

- Advancement Team meeting
- Nationwide – Various topics, summer discussions
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools Monthly Board Meeting
- Board related meetings

No Finance or Building & Grounds Committee Meetings expected in June.

**Regina Tri-Parish Religious Education
2018-2019
Carolyn Brandt - Director**

Our theme this year was:

Prayer: Enlisting Witnesses for Jesus Christ

August 1

Returned to the Religious Education Program. Parent packets and registrations were sent out. RE Packets were put in each of the three churches for new parents to pick up. An Announcement was in the bulletins at each church. During the rest of this month, we registered students, recruited students, and catechists.

September 9

First night for 7th and 8th graders.

The 7th and 8th grade classes were at St. Patrick's Church twice a month.

Beth Fitzgerald is the 7th and 8th grade Coordinator. She was a Catechist for two years before she became the Coordinator. Beth taught 6th grade for one year, and 5th grade for five years, at the Regina day school. She has four children and works at Hoover Elementary. Religious Education students had pizza and water while getting to know Beth and her helpers, and while Beth and her helpers got to know the students.

September 12

Catechist in-service was at Regina.

A Mass with the Catechists began at 6:30 pm. in the chapel.

Father Steve Witt was the celebrant. After Mass, they went to the cafeteria for some food. I introduced Colette Szeszycki, my Administrative Assistant. Colette has been a Catechist and a Coordinator with Religious Ed. She has been with the program for 25 years!! I then introduced Shelley Rublaitus, my K-6 Coordinator. She has been a Catechist and a Coordinator for Religious Ed. She has been with the program for 14 years!! I talked about the upcoming year and handed out the teacher manuals. Catechists had a puzzle with either The Our Father or The Hail Mary prayer written on the back, and they got in groups to put them together.

September 19

Family Night for grades K-6th.

Family Night, Open House, Prayer Service, presentation of the Catechists, and public commitment by the Catechists took place this evening.

Deacon Joe Welter from St. Mary's commissioned the Catechists. I introduced myself to the parents. After the prayer service, K-6th grade students and their families met their teachers and went to their classrooms. The evening ended with an ice cream social. The families donated cookies for the social. Hy-Vee donated the ice cream.

September 23

7th and 8th grade learned about Baptism.

September 26

First formal class for K-6th. We didn't have anything special planned because I wanted the students to get to know their Catechists and the Catechists get to know their students.

October 3

1st grade made Prayer Pockets out of felt, and they hold prayers. They were given a different prayer throughout the year to learn, and then they put it in their Prayer Pocket and took it home so they could say them with their parents.

October 10

5th graders received Bibles during a prayer service in the chapel.

Father Rudy Juarez was the presenter. They will learn how to read/look things up in the Bible. Their own Bible!! Thank you, Father.

October 14

7th and 8th graders learned all about Adoration.

October 17

K-6 had a lesson on Protecting God's Children. A requirement from the diocese.

3rd grade had a Creation project. They planted daffodil bulbs in front of Regina's Mary statue outside. I am hoping that they will be in full bloom for our Mary crowning next April!!

October 22

K-6th had class

October 28

7th and 8th grade talked about marriage.

October 31

K-6th class canceled because it was Halloween.

November 7

2nd grade had a visit from Father Steve Witt. Thank you, Father.

November 11

7th and 8th grade talked about Reconciliation because on Wednesday, November 14th, they joined the 3rd-6th graders for Reconciliation.

November 14

K-2nd grade had class at Regina while 3rd-8th grade had Reconciliation at

St. Wenceslaus. There was a good turnout. Parents were encouraged to participate along with their children. Thank you to all the priests.

November 21

No class for K-6th because of Thanksgiving break.

November 25

No class for 7th and 8th grade because of Thanksgiving break

November 28

4th grade made Chrismon ornaments. These symbols are Christ's monograms that are Christian symbols used to represent Jesus. They were white ornaments and decorated with various beads, ribbons, and other materials of gold. Shelley Rublaitus helped the 4th graders get started. They turned out beautifully!!

Thank you, Shelley.

December 5

4th grade held a prayer service led by Shelley Rublaitus at which time they hung their Chrismon ornaments on a tree. Then the tree was decorated with big gold bows and wide gold ribbon. It also had tiny white lights on it. The tree was set up outside the Religious Education office. It was a beautiful Chrismon tree!!

Thank you, Shelley.

5th and 6th grade had a visit with Father Rudy Juarez. Thank you, Father.

December 9

7th and 8th grade had their last class before Christmas break. They talked about Advent.

December 12

K-6th had class. Nothing special planned so that they could do an Advent project.

December 19

K-6th had their last class before Christmas break. I encouraged the Catechists to have a prayer service and spend time talking about the birth of Jesus, which is so important since this isn't possible in the public school system.

St. Nicholas (TJ Brandt) and his elf (Kevin Hanson; a former RE student now in college), visited classrooms and gave everyone a candy cane. The students always enjoy a visit from St. Nick...especially the younger ones!!!

January 9

Catechist In-service was at Regina. We had a prayer service in the chapel. It was about how we are the light for Religious Education. We stood around the Altar. While the song 'Just One Candle' was playing I lit my candle, then the next person lit their candle from mine, then the next person lit their candle from the person next to me, and so on. Then we went to the cafeteria and had some food and a short meeting.

January 13

7th and 8th grade met for the first time since Christmas break. They talked about the Anointing of the Sick Sacrament. Beth Fitzgerald stepped down from being the coordinator. Kelly Larson took over for her. Although Beth was there tonight, it was her last night. Kelly Larson has been a RE teacher since 2009. She will still be a teacher on Wednesday nights, and will also be the Coordinator on Sunday nights.

January 16

2nd grade had a visit with Father Steve Witt. Thank you, Father.

January 23

K-6th class canceled due to weather.

January 27

7th and 8th grade learned about Holy Orders.

January 30

K-6th class canceled due to weather.

February 6

K-6th drew animals on poster board for our re-enactment of Noah's Ark that was coming up. Each class had a list of animals that they chose from, and each child colored an animal making sure that there was two of each animal. The catechists also read the story about Noah to refresh their memory. They also learned the Arky Arky song.

February 10

7th and 8th grade talked about vocations.

February 13

K-6th grade had a dress rehearsal for Noah's Ark.

February 20

K-6th class canceled due to weather.

February 24

7th and 8th grade talked about Lent.

February 27

K-6th grade built an Ark!!! They re-enacted Noah's Ark, and it was fantastic!! Everyone did an outstanding job!!! We had so many people in the audience that we had to keep adding chairs!! Parents, grandparents, and friends came!! It was a great night!! And ended it with the Arky Arky song!!

March 6

K-6th grade had an Ash Wednesday prayer service. I extended an invitation to the parents. Everyone received Ashes.

Kindergarten started its Caterpillar Project. They first make a cocoon and put it on a branch. Then every week after that they would add something new like leaves and flowers until the very end, which is the class right before Easter when they add a butterfly! The students enjoy this project.

March 10

7th and 8th grade talked about Lent and temptation.

March 13

3rd grade had a Ten Commandments Night led by Shelley Rublaitus. The students had a great experience, and Shelley was wonderful. Every student had a treasure chest and went from table to table in the cafeteria, each learning about a different commandment. They filled the treasure chests with things that represented that commandment. It was a lot of preparation for Shelley, but well worth it. Thank you, Shelley.

March 14

Colette, my Administrative Assistant, was dealing with some health concerns and gave me her leave of absence for the rest of the year. I am praying that she will come back next RE year.

March 18 and 22

No Class – Spring Break

March 27

2nd grade made their Altar Project. Alexander Lumber Company donated the wood. Very much appreciated. A 2nd grade parent took the wood home and made them into altars. It was a great project which the parent and their second grader did together. It is such a great memory. The second graders made everything that goes on the altar from clay. Right down to the candlestick holders!! At the end of class, they could take everything home. A lot of them will have them as centerpieces for their parties after making their First Eucharist. What a great keepsake!!

April 3

3rd grade had a visit with Father Rudy Juarez. Thank you, Father.

5th grade made Kiddush Cups. These are cups, which they used during their Seder Meal, next week.

Shelley Rublaitus helped the 5th graders start decorating them with tissue paper, jewels, and glue.

April 10

5th grade had their Seder Meal in which they experienced the representation of foods eaten at a traditional Passover meal. Shelley Rublaitus did a fantastic job of introducing the different kinds of foods they were about to eat.

6th grade had a balloon prayer service. They put prayers in a balloon and filled them with helium. Then let them go outside.

April 14

7th and 8th grade attended the Lenten “We Were There,” held in the main church at St. Patrick’s. That is always such a moving performance.

April 17

Kindergarten finished their Caterpillar Project. The students took home their branch.

2nd grade was in the Chapel. They had their readings, and re-enactments of Palm Sunday, The Last Supper, Garden of Gethsemane, and concluded with The Stations of the Cross. Parents came to watch. They even participated in the washing of the feet.

April 24

K-6th grade had their Mary Crowning. I invited the parents, Priests, and the Regina Board of Education.

We had beautiful weather so we could crown Mary outside...and the daffodils were blooming!!!

April 25

7th and 8th grade had their last class.

Mary crowning took place outside in front of the big Mary statue. The students brought lots of flowers, which were placed in buckets in front of the statue of Mary. Then a 6th grader crowned Mary. After the prayer service, they went back to their rooms to have an end of the year celebration.



Another great year for Religious Education!!

If you haven't visited our Facebook page, please do so. There are fantastic pictures and videos.

Facebook page: <https://www.facebook.com/ReginaReligiousEd/>

I am so very proud of my catechists and students. They are amazing. I have been very blessed to have great students, catechists, staff, and priests that made sacrifices on Wednesday and Sunday nights to learn/teach/share our great faith. I thank you, board members, for the opportunity and the memories.

Looking forward to next year

Regina Tri-Parish Religious Education

2018-2019

<u>Grade</u>	<u>St. M.</u>	<u>St. P.</u>	<u>St. TM.</u>	<u>St. W.</u>	<u>N.C.</u>	<u>Other</u>	<u>Total in Grade</u>
Kind.	7	2	0	2	1	0	12
1 st	6	4	0	2	2	2	16
2 nd	6	2	0	2	0	0	10
3 rd	4	4	0	2	0	2	12
4 th	5	2	0	0	1	0	8
5 th	2	5	0	1	2	0	10
6 th	5	3	0	1	1	0	10
7 th	6	5	0	4	2	0	17
8 th	6	3	1	0	0	1	11
Total	47	30	1	14	9	5	Total 106

DRE/Coordinator/Catechists/Assistants/Office Help/Traffic

<u>St. M.</u>	<u>St. P.</u>	<u>St. TM.</u>	<u>St. W.</u>	<u>N.C.</u>	<u>Other</u>
5	7	1	5	1	1

Total 20

Foundation Report
Executive Director –Kecia Boysen
5/21/19

Campaign Updates (as of 5/15/19)

Cash gifts and payments made to date:	\$3,524,597.37
In kind gifts and payments made to date:	\$ 234,243.06
Remaining cash pledges to be fulfilled (229 donors):	\$1,076,528.11

Total*: **\$4,835,368.54**

*total reflects \$45,536.65 (15 donors) written off

Cash on hand: \$140,777.53

Capital Campaign Phase 1 Completion (gifts/pledges in response to planning study)

Cash gifts:	\$7,150.00
Pledges:	\$5,000.00
Total:	\$12,150.00

The BOE voted to approve moving ahead with the Capital Campaign at the 4/23 meeting. The vote included re-engaging The Steier Group for Executive Campaign Counsel. Matt and Jason met with the Diocese Building & Grounds Committee on 4/25 and presented plans, expense projections, current and future fund raising estimates, along with an overview of what we have accomplished so far in the campaign. They presented this information with the understanding that 100% of the money will need to be pledged and 60% cash be in hand for each project within this phase. The Diocese board approved the resolution with unanimous consent.

Communication regarding the Capital Campaign Assessment results were sent out to all donors, current parents and survey participants via a letter the week of April 29, via email (including all staff & faculty) the week of May 13 and will be published in the **Regina Record** Alumni Newsletter the week of June 3.

A Capital Campaign Continuation Meeting is scheduled for June 12. The meeting will include Capital Campaign dollar updates, construction updates, a Campaign continuation overview and a discussion on next steps/Cabinet volunteer recruitment with Steier consultant, Kevin Warneke. Cabinet Member training will take place sometime in July.

Excellence Fund (annual appeal)

- Excellence Fund as of 5/23/19: **\$380,351**
- Excellence Fund this time last year: **\$380,778**

The 2018-2019 FY-End appeal was mailed Friday, May 10 to the following segments:

Current Donors:	36
Major Donors:	196
LYBUNTS:	198
SYBUNTS:	364
General Donors (Parents):	246
TOTAL:	1,040

An Excellence Fund insert will be included in parish bulletins on Sunday, May 26 to coincide with Regina graduation. A Phone-A-Thon with Board and Development Committee members will be held on Thursday, June 13 for a final year-end push.

Committee Meetings

- Communications Advisory Committee – Met, Tuesday, May 14 (minutes attached)
- Stewardship Committee - Scholarship selection committee met May 14
- Development Committee - Met Tuesday, May 14 (minutes attached)
- Joint BOE/Foundation Exec. - TBD
- Foundation Executive Meeting - Next Meeting: Wednesday, June 12
- Foundation Board Meeting – Next Meeting: Tuesday, June 18

Donor meetings & calls

- Visits/calls of note: Jim Theisen (major donor), Mary Ellen Chudacek (Legacy/planned gift), Leslie Keune (major/business donor), Gary Pacha (scholarship benefactor).

Other

- Visibility in the Regina community (goal = at least 2 events per month) = April: 3 (Good Friday Prayer Service 4/14; Memorial Mass & Reception 4/24).
- Kecia and Greg conducted a Board orientation with new at-large Foundation Board Member, Anne Kelly.
- The UICCU Give & Grow initiative was held in April and the Regina Foundation received the full matching dollar amount of \$5,000. A total of \$11,600 was raised through the initiative.
- Grandparent’s Day was another huge success with several hundred Grandparents and Grand friends in attendance.
- Ten individuals were honored and memorialized at the Memorial Mass on Wednesday, April 24. Glenn Plummer shared the following from Kevin Storey, brother of Margaret Allen. Kevin traveled to attend the service from Tucson, AZ.

“This week, I had the opportunity to attend the annual Memorial Mass as my sister was honored. It was a very moving and memorable event. So much so, that I may try and attend next year and perhaps successive years, as well.

...As I sat on the gym floor and looked around last Wednesday, I was struck by the word “community.” Regina truly is more than a school, more than a collection of buildings, more than a diverse group of students ranging in age from five or six, to seventeen or eighteen. It is in fact, a community.

You truly have something very special at Regina. Never doubt that.”

- 65 scholarships will be awarded at the upcoming Scholarship Luncheon (12 college, 50 K-12, 2 Barb Reilly AP, 1 Football).
- The luncheon is sponsored by UICCU with food donated by Mosley's Barbecue and Provisions.
- Kecia organized and attended the year-end Eastern Iowa Planned Giving Program luncheon and annual members meeting, “How Donors Make Gift Planning Decisions” on 4/18 at Louie’s Wine Dive, Coralville.
- Kecia participated in the *UI Philanthropy Conference* on 4/26 at The Graduate Hotel in IC and attended *Gravity: A Night of Forces and Discovery*, a night of engagement and leadership through real narratives on 5/2.

Upcoming Events

- Awards Assembly & Scholarship Luncheon 11:30 a.m., Wednesday, May 22
- In Parish **Excellence Fund** Appeal Sunday, May 26
- Graduation (Alumni Flag Bearers) 2:00 p.m., Sunday, May 26
- Alumni Awards Luncheon 11:30 a.m., Friday, October 11
 - Location: TBD
- Donor Appreciation Celebration 5:00 – 7:00 p.m., Sunday, October 20
 - Location: Rapid Creek Cidery
- Alumni & Parent Career Day & Luncheon 8 a.m. – 1 p.m., Friday, January 31, 2020

Policy Committee Meeting Report
May 9, 2019

Present: Janan Rustan, Alan Opheim, Celeste Vincent, Glenn Plummer, Alaina Welsh, Annette Goodheart, Michelle Winders

Policy 901.0R Use of Buildings and Grounds: Reviewed and Amended. The amended policy will be added to the next 3 BOE meetings for readings. See attached.

Initiated reviewing policies that will be due in 2019.

Action Plan is to address if there are any inconsistencies between the Bylaws and Policies to ensure Regina is in compliance.

Respectfully submitted,
Janan Rustan
BOE Secretary & Policy Chair

**REGINA INTER-PARISH
CATHOLIC EDUCATION CENTER**

Policy 901.0R

USE OF BUILDINGS AND GROUNDS

Regina Education Center provides for the use of school buildings under the following conditions:

Priority is given to the use of the facilities for the educational and extra-curricular programs of the Regina Catholic Education Center. Other use is to be approved by the Director of Finance and Operations or his/her designate. The Senior Administrator may disapprove of any use that is not consistent with the mission of the Regina Catholic Education Center. The Director of Finance and Operations or his/her designee manages the master calendar of building usage.

The use must be consistent with the standards and policies of the Education Center and the Diocese of Davenport. All sports groups seeking to rent the facilities grades 6 and under shall be considered non-affiliated groups. The Activities Director shall make the determination of said groups Grades 7 and above and will directly be tied to use definitions of "open gym time" and coach supervision. Care for the buildings and grounds are required by anyone using the property.

Since the Catholic Ministries Commission of Iowa City financially supports the school system, official Iowa City parish organizations are not charged a rental fee, but are expected to pay any fees resulting from the use of the building, such as janitorial fees. A fee will be assessed for custodial services when facilities are used when regular service is not available.

The finance committee approves the rental fee schedule submitted by the administrators for the organizations who use the buildings.

The Director of Finance and Operations recommends to the Board yearly contracts for use of the facilities with organizations.

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First Reading: 3/26/91 -- Approved
First Reading: 9/24/91 -- Approved with changes
Second Reading: 10/22/91
Adopted: November 1991
Revised: April 1998
Review: December 2002
Reviewed: February 2010
Reviewed: October 2014
Reviewed: February 2017

PISA Meeting Agenda

May 20, 2019

Attendees: Whitney Giller, Kyle Holderness, Travis Richter, Joan Maley, Rachel Scholze, Rachael Lacina, Megan Glass, Amy Nibaur

Prayer: Hail Mary

Teacher/Admin Updates:

Whitney Giller: Dec. 5th Christmas, First Thursday of March, Light board at Christmas, Ukele's folk dancing,

Megan Glass: 12/10 Winter 5-6 Orchestra, Band, 6th Vocal 5/12 5th 6th Band and Choir
Band went great even with the lack of school days
Spring Concert-clip on lights and then google slides presentation, turned off lights

Kyle Holderness: Good first year, Art Camp in the summer, 2 sessions, Art Show went well, Dry Erase Board instead of Chalk board, Stop Motion animation, Set production,

Travis Richter: Ups and Downs, overall a good year, kids are singing, are excited, performances went well, Musical went really well--end product was very good- Dates for JH/HS musical still up in the air
Show Choir-went well-hope next year, same thing/before Christmas concert and also in April. If interest in competition exists , may have this down the line.

Celeste Vincent: Good Morning Rachel!

I am sorry I will be unable to attend. I have another meeting. I would like to personally thank you and all the PISA members for their support of the fine arts at Regina. You are doing important and valuable work that helps to support the whole child and our learning community. At the end of each year I reflect back on all the good work of the professionals in this building. The talents they have shared with the children they teach is incredible. May everyone have a relaxing summer.

Beth Hill: Grant and I are still working on DVDs. I'll send out a request for junior high play DVDs today. We'll still have DVDs and cases left over for next time. If anyone requests a late Little Mermaid DVD, we'll charge \$10 for those. I should have at least another \$50 to give to PISA by the time everyone pays for theirs. Glenn is looking for a director for the junior and senior high plays. Depending upon who it is, I can help out.

Krista Neumann: I won't make it to the meeting but I just wanted to say how much I have appreciated PISA. Having your support has been so important to pulling off these plays. It's great to know that the arts are being upheld at Regina and the parents are so involved.

Diane Platte: I am sorry.... I thought I would be able to make it tonight, but that's not turnin out to be the case. I just wanted to say THANK YOU to all the PISA parents. The way you value the arts means more than you will ever know. You really make a difference in our jobs. And we love working with your kids. :-)
Have a wonderful summer.

Old Business:

JH Play:

The kids pretty well- Good crowds

PISA Flyer: Danelle Stipes is working on

PISA fee - \$50 starting 2019-2020

--Anything that is not a class--Fall Play, Spring Musical, JH Play, Large Group/Individual Speech

Senior Scholarship:

2 scholarships handed out at Senior Awards day

Art Show: Went very well,

Spring Concerts: Great concerts

New Business:

Musical:

Dates? No finalized dates yet: CCPA- November 3-10 (possible football games)--Sunday-Sunday or February 17-23-Monday-Sunday (Possible loading truck on 16th (Sunday).

Which One? Wizard of Oz

Fall Play? - Still need a director

Exec. Board Summer Planning meeting:

Dates for 2019-2010 performances and events?

Sound system- look into getting something that works better

Curtains:???

Health and Safety Meeting

We usually meet on the 3rd Thursday of the month and I missed sending a meeting invite. Instead of scheduling a new date and time for the May meeting, we followed up via email on ongoing topics.

1) Vaping; Nancy Bonthias came and spoke in the Regina cafeteria on the topic of Vaping on Sunday 5/19/2019 at 6pm. With the target audience being parents...There were a few parents in attendance and the boy scouts from Pack 218. She spoke for nearly an hour covering many aspects of vaping. After listening to the presentation, it made me wonder why anyone would vape. From what I understand, she has presented to various individual classes at Regina. I am asking for anyone else's thoughts on other ways to spread the message to Regina students and parents about the hazards of vaping???

2) Elementary Playground: Tear out of the old equipment will happen when school is out and new equipment has been ordered. Jason Dumont is coordinating

3) Emergency Operating Plan; the deadline is approaching (June 26, 2019) the committee continues to meet.

4) Immunizations and the increasing nationwide Measles outbreak; All Regina students are up to date on their measles vaccine per Celeste and Glenn

5) Regina Facility Usage Agreements; The Policy Committee will be working on an amendment that will cover the rental of Regina facilities. The Policy Committee will need to define affiliate versus non affiliate parties in regard to rental of Regina facilities. Alan had reminded the Finance Committee that setting prices is in their charge per policy 901. We may not expect to hear more on these updates until mid to late summer when we're starting to think about fall and after three readings required by the Board for a policy change. Alan did not expect any rentals in those two months' time that would fall under the new policy definition.

Home & School
May 2, 2019
Meeting Minutes

A. Opening Prayer

B. Introductions

C. Approval of April Minutes

D. Principal's Report

- a. Thank you to the group and commitment to make the school great!
- b. Gearing up for year-end
- c. National Catholic Education Conference was great
- d. Grandparents day is May 3 and everyone is excited
- e. Track and Field day is coming up quickly
- f. Classroom talent shows will be next week
- g. 6th Grade - Ancient Civilizations
- h. 5/6 Band Concert
- i. First Communion Mass
- j. Preschool Graduation
- k. May 29 - closing Mass

E. Teacher Representatives

- a. Mrs. Scholze - thank you for NCEA conference.
- b. Mrs. Hensch - thank you for the NCEA conference. It was wonderful.

F. Treasurer's Report

- a. Had interest income
- b. One Mission - from initial shirt orders
- c. Spring book fair - made \$2k
- d. Think we'll end year around \$34k balance
- f. PTO donation is still outstanding- Shannon to follow-up. Money made from directory is provided to H&S.

G. Committee Reports

1.Spring Book Fair recap - Kathy Shey

1. Total sales - \$5,100 which included tax
2. We utilized tidal wave from fall book fair, so H&S took cash payout this time which was \$962.30.
3. Believe it is worth having the spring fair if we can get the volunteers. Volunteering was down this Spring.
4. May use Follett in fall and possibly go back to Scholastic next Spring to see if they have improved. In spring, Scholastic also does buy 1 get 1 free.
5. Dates TBD.

2.School Supply Fundraiser update - Sarah Valiga

1. Just opened 5.1.19 and closes 6.7.19
2. Online only for this school year
3. Upgraded accordion files because they all fell apart
4. Prices went up slightly.
5. Tuesday August 20th is when help will be needed to deliver.

3.Bike Rodeo/Bike to School Day update - Erin Pottebaum

1. Have \$50 from Iowa City Bicyclists, and then we have to pay Ryan Baker for prizes
2. Wanda Kennedy plans to do coffee for parents who bike with kids
3. Raffle for prizes for kids who bike to school
4. Rodeo - will close off front drive on 5/8 after buses leave.
5. University will do helmet checks and will have helmets available.
6. Need volunteers - Sarah to redistribute sign-up genius

4.Open Positions - Vice-President; Chocolate Sales Co-Chair; Chocolate Prizes Co-Chairs

1. Vice President - Karina Smith
2. Chocolate Prizes - Alaina Welsh would like a committee
 - a. Shannon Lynch and Mary Ann Allan to assist.

H. 2019-2020 Budget Approval

- b. Conference will stay
- c. Book fair - keep cash option in
- d. Chocolate Prizes and other things are a little lower than last year's budget
- e. Plan to support two larger one-time wish list items in the next school year, utilizing cash balance.

I. Thank You from H&S to Regina staff for all they do.

J. Wish List Discussion & Vote

- c. Approved supporting budget as proposed with two one-time larger wish list items.

K. New Business

- a. Discussed cutting back on events throughout the year due to lower volunteer numbers and lack of return/impact on the school/staff/students.
- b. For next school year, we may eliminate the family fun zone at the Regina Family Fun Festival.
- c. Potentially eliminate the Silver Tea reception while retaining the match for teacher's Christmas gifts.

L. Adjourn

Next Meeting: August 1 at 6:30PM in Elementary Library

Upcoming Dates:

Grandparents' Day - May 3

Bike Rodeo/Bike to School Day - May 8

Last Day of School - June 3

Student Services Highlights

Regina Jr./Sr. High School End of Year Edition 2019 (mid-April – end of May)

- Financial Literacy Fair—On April 26th, Mr. Moeller and I took 52 8th grade students to the Financial Literacy Fair at the Kirkwood Regional center in Coralville. There they pretended to have a career. With that, they had a set amount of monthly income and they had to attempt to stay within that amount. We had a couple students with \$3,000 to spare, while we had one student \$3,000 in debt.
- National Honor Society—Inducted 23 new members into the Regina Chapter at St. Patrick's Church on Wednesday, April 24th. A total of 50 students were eligible to apply for membership.
- AP Tests—This year, 63 students took 114 AP tests or completed AP art portfolios, over 17 separate subjects. Thanks to the team of test proctors: Lynne, Glenn, Tim, Barb and Carolyn.
- The annual awards ceremony was held on Wednesday, May 22nd in the high school gym. Seniors were honored. Seniors and underclassmen were recognized for their wonderful achievements in academics, leadership, service, athletics and more.
- Graduation—62 Seniors will graduate from the Regina Class of 2019. About our graduating class:
 - o 30% of them started at Regina in Preschool; another 26% started in Kindergarten.
 - o 91% of graduates are planning to attend a 4-year college or university; 7% of them are planning to attend a 2-year college.
 - o 74% plan to stay in the state of Iowa next year
 - o 10% of the class applied and were accepted to 7 or more colleges
 - o 65% of the class took at least 1 AP course
 - o 43% of the class took a college course (other than AP)
 - o From preliminary numbers, the class of 2019 is accepting over \$965,000 in scholarships.

Support Staff/Student Services Team: I cannot do this alone. Teachers are fabulous to help students when needed. Mr. Foley, Mr. Plummer, Marlene Frantz and Kara Batcheller are my "go-to" people for assistance.

For more information, contact:
Lynne Zoulek
Professional School Counselor
Regina Jr./Sr. High School
Lynne.zoulek@regina.org
319-339-4592 (direct line)

Submitted May 23, 2019

AGENDA – April 17, 2019

- Opening prayer
- Angela comments
- Capital Campaign / Project
- Alan comments: RE: EOP Committee work and Finance Committee impact
- Policy 901.0R Building Usage / rental
- Expense Discussion – Athletic Training Facility
- Expense Discussion – Class overview, Line Item overview
- Wrap-up / Next Meeting – Tentatively July 17, 2019; 4:30 p.m. HS Media

Attendees: Jennifer Lough, Jason Wagner,
Matt Pacha, Angela Villhauer, Celeste Vincent,
Glenn Plummer, Alan Opheim



Opening Reflection

O God of all beginnings and endings, We praise and thank You for the gift of this school year. It has been a time filled with grace and blessings, With challenges and opportunities, joys and sorrows.

The days have passed quickly, O Lord. Give us the rest and refreshment we need this summer. Let our efforts of this past year bear fruit.

Bring all of our plans to a joyful conclusion, And bless us, according to Your will, With the fulfillment of our summer hopes and dreams. Watch over us in the weeks of rest ahead, And guide each day as You have done this past year. Help us return to school with a new spirit and a new energy.

*May we continue to grow in age, wisdom, knowledge and grace
All the days of our lives.*

Amen.

From Diocese of Baltimore

Utility Costs of Training Facility

- Electricity/Gas 16 Month Average = \$764.13
 - Annualized = \$9,170
- Water = 11 Month Average = \$31.61
 - Annualized = \$380
- On Deck BB Annual Maintenance - \$5,000
- Nationwide Cleaning = \$1,450 / Month
 - Price reduced earlier this year from \$2,200;
Current Annualized = \$17,400
 - Readdressing in July 2019
- Johnson Controls Fire Division - \$420 Annual
- Total – Above 5 Items Annualized = \$32,370

Regina Catholic Education Center	
Supplemental Information for Finance May 15, 2019	
Classes (Divisions)	Generic Description
AM/PM	Should generate both income and cash – Margins down due to DHS regulations – Billings done by actual time, not flat rate
Athletics	In recent years (FY 13 forward) Gate and Fees covers expenses, tuition covers payroll. Sub-goal – Strength and Conditioning should be self-sufficient and not be a cost to either breakout
Elementary	Beginning FY 17, we started to allocated tuition between Elementary and HS. Financial Aid, discounts, and registrations are not allocated.
High School	Beginning FY 17, we started to allocated tuition between Elem and Jr-Sr High School. Financial Aid, discounts, and registrations are not allocated. The first two full years have shown the Jr-Sr HS to generate enough income to offset the cost of the budgeted athletic program.
Preschool	Goal has always been to breakeven with no cost allocations; some year will generate profit when all 24 childcare slots are full time; Preschool alone would lose money. Current budget would require an increase in prices in 2020-21 in numbers do not increase based on payroll increases.
Religious Education	Prevailing thought is 1st amounts from Tri-Parish Assessments covers cost of program; since women religious are no longer a part of the program, budgeting is totally internal
Shared	Items in this category are not split amongst the 3,5, or 7 functional classes. Over the years discussions have been held to discuss a "proper" allocation method. We have not done a breakdown of Cost to Education for many years. A building Cost to Education provided to Department of Education and Diocese is a simple Budget divided by Budgeted Headcount. Non-tuition generated income should offset "shared expenses".
Special Events (Note: Coordinator is a Part Time Position)	Class must generate a profit or would be dismantled. Minimum expectation is a double payroll expectation, however, many factors go into the feasibility of such a goal. 4 Events make up this account, Gala, Family Fun Festival, Benchwarmers, and Run for the Schools. Over the years other events have been a portion of this Class. Note: Early 2000's this position included a public relations component, however that goal was not successful, so this is strictly the fund raising arm of the school and not other events.

Name	3/27/18	4/24/18	5/22/18	6/26/18	7/24/18	8/28/18	9/25/18	10/23/18	11/27/18	2/26/19	3/26/19	4/23/19
Melinda Shetler	NA	NA	NA	NA	X	X	X	X	X	X	X	X
Patrick Gavin	X	O	X	X	O	X	O	O	X	X	X	O
Angela Villhauer	X	X	X	X	X	X	X	O	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	O	X	X	X	X	O	X
Chad Hageman	X	X	O	O	X	X	X	O	X	X	X	X
Jason Dumont	X	O	X	O	O	X	O	O	X	O	X	X
Alaina Welsh	X	X	X	X	X	O	X	X	X	X	X	X
Scott Nibaur	X	X	X	O	X	X	X	X	X	X	X	O
Annette Goodhart	NA	NA	NA	NA	O	X	X	X	X	X	X	X
Chris Clark	NA	NA	NA	NA	NA	NA	NA	NA	NA	X	O	X
Fr. Rudy Juarez	O	X	O	X	X	X	X	O	X	X	X	O
Fr. Gary Beckman	O	X	X	X	X	X	X	O	O	X	X	X
Fr. Steve Witt	O	X	X	X	X	X	O	X	X	O	X	O
Fr. Chuck Adam	O	X	X	X	O	X	X	X	O	X	X	O
Alan	X	X	X	O	X	X	X	X	X	X	X	X
Glenn	X	X	X	X	X	X	X	X	X	X	X	O
Celeste	X	X	X	X	O	X	X	X	X	X	X	O

Key:

X=Present

O=Absent

NA=Not a Member