

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, September 24, 2019  
5:30pm Teacher Appreciation Dinner  
6:30pm Annual & Regular Board Meeting  
MPR

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

**Regular Agenda**

- |  |            |
|--|------------|
| <b>I. CALL TO ORDER – Board of Education</b>   | 10 minutes |
| a. Opening Prayer  |            |
| b. Roll Call   |            |
| c. Chairperson Remarks-  |            |
| d. Approval of Minutes - Aug 27, 2019 & Motion of September 4, 2019 to proceed with Academic Project.  |            |
| e. Approval of Agenda  |            |
| f. Open to the Audience  |            |
| <b>II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>  | 15 minutes |
| a. Elementary  |            |
| b. Junior/Senior High  |            |
| c. Enrollment Report   |            |
| d. Business Office   |            |
| e. Religious Education   |            |
| f. Foundation  |            |
| g. Boosters, PISA, Home & School – committee reports   |            |
| <b>III. OLD BUSINESS UPDATE</b>  | 5 minutes  |
| <b>IV. NEW BUSINESS DISCUSSION</b>   | 10 minutes |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>  | 10 minutes |
| a. Administrator(s) – Present the CASA and the Elementary and Jr./Sr. High School enrollment numbers to the Board.   |            |
| b. Finance Committee – Present the annual report on the Regina Inter-Parish Catholic Education Center financial condition/year-end fiscal report.-Done in committee at Finance 9/18/2019 |            |
| c. Committee Chairs – Present a year end summary of committee actions and goals.   |            |
| d. Policy/By-Laws Committee – Plan for the comprehensive review of the Policy Manual (one-third of the manual.)  |            |
| <b>VI. CAPITAL CAMPAIGN UPDATE</b>   | 10 minutes |
| <b>VII. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>  | 5 minutes  |
| <b>VIII. MEETING SCHEDULE (Refer to the Information Page)</b>  |            |
| <b>IX. CLOSING PRAYER</b>  | 1 minute   |
| <b>X. EXECUTIVE SESSION</b>  | 15 minutes |
| <b>XI. ADJOURNMENT</b>   |            |

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting	4 <sup>th</sup> Tuesday	10/22/19	6:30 PM	MPR
B. Executive Committee	3 <sup>rd</sup> Wednesday	10/16/19	5:30 PM	HS Library
C. Finance Committee	3 <sup>rd</sup> Wednesday	10/16/19	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	10/10/19	9:00 AM	HS Meeting Room
E. SIAC/Education Committee				
F. Catholic Identity Committee	3 <sup>rd</sup> Tuesday	10/15/19	4:30 PM	Room 409
G. Building & Ground Committee		TBA		Business Office
H. Strategic Planning Committee				
I. Health & Safety	3 <sup>rd</sup> Thursday	10/17/19	5:30 PM	HS Library

**II. ENROLLMENT**

2019-2020 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	457	451								
JR/SR	344	339								
PreK	81	80								
<b>Total</b>	<b>882</b>	<b>870</b>								
2019-2020 Tuition										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
<b>Budget</b>										
Elem	\$1,979,200	\$2,001,430								
JR/SR	\$2,354,420	\$2,275,087								
PreK	\$358,500	\$21,921								

\*Partial Month

**I. UPCOMING DATES**

7 <sup>th</sup> grade Retreat	Sept 24	8:30am	St. Patrick Church
Iowa Assessments K-12	Sept 30 – Oct 4		
Vocal Festival 7-12 Conference	Oct 7	10:00am	
Homecoming Dance	Oct 12		Elem Cafeteria
Picture Day Pre-6	Oct 14		
PSAT Test	Oct 16	8:00am	MPR
9 <sup>th</sup> grade Retreat	Oct 22	8:30am	St. Patrick Church

**II. PRAYER SERVICE/MASS SCHEDULE**

Mass 7-12	Sept 25	2:15pm	HS Gym
Mass 7-12	Oct 2	2:15pm	HS Gym
Prayer Service K-6	Oct 2	2:30pm	Elem Gym
Mass 7-12	Oct 9	2:15pm	HS Gym
Mass K-6	Oct 16	2:00pm	Elem Gym
Prayer Service 7-12	Oct 16	2:30pm	HS Gym

**III. Holy Days**

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, August 27, 2019

6:30 PM

Regina MPR

**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, Janan Rustan, Fr. Juarez, (Sue Kloos), Scott Nibaur, Chris Clark, Andy Cutter, Angela Villhauer, Alaina Welsh, Melinda Shetler, Fr. Witt, Annette Goodheart,

- ii. Ex-Officio Members: Kecia Boysen, Carolyn Brandt, Tim Foley, Michele Goldsmith, Glenn Plummer, Pam Schowalter, Celeste Vincent, Kelly Starr.

c. Chairperson Remarks- Shetler welcomed all to the new school and encouraged BOE members to introduce self to staff and regina families.

Sending thoughts & prayers to Regina Family & Friends who experienced recent losses including the Opheim Family, the Jarrett/Brandt Family, and Yowell/McCoy Family.

Thanked Jason Dumont for heading up the playground project and bathroom remodel this summer. Also thanked the generous donors that allowed these projects to be completed. Elem kids think the playground is "Awesome".

d. Approval of August, 2019 Minutes-Father Adam moved to approve minutes, seconded by Rustan, motion passed.

e. Approval of August 2019 Agenda- Abusada moved to approve agenda, seconded by Nibaur, motion passed.

f. Open to the Audience- Matt Staab present and introduced self as new HS math teacher.

**II. Administration Reports**

- a. Elementary - Report in packet. Vincent welcomed all to opening Mass 8/28/19. Expressed gratitude to all the teachers for being so welcoming and providing a warm environment to all.
- b. Jr/Sr High - Report in packet. Father Witt inquired about the ACT Proficiency scores. Data in report. Plummer indicated that Regina is looking into alternatives for Project Lead The Way due to potentially not being able to utilize Kirkwood in the future.
- c. Enrollment - Report in packet. Schowalter will be participating in Back to School Night 8/28/19. Welcoming first student from Japan. Continues recruitment efforts with tours, baptism records, & "contacts". Schowalter thanked The Parishes for placing Regina inserts in the bulletins. Provided Shetler the Preliminary Report for Exit surveys.
- d. Business Office - Report in packet.
- e. Religious Education- Brandt voiced that registrations are currently being received. 52 registered at this time.

- f. Foundation - Report in packet. Boysen indicated focus is on The Capital Campaign and finalizing the Impact Report.
- g. PISA, Home and School- Reports in packet. No Booster report.

**III. Old Business Update N/A**

**IV. New Business Discussion**

- a. **Board Chair/Executive Committee** - Reviewed committee membership. Nibaur voiced he desires to step down from Catholic Identity Chair- seeking new Chair. Shetler encouraged BOE members to reach out to individuals they think would be a good fit for specific committees.

**V. Calendar and Discussion Items-**

- a. Administrators are available to provide tour of Regina to BOE members.
- b. Teacher Appreciation Welcome Dinner to be scheduled on 9/24/19 @ 5:30. Goodheart and Welsh to coordinate. BOE members invited to attend.

**VI. Capital Campaign Update** Conducted in Executive Session.

**VII. Committee Reports-** Reports In packet.

Vilhauer apologized for the cancellation of Aug 2019 Finance Meeting.

**VIII. Meeting Schedule**

a. Board Meeting	4th Tuesday	9/24/19	6:30 PM	MPR
b. Executive Committee	2nd Thursday	9/18/19	6:30 AM	HS Library
c. Finance Committee	3rd Wednesday	9/18/19	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	9/12/19	9:00 AM	HS Meeting Room
e. SIAC/Education	2nd Tuesday	TBA		
f. Catholic Identity	3rd Thursday	9/17/19	4:30 PM	HS Library
g. Building and Ground	2nd Monday	TBA		Business Office
h. Strategic Planning	3rd Monday	TBA		
i. Health and Safety	3rd Thursday	9/19 /19	5:30 PM	HS Library

**IX. Closing Prayer-** Fr. Adam provided closing prayer at 6:55 PM.

**X. Executive Session**

- a. At 7:00 PM, Father Juarez moved to adjourn in Executive Session, seconded by Father Adam, motion passed.

**b. Executive Session**

**XI. Reconvene from Executive Session -** At 8:28 PM, Father Witt moved to reconvene into regular session, seconded by Rustan, motion passed.

-Motion by Welsh to approve following **teacher contract for hire**.

Elem Resource Teacher Pamela Miller-Dekeyster seconded by Abusada, motion approved.

-Motion by Father Witt to approve **coaches contract for hire**.

Richard Tieggs - fall play

Phil Arendt - strength & conditioning, asst. football

Mary Halvorson - head girls basketball

John Bobst - asst. football

Mitchell Wieland - 7th grade football  
Alexander Caldwell - jh asst. football  
Brad Beane - asst. football  
Ed Hinkel- asst. football  
Marv Cook - head football  
Jason Dumont - volunteer football  
Olivia Wolfe - wrestling cheer  
Zach Ries - head wrestling, asst. football  
Todd Becker - head baseball  
Kevin Kahler - co-head girls golf  
Mackenzie Bonner - asst. dance  
Victoria Beaver - head volleyball  
Katy Kambhu - asst. cross country  
Liam Hartley - head cross country  
Nate Streb - asst. football  
Mark Mitchell - asst. football  
Brandon Mills - 8th grade volleyball

seconded by Welsh, motion approved. Abstention- Dumont.

-Motion by Father Adam to approve **teacher contract for hire:**

Larry Pohren - Social studies

seconded by Father Witt, motion approved.

**XII. Adjournment-** at 8:30 Father Juarez moved to adjourn the meeting, seconded it by Rustan, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

### **Build to Suit Motion**

Move to award a contract to Build To Suit (BTS) for the construction of the Academic Wing at a contract price of \$2,993,585. The project total approved at this time is \$3,265,000 which includes site work and some furnishing, not a part of the BTS Contract. Items over the BTS Contract Price, including change orders, may be approved by Alan Opheim, Director – Finance / Operations. Upon majority acceptance of this motion, a unanimous resolution will be submitted to the Diocese of Davenport for final approval.

**REGINA ELEMENTARY  
BOARD REPORT  
September 2019**

**FACILITATOR OF FAITH COMMUNITY**

PRAYERS FOR THE FOLLOWING

Jamie Jarrett, father to third grade student Brandt, who passed away on August 21.  
Greta Reynolds, past orchestra teacher at Regina, who passed away on September 11.  
John Geerdes, past Regina Elementary student, who passed away on September 13.  
The Regina community offers prayers for all of these people and their families.

UPCOMING RELIGIOUS CELEBRATIONS

October 2<sup>nd</sup> at 2:30 p.m. – K-6 Prayer Service  
October 16<sup>th</sup> at 2:00 p.m. –K-6 Mass  
November 1<sup>st</sup> at 9:30 a.m. – All Saints' Day K-12 Mass

SERVICE PROJECTS

September = Penny Wars/Run for the Schools  
October = World Hunger food collection

MONTH OF THE ROSARY

October – Month of the Rosary – various grade level activities

**STANDARD #1 - VISION**

FAST

Regina Elementary is currently in the process of administering the fall Universal Screener through the FastBridge system in grade levels K-6. Once all of the screeners have been administered, administrators and teachers will analyze the data and develop intervention strategies to assist struggling learners in the area of reading. We understand this is only one indicator of student progress and ability.

LAU PLAN

Elementary and Jr./Sr. High Administrators and ELL teacher, Julie Dailey, met to update our center LAU Plan for the state. Beginning of the year is spent looking at Home Language Surveys and getting programming up and running.

MTSS TRAINING

Celeste and Kelly will attend a two-day training at GWAEA for a new online data tracking system for FASTBridge literacy assessments called Panarama.

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

IOWA ASSESSMENTS

This year students in grades K-6 will be taking the Iowa Assessments. We will be assessing the students during the week of September 30<sup>th</sup>-October 4<sup>th</sup>.

STATE REPORTS

Administrators are working to meet fall deadlines for state reporting.

#### CASA

This report was due to the state on Friday, September 13<sup>th</sup>. Items include assurances and CSIP (Comprehensive School Improvement Plan). Both items filed, pending approval from state. Desk audit portion will be due in December.

#### FALL BEDS

Administrators will begin working next week on the fall Basic Educational Data Survey for the state. This report is due in October.

#### HOMECOMING

The center will be celebrating homecoming from October 7<sup>th</sup>-11<sup>th</sup>.

### **STANDARD #3 - MANAGEMENT**

#### FIRE PREVENTION

We anticipate a visit from the Iowa City Fire Department in the coming weeks to perform their fire drill with the center. The Iowa City Fire Department will be visiting us on October 10<sup>th</sup> at 1:00 p.m. for their annual fire prevention assembly.

#### BACK TO SCHOOL NIGHT

Elementary Back to School Night was held on Thursday, September 19<sup>th</sup> from 6:30 to 7:30 p.m.

#### REQUIRED MEETINGS

Celeste and Glenn attended training at GWAEA on August 26<sup>th</sup> for new requirements related to SRI reporting to the state.

#### DIOCESAN MEETING

Celeste and Kelly attended the Diocesan Principals' meeting on September 10<sup>th</sup>.

#### STUDENT NEEDS

Beginning of the year is spent in team meetings to ensure that student needs are being met in academic, medical, and social emotional areas, so that students may be successful.

### **STANDARD #4 - COLLABORATION**

#### RUN FOR THE SCHOOLS

The Run for the Schools is on October 27<sup>th</sup>. Third Grade is sponsoring the Penny Wars for this event.

#### HOME AND SCHOOL

Chocolate Sales have come to a close. We thank all our parent volunteers and families for the amount of time and energy they spend on this important fundraiser. All money raised by the chocolate sales comes back to Regina Elementary through Home and School for field trips, visiting artists, playground upkeep, NCEA, appreciation weeks, and other special events.

#### SUPPORT GROUPS

Home and School- Next meeting, October 3<sup>rd</sup> at 6:30.

#### PISA

October 9<sup>th</sup> is the next meeting.



## **STANDARD #5 - ETHICS**

### **FIRE PREVENTION**

October is Fire Prevention Month, and the Iowa City Fire Department will be presenting a Fire Prevention Assembly for our school on October 10<sup>th</sup>.

### **GRANT WOOD AEA PERSONEL ASSIGNED TO REGINA**

Erin Witek = School Psychologist

Becca Brummett = Speech Pathologist

Tracy Lieberman = Regional Facilitator

### **EVALUATION**

Celeste and Kelly are meeting with certified preschool and elementary staff for the evaluation process.

Professionals on Tier II are sharing their professional goals for the year. Teachers have been collaborative on setting goals to meet our building goals for the year.

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

### **PRE-SCHOOL**

We welcomed our pre-school students who began on September 3<sup>rd</sup>. We appreciate the hard work of Mary Pechous, our director, and all early childhood staff who are helping to get our youngest off to a great start.

### **CHARACTER COUNTS**

We are emphasizing Character Counts again this year. Teachers will be emphasizing the pillars of character-responsibility, respect, caring, trustworthiness, citizenship, fairness and our seventh pillar, faith.

### **GWAEA TECHNOLOGY**

GWAEA technology consultants came to work with teachers for a building in-service on September 12<sup>th</sup>.

### **GWAEA MATH**

Our math consultant, Amy Keller, came to work with grade level teams on September 18<sup>th</sup>. She is assisting with curriculum alignment and new skills resources.

### **ENROLLMENT SUMMARY**

Last year this time: 441

K-64

1-51

2-73

3-65

4-65

5-71

6-62

Total Elementary Enrollment September 18, 2019: 451

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

**Principal as Spiritual Leader**

1. Department led prayer services will be held each month. The science department will lead our September prayer service.
2. 7-12 grade teachers will be reading and discussing Living the Sacraments by Joe Paprocki as part of our faith formation activities.
3. Upcoming Celebrations:
  - Sept. 25: 7-12 Mass @ 2:15
  - Oct. 2: 7-12 Mass @ 2:15
  - Oct. 9: 7-12 Homecoming Mass @ 2:15
  - Oct. 16: 7-12 Prayer Service @ 2:15
  - Oct. 23: 7-12 Mass @ 2:15
  - Nov. 1: K-12 All Saint's Day Mass @ 9:30

**Principal as Instructional Leader**

1. The Class of 2019 ACT Report is delayed until October or November.
2. Iowa Assessments will be given to grades 7-11 on September 30-November 1. Testing is only during the morning. Make-ups will be scheduled as needed.
3. Discussion has occurred, but nothing has been determined on whether or not Regina will be required to take the ISASP this spring. ISASP was started last year and is the required state assessment for all public schools in Iowa.
4. Teachers are completing or have completed their Individual Professional Development Plans for 2019-2020.
5. I am working with Heartland AEA on developing an online professional development course that ties into our building goals and will allow teachers to earn re-certification credit.

**Principal as Administrator**

1. The Consolidated Accountability and Support Application (CASA) was completed.
2. Work continues on Student Reporting in Iowa (SRI) and our Fall BEDS reports. The new system is taking some time to get used to. These reports are due October 15.
3. Differentiated Accountability is due in December.
4. All teachers will be completing an online training titled Seizure Training for School Personnel. The training is through the American Epilepsy Foundation.
5. Enrollment Summary (9/16)
  - 7th grade - 60
  - 8th Grade - 72
  - 9th Grade - 42
  - 10th Grade - 64
  - 11th Grade - 53
  - 12th Grade - 48

Total - 339

### **Principal as Communicator**

1. This is Homecoming Week. Mass is Wednesday at 2:15. The theme is Glow Big or Glow Home (glow in the dark). The dance will be held on Saturday night from 8-11. Activities for the week include:
  - Monday: College comfy day (slippers, sweat pants, college shirt or hoodie)
  - Tuesday: Squad day (find a partner or group of friends and dress together)
  - Wednesday: Mass day (Mass at 2:15)
  - Thursday: Neon vs. camo day (either wear neon or camo)
  - Friday: Color war day (each grade and Via class where a different color and compete in various activities)
2. Students qualify for the Belin Blank BESTS talent search and 7th Grade Duke TIP by scoring at or higher than the 95th percentile on one or more subsets of the Iowa Assessments. Regina had 24 7th graders, 30 8th graders, and 22 9th graders qualify for the program.
3. PSAT will be given on Wednesday, October 16.
4. Veronica Patterson has been named a National Merit Commended Student.
5. Ethan Von Harz attended the Congress of Future Medical Leaders in Boston this past summer. Ethan learned from leading medical professionals from across the nation and watched a live surgery while at the Congress.
6. There were 10 total AP Scholars for 2019. The number of each type of scholar and the definition for that level of scholar are:
  - AP Scholar (5): Receives scores of 3 or higher on 3 or more AP exams
  - AP Scholar with Honor (2): Average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on 4 or more of these exams.
  - AP Scholar with Distinction (3): Average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on 5 or more of these exams

**Admissions  
Pam Schowalter  
September 2019  
Board of Education Report**

**Elementary K-6: 446 students/ Jr./Sr. High 7-12: 360 students**  
**Total: 806 students**  
**Senior Graduates: 62**

K	1	2	3	4	5	6	7	8	9	10	11	12	Total September
64	51	73	65	65	71	62	59	73	43	63	53	48	790

Elementary K-6: 451  
 Jr. High 7-8: 132  
 Sr. High 9-12: 207  
 Total: 790 students

**Recruitment**

**New students**—New 11<sup>th</sup> grade student added and new 11<sup>th</sup> grade international student starting on Monday, September 23<sup>rd</sup>.

**Student Ambassadors**- September meeting was September 10<sup>th</sup>. Student Ambassadors signed up for upcoming service opportunities. September 19<sup>th</sup>—Crownie and friend were available for photo opportunities at the Preschool and Elementary Back to School Night. These photos will decorate the hall on the way to the cafeteria starting the week of September 23<sup>rd</sup>. (“Crownie in the Corridor”)

Student Ambassadors also wrote welcome cards to all 65 kindergarten students and welcomed them, the Class of 2032 to Regina.

Their next meeting is October 8th at 7:30 AM.

**Tours/Shadows**—tours and shadows are year round events.

**Kindergarten** –Round Up is scheduled for February 13, 2020 for the Class of 2033.  
**Area Preschools** will receive a Fall Gift from Regina (painted pumpkins by Junior High students) and a personal visit from Admissions.

**International students**—We had a meeting with Virginia from the Diocese of Davenport on September 12<sup>th</sup>. All students had their I-20's signed by our PDSO. Also, we went through the Diocese rules and regulations. We also walked the students through travel paperwork for when they go home for the winter holidays—four of our students will be traveling then and two of our students will travel out-of-state for March break. Paperwork has to be filed any time a student is traveling out of state or out of the country.

**Exit Surveys** were collected. A summary of data was collected for the elementary and Jr./Sr. High. A separate summary showed positives and areas of growth from the families that have left Regina. These were shared with the building principals and Alan. A copy of both reports were sent to the Board of Education President, Melinda Shetler.

Exited Students—all elementary, junior high and high school students that left Regina and are still living in the Corridor were sent an interactive card letting them know they were missed and inviting them to come back as our guest to a fine arts or sporting event. A complimentary ticket was enclosed. Their families next will receive a Thanksgiving card from Regina in November.

**Baptismal records** have been received from all four parishes. Information needs to be entered into our database to receive communication from Regina throughout the year.

## **Retention**

**Continuous enrollment** proposal was presented at the July 17, 2019 Finance Committee. Starting with the 2020-2021 school year, we will be implementing this program. This will be an asset to our current Regina families in simplifying the registration process. Information will be provided to our two principals for newsletters late fall and again in January. Alan and Pam need to meet at the end of September to discuss next steps.

**Parish Inserts** promoting Regina, their Catholic school went in all parish bulletins August 3<sup>rd</sup> and 4<sup>th</sup>. We also shared them with The Newman Center and Hills parish. The next parish insert will be given to the parishes for mid November.

**Strategic Planning—goal: preschool/kindergarten enrollment** met on September 10<sup>th</sup>. Mary Pechous was the guest speaker.

**Alan Opheim**  
**Director – Finance / Operations**  
**September 24, 2019 Board Meeting**

Business Office –

- Thanks again to everyone for their thoughts, prayers, and expressions of support over the last month and summer. Mom is at peace.
- The year is well underway. Sandy will be processing all of the Preschool and Childcare invoices, payments and other items needed this year, including tax and Flex receipts. She handled Childcare last year, but is picking up Preschool from my plate this year.
- While there are still some tax items open for calendar year regarding our 401K and 403B Plans, with the review of the Fiscal Year Ending June 30, 2019 that was done at the Finance Committee meeting last week, FY19 is closed. I am on to FY20, however, my time will rapidly be devoted to looking ahead to FY 21 and year's out.
- As noted in others' reports, I have been actively involved with strategic planning in a variety of areas, part of which is aimed at a successful and fruitful transition when the new academic wing is opened in 2020. Much time will be involved during FY 20 on all of these projects.
- Kuddos to Jess and the High School Administration and Staff for getting 450 Chromebooks that literally arrived as school began logged, checked out to students, and up and running as soon as possible for immediate use. In addition, some key projects on the Elementary side had Jess going in many different directions at the start of this school year and up to now.

Building & Grounds

- Jim and I need to make time to assess the closure of summer projects, those that we have deferred to the school year and / or next summer, and update our "need" and "want" list. Carpets in some rooms cannot be put off another summer, so expect to see some carpet upgrades coming out of next summer, and perhaps a few rooms earlier.
- The ICN Fiber Optic Cable was successfully rerouted in August, and is up and running, out of the way of the construction project(s).
- Cameras continue to be a concern as we are not yet hooked up. The pole and cameras were hung, but software to switch from the wired system that was attached to the building, to the WIFI used remotely is to be installed. Target is within two weeks.
- Some of my time and involvement in the academic wing build will increase as we begin the process of furnishings which are not part of the contract and ensuring where the contract stops and we start in those needs. The initial effort will be the clocks, bells, and intercoms, and anything else where wiring is involved. Jess, Glenn and I will all have time on some of these items over the next few months.
- I expect to begin periodic Build To Suit (BTS) meetings within the next 2 weeks. These are the updates given to us by the contractor regarding calendar dates, expectations, and needs.

Ad Hoc and other participation

- Advancement Team meeting (moved to once per month during the summer, will reevaluate the need this fall)
- Nationwide – Various topics, athletic training building discussions
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools Monthly Board Meeting (attended August, missed September)
- Board related meetings
- IT meetings regarding various topics related to cameras, ICN relocation, Chromebooks, and other IT Purchases

Next Committee Meetings

Finance – Tuesday, October 16, 2019; 4:30 p.m. HS Media Center – some budget discussions begin  
Building and Grounds – TBA

**Regina Tri-Parish Religious Education  
Board Report  
September 24, 2019**

**September 8, 2019**

- September 8th was the first night for the 7<sup>th</sup> and 8<sup>th</sup> graders.
- Kelly Larson is the coordinator again this year.
- The YEB's (Youth Executive Board) and adult leader were excellent.
- They had the students engaged in great conversation.
- All had Pizza and water and got to know each other better.

**September 11, 2019**

- Catechist In-service was at Regina.
- We started with a Mass presided by Father Rudy Juarez. Thank you
- The Catechists and Father had dinner in the cafeteria.
- I shared some expectations and other things.
- The night went well.

**September 18, 2019**

- Family Night/Ice Cream Social was in the Regina Cafeteria.
- Father Gary Beckman commissioned the catechists.
- Father Gary Beckman also gave a great blessing to the parents and students.
- Father Steve Witt attended.
- The parents and children met their catechists and visited their rooms.
- They all came back for ice cream and cookies in the cafeteria.
- Hy-Vee on First Ave. donated the ice cream and the parents brought in the cookies.
- Fun night for all.

**September 22, 2019**

- 7<sup>th</sup> and 8<sup>th</sup> grade had their second class
- They will be talking about Prayer.

**Registrations**

- Registrations are still coming in the mail.

Carolyn Brandt, Director

**Regina BOE  
Policy Committee Meeting Report  
September 12, 2019**

**Present:** Rustan, Kelly, Opheim, Goodheart, Vincent, Plummer, Welsch, Winders.

The Diocese has updated and amended their Policy Manual. A review of policies will need to be conducted to address if there are inconsistencies. Welsh to initiate the review process and present back to the October 2019 Policy Committee Meeting for discussion and review. A disclaimer on all Regina Policies may need to be documented to ensure Regina is in compliance with The Diocese.

Respectfully submitted by,

Janan Rustan  
Policy Chair  
BOE Secretary



## Catholic Identity Minutes Sept 17<sup>th</sup>, 2019

- 1) **Present:** Scott Nibaur, Jan Rudolph, Kelly Starr, Father Witt, Ellen Abusada, Sofia Livorsi
- 2) **Absent:** John Demory, Shelly Conlon, Stephanie Zeising, Glenn Plummer,
- 3) **Old Business**
  - a) Shelly- Kairos is scheduled Feb. 2020
  - b) Glenn/Celeste- Would like to get the 2019 senior mural hung soon
  - c) Scott- could we portray lighted image of Jesus on the outside barrel roof above the HS entrance.
- 4) **Reports**
  - a) **High School Report-** This year is the “year of community”. A focus will be on the communal aspect of being catholic and the basic ideas of what a community is and bringing a community closer together. During the monthly faculty prayer service, the high school teachers are completing the book study discussion over “Living the Sacraments” by Joe Paprocki. This year they are looking to do a retreat for the faculty.
  - b) **Elementary Report-** Elementary is working on behavior protocols for the weekly Mass. They are utilizing the “character counts” principles. Sofia asked if the elementary could post the mass schedule with the grade that will be leading the Mass. If parents have kids in those grades, they would maybe attend the Mass too.
  - c) **Religious Education-** No report.
- 5) **New Business**
  - a) We have organized a group to start looking a purchasing banners for the light poles.
  - b) Would like to pursue a group to redo the rosary outside around Mary.

Next Meeting- Tuesday Oct. 15<sup>th</sup> at 4:30pm

## Health and Safety Committee

No formal meeting of the Health and Safety Committee but following up on a few key issues:

1) Camera for the Regina back lot that we lost during the construction phase. There was a recent Facebook post quoting the Iowa City Police blog ... Group is in the back of Regina parking lot playing robot music and yelling not sure if they are supposed to be.

Alan: the pole for the camera was installed last week. Hoping to get camera's up in the next week or so.

Glenn: he shares the concern for the back parking lot. 1) Keep in mind that they may not be Regina students and that he had broke up multiple groups this summer and the majority were not Regina students. 2) there are some crabby neighbors that seem to be waiting for a chance to complain.

2) Hitting and Weight Room facility. Re-keying of the facility has taken place. The Stop the Bleed kits were placed in each AED in the building.

The fire department pull station box was added in early August to the Hitting and Weight Room Facility.

The new rental agreements for the new school year: Alan will get back to us on this. Which form is being used or both??

Communication lines to the new facility will be discussed at the next Building and Grounds Committee meeting.

3)Vaping Education:

Glenn: Back to School Night for the HS had a mock locker set up and are hoping to have the mock room trailer for conferences.

Celeste: New counselor this year and will be discussing how to incorporate vaping knowledge beyond the 6th grade "Life Skills" course.

4) Immunizations:

Glenn:Our audit for immunizations usually isn't until October or November. Two reminders have been sent out to the grade levels with required immunizations. Flu shots are optional.

Celeste: our own internal audit showed a couple of issues that the office has already followed up on with parents prior to the formal visit by Johnson County Public Health

Dr Andy Nugent: Measles cases this year set an all time record in the US, most of them concentrated in unvaccinated communities ( 75% in New York City ) The number of reported cases is receding back to normal background levels. Bottom line is if you weren't immunized, you were at high risk, the rest of us did OK. No real flu updates yet.

**Home and School Association  
September 5, 2019**

**AGENDA**

- **Opening Prayer** – Mrs. Starr
- **Introductions:** Karina Smith - VP of H&S (standing in for Kathy)
- **August Minutes approved**
- **Principal's Report** – Mrs. Starr
  - 2nd Mass of the year is 9/11/19 - 4th grade
  - Chocolate sales end 9/13/19
  - First service mission is the week of 9/16 to benefit the Run for Schools (Penny Wars - 3<sup>rd</sup> grade)
  - Picture Day - 10/14
  - Iowa Assessments - end of September into October
  - Teachers received their start-up money today and were very grateful.
  - Thank you for take pride in your school day
- **Teacher Representative** – Mrs. Hensch echoed the thanks for the start-up money and all that Home & School does for the Regina community.
- **Treasurer's Report** – Shannon Lynch
  - August Income reflects mainly chocolate sales (a little over half collected)
  - August Expenses:
    - Chocolate prizes/Playground upkeep
  - Anticipate Chocolate, Books, Kid Zone, Teacher Startup, and back to school night expenses all hitting in September
- **Committee Reports**
  - **Take Pride in Our School recap** – Went really well as a result of the help received from Scouts and many families.
  - **Kid Zone recap** -
    - Sarah said she spent more than planned due to increased prizes for all access pass. Will be donating the leftover prizes to teachers
  - **School Supply recap**
    - All the packs have been delivered
    - One pack was missing
    - Some supplies were missing but the company has been replaced
    - \$1,127 raised for 98 packs

- **Chocolate Sales update** - Brandi Campbell
  - Distribution went well with open house
  - We still have several boxes to be sold
  - If we have full, un-opened cases, we have occasionally sold them at "cost" to other organizations. Basically we are selling our free bonus cases.
  - Potentially could sell extra bars at home Regina events. There will also be a table at back to school night.
  
- **Chocolate Prizes update**
  - The letters will go out the 13th
  - Daily drawings get announced every morning
  
- **Back to School Night** - Katie Horner
  - Katie setup ice cream purchase from Heyn's, and she has an invoice for Shannon
  - Sign-up genius will go out again in the Regal Weekly next Monday
  - Kathy Shey will also be sending it out today or tomorrow.
  - Home and School will provide cups, napkins and allergy friendly snacks
  - Shannon and Brandi to sell chocolates during back to school night.
  
- **Adjourn**

## September 11, 2019 Pisa Meeting

**Attendees:** Rachael Lacina, Amy Nibaur, Deb Schaffer, Rachel Lacina, John Demory, Annie Brewer, Megan Glass, Danelle Stipes, Joan Maley

**Approval of previous month's minutes** --Yes

**Prayer:**

**Welcome/introductions:**

**Administration updates:**

**Teacher updates:**

**Megan Glass:**

43- 5th grade band 13 lesson time slots-down a little bit  
28- 6th grade band lesson 17 lesson slots, down a little  
Bigger groups of lessons  
6th grade might join in with the JH/HS concert in March 3rd concert  
Not doing the 6th grade playing at HS football

**Annie Brewer,**

Christmas Dec. 5th  
March 5th

**John Demory:**

Beginning 20th year  
Musical work already starting  
October 15th Service Day-Legacy Point 12 AP Students Wine and Painting

**Travis Richter:**

Here are a couple notes about what is going on as I am not going to be able to be at the meeting this afternoon.

1. Members of the high school and junior high choir will be going to the River Valley Conference Honor Choir on October 7th.
2. Kyle and I toured the CCPA to get ideas about sets and effects for WOOZ. Show times will be on the dates listed a 7,2,7, and 2. Exciting things on the way.
3. I will be contacting the Spencer Community Theater about WOOZ costumes this week. I will get quotes ASAP.

4. We are taking a picture of the musical participants from this year and last year for the Iowa Music Festival competition which we are entering this year. I am very excited about all the possibilities with that opportunity.

5. I am in discussions with Celeste and Glenn regarding elementary school participation in the musical.

6. We will be on the lookout for a Toto for the musical. It doesn't have to be the breed in the movie per say, but does need to be friendly, small, relatively quiet, and securely potty trained. We will have a rule that only the director, Dorothy, and a select group will be allowed to pet the puppy so as not to overwhelm them.

Thank all of you for all you do. Email or call me if you have any questions or concerns.

### **Beth Hill-Fall Play**

I'm going to see Van Jones next Tuesday night, so I'll be totally swamped Wednesday night. Richard has church rehearsals on Wednesday nights, so I don't know if he can be there or not. I'll let him know, though.

We got the show cast tonight, and we'll send an email to the students tomorrow. We have 11 parts, and 11 kids auditioned (and exactly the right number of boys, too). Eric Casteel said he's happy to help with set (which Richard will keep pretty minimalistic). Maddie is going to do Costumes, Harren will do lights, and Kelsey will stage manage. Karla will be an ASM. We'll need to find someone for Props and Sound (and maybe other things). We may need parents to help with props, as Richard says we'll need a lot of them.

We will start rehearsal on Monday. We'll rehearse M-F 3:30-5 for the time being. We won't have any weekend rehearsals. Election Day is the Tuesday of Tech Week, so Richard won't be there then, but I'll be there (and he wants that to be the day where Tech gets to do whatever they want).

Richard was very happy with all of the kids who auditioned and is looking forward to a great show.

Grant, Megan, and I checked out the stage this summer. Grant was going to write up notes and get them to me, but he hasn't sent them yet. Can we ask Alan for some new fresnels? I'll email Grant to see if he can send me the list (or ask Megan if she remembers a number). I'm sure they're expensive. We also need to replace some mic headsets.

I've paid (with the credit card) for rights (\$300), scripts (about \$200) and the logo pack (\$50). Richard prides himself on staying under budget.

I guess we should get a parent meeting set up. I'd prefer not to do next week, if that's OK. We went out of town over Labor Day, and I really feel like I'm playing catch-up.

### **Tom Nelson:**

Some info:

The yearly band trip will be on Saturday, December 21st and we will be going to St. Louis. We will go up the Arch, go to the City Museum and have main seating for *WICKED* at the Fabulous Fox Theatre. 45 is maximum number allowed to go, more info will come out soon. Payment is due on October 1st. I welcome parent attendees.

Junior High Jazz Band will begin on October 2nd. The Regina high school pep band has already performed on the 6th where we shot our lips playing the school song nine times before the half. We look forward to playing in the community at care facilities and the Children's Hospital.

We will not be playing the game on the 20th as I will be in Cincinnati for a family wedding.

**Diane Platte:**

The 4th grade beginning orchestra met for their first rehearsal last Thursday, Sept. 5. At 26 students, it's the smallest 4th grade orchestra I've had at Regina, and I'm mulling over possible reasons for the smaller numbers. They had less time to sign up, since the school year started on a Friday and our Rental Night was still on Tuesday. I may have been too persuasive in talking about how much hard work is required. It could be something about me was a turn-off. Or maybe it was something else altogether. But there's good news: their "small group" lessons will actually be the ideal size -- 4 or 5 students, instead of 6 or 8. I think we will have an amazingly productive year.

The 5th and 6th grade orchestras are 26 and 18 students, respectively. They are already sounding great. There is real strength in these groups.

The JH orchestra has 19 students, and the 7th and 8th graders have meshed nicely. This is also going to be a strong group.

The HS orchestra has 11: 4 freshmen, 6 sophomores, and a senior. This group is tackling some of the best (and hardest) literature written for strings and they are doing an amazing job with it so far. Their diligence has been impressive.

Two HS orchestra students are preparing to audition for All-State: Julia Correia on violin and Peter Burer on viola. They are coming to school early 3 days/week for coaching. The All-State audition is October 26.

Over the summer, the [Press-Citizen](#) featured the writing of 3 Regina students in their Community Music Column. Lily Santillan's concert review appeared on July 12, Amy Anil's review appeared on August 2, and Kellen Warren's review appeared on August 23. These concert reviews were written as a requirement for orchestra class. With the authors' permission, I sent them (and a few other reviews) along to the editor of the Press-Citizen, because they deserved a wider readership. We have some excellent musician-writers at Regina.

That's all from orchestra. It got a little long . . . sorry about that.

Thanks for all you do!

Diane

**Treasurer Report:**

**Old Business:**

**Mum Sale:**

Things to think about: do we want to have them choose to a color, better for auction if not.  
Pay ahead talk to Jess about this  
Maybe order 20-30 extra mums--sell extras at back to school night??

**Pumpkin Sale:** If we switch to 10/8, Calendar

Deb will talk to pumpkin farms  
Mr. Demory will buy his own pumpkins for decorations.

**New Business:**

**Fall Play:**

**Cast has been chosen**

**Parent Meeting:**

**Sign Up Genius, etc.**

**Butter Braid/Greenery Sale: Begins**

Belle Plaine Nursery-no longer doing the greenery  
Minneapolis company- New company-Mickman Brothers

Butterbraids-  
Top sellers in elementary and high school--?gift cards.

Rachel will go to HS/MS music classes

**Regal Eats:**

Donation for Fall Play and Spring Musical

**Next Meeting:**10/8/18 at 5:30pm in HS library

**Upcoming events:**

9/19 Back to School Night K-6

10/6 Homecoming week

10/7 Honor Choir at Tipton

10/9 Pisa

10/? Pumpkin sale

10/? Butter braids start

10/26 All State Auditions

11/7-11/8 Parent-Teacher Conferences

K-6 2:00-6:00

7-12 4:-8:00

K-12 8:00-12:00

11/8-10 Fall Play



**Regina Catholic Education Center Balance Sheet**  
**June 30, 2019**

	Jun 30, 19	Jun 30, 18	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10000 · Unrestricted Cash	807,011.92	834,456.63	-27,444.71	-3.29%
11000 · Savings	2,058,608.02	1,946,265.14	112,342.88	5.77%
<b>Total Checking/Savings</b>	<b>2,865,619.94</b>	<b>2,780,721.77</b>	<b>84,898.17</b>	<b>3.05%</b>
<b>Accounts Receivable</b>				
12000 · Tuition Receivables	99,108.84	99,041.42	67.42	0.07%
<b>Total Accounts Receivable</b>	<b>99,108.84</b>	<b>99,041.42</b>	<b>67.42</b>	<b>0.07%</b>
<b>Other Current Assets</b>				
12200 · Prepaid Computer Contracts	11,050.75	1,701.00	9,349.75	549.66%
12208 · Other Receivable - REC Related	234,217.58	0.00	234,217.58	100.0%
12209 · Other Receivable - From Booster	66,219.65	25,648.63	40,571.02	158.18%
12210 · Bus Revenue Expected from ICCSD	147,000.00	155,000.00	-8,000.00	-5.16%
<b>Total Other Current Assets</b>	<b>458,487.98</b>	<b>182,349.63</b>	<b>276,138.35</b>	<b>151.43%</b>
<b>Total Current Assets</b>	<b>3,423,216.76</b>	<b>3,062,112.82</b>	<b>361,103.94</b>	<b>11.79%</b>
<b>Fixed Assets</b>				
13000 · Long Term Assets	6,592,202.99	4,529,107.43	2,063,095.56	45.55%
13019 · Construction in Progress	652,571.19	2,369,559.79	-1,716,988.60	-72.46%
<b>Total Fixed Assets</b>	<b>7,244,774.18</b>	<b>6,898,667.22</b>	<b>346,106.96</b>	<b>5.02%</b>
<b>TOTAL ASSETS</b>	<b>10,667,990.94</b>	<b>9,960,780.04</b>	<b>707,210.90</b>	<b>7.1%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
20000 · Current Liabilities	627,381.40	545,655.65	81,725.75	14.98%
<b>Total Other Current Liabilities</b>	<b>627,381.40</b>	<b>545,655.65</b>	<b>81,725.75</b>	<b>14.98%</b>
<b>Total Current Liabilities</b>	<b>627,381.40</b>	<b>545,655.65</b>	<b>81,725.75</b>	<b>14.98%</b>
<b>Long Term Liabilities</b>				
26000 · Long Term Loans	501,162.63	529,906.01	-28,743.38	-5.42%
<b>Total Long Term Liabilities</b>	<b>501,162.63</b>	<b>529,906.01</b>	<b>-28,743.38</b>	<b>-5.42%</b>
<b>Total Liabilities</b>	<b>1,128,544.03</b>	<b>1,075,561.66</b>	<b>52,982.37</b>	<b>4.93%</b>
<b>Equity</b>				
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	654,228.53	3,238,379.23	-2,584,150.70	-79.8%
<b>Total Equity</b>	<b>9,539,446.91</b>	<b>8,885,218.38</b>	<b>654,228.53</b>	<b>7.36%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,667,990.94</b>	<b>9,960,780.04</b>	<b>707,210.90</b>	<b>7.1%</b>

**Regina Catholic Education  
Center  
Profit & Loss Statement  
For the Twelve Months Ending June 30, 2019**

	<b>Jul '18 - Jun 19</b>	<b>Jul '17 - Jun 18</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Income</b>				
40000 · Tuitions	4,315,316.95	4,450,988.19	-135,671.24	-3.05%
41000 · Assessments	1,722,222.88	1,664,574.96	57,647.92	3.46%
42000 · Foundation Funding	1,204,988.27	3,413,408.57	-2,208,420.30	-64.7%
43000 · Diocesan Funding	14,596.50	13,820.89	775.61	5.61%
44000 · Nutrition Income	393,797.35	424,965.35	-31,168.00	-7.33%
45000 · Other Incomes	1,020,317.25	983,617.20	36,700.05	3.73%
46500 · Bus Route Income	161,118.93	170,643.46	-9,524.53	-5.58%
<b>Total Income</b>	<b>8,832,358.13</b>	<b>11,122,018.62</b>	<b>-2,289,660.49</b>	<b>-20.59%</b>
<b>Gross Profit</b>	<b>8,832,358.13</b>	<b>11,122,018.62</b>	<b>-2,289,660.49</b>	<b>-20.59%</b>
<b>Expense</b>				
60000 · Salaries & Wages	4,709,957.02	4,594,401.36	115,555.66	2.52%
60145 · Benefits	881,791.84	873,060.11	8,731.73	1.0%
61000 · Educational Supplies	545,278.33	561,861.79	-16,583.46	-2.95%
61040 · Computer Technology	18,399.83	53,808.08	-35,408.25	-65.81%
62000 · Facility Expenses	667,186.63	640,028.89	27,157.74	4.24%
63000 · Operating Expenses	78,724.06	94,565.29	-15,841.23	-16.75%
64000 · Building Upkeep	111,931.19	50,686.49	61,244.70	120.83%
65000 · Nutrition	250,510.83	251,271.26	-760.43	-0.3%
66000 · Income Offsets	233,010.76	213,669.67	19,341.09	9.05%
66500 · Busing - Routing	296,551.27	296,779.20	-227.93	-0.08%
67000 · Bad Debt	124,242.57	76,066.13	48,176.44	63.34%
68000 · Interest Expense	20,839.27	21,020.35	-181.08	-0.86%
69000 · Depreciation Expense	239,706.00	156,420.77	83,285.23	53.24%
<b>Total Expense</b>	<b>8,178,129.60</b>	<b>7,883,639.39</b>	<b>294,490.21</b>	<b>3.74%</b>
<b>Net Income</b>	<b>654,228.53</b>	<b>3,238,379.23</b>	<b>-2,584,150.70</b>	<b>-79.8%</b>



## Finance Committee

### September 18, 2019

**Attendees:** Jason Wagner, Ellen Abusada, Melinda Shetler, Janan Rustan, Father Steven Witt, Angela Villhauer, Alaina Welsh, Stacy Sueppel, Glenn Plummer, Pam Schowalter, Alan Opheim

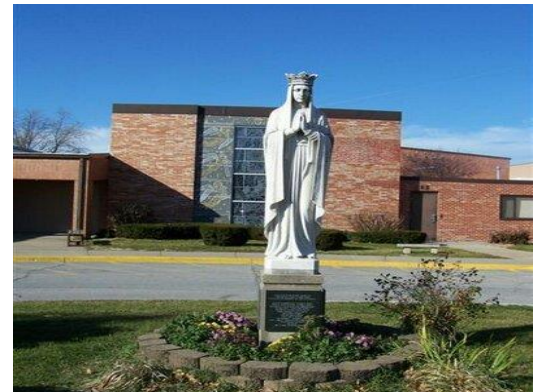
# Opening Reflection

*Heavenly Father, we thank you as the 2019-20 school year is well underway. Watch over our teachers, staff, and parents, and be with our students that together we will lift up our faith to you in praise, admiration, and growth. We ask your blessings on each of us gathered as we review the year past and continue the path towards this new year. Just as quickly, we begin the efforts as we start to look ahead to the 2020-21 school year. Guide us in all of our meetings and duties. We ask this in the name of the Father, Son, and Holy Spirit.*

*Amen.*

# AGENDA – September 18, 2019

- Opening prayer
- Angela and Alan -- Opening Comments
- Update – Construction timeline, motion
- Annual Review – Fiscal Year Ending June 30, 2019
- Next Meeting – October 16, 2019; 4:30 p.m. HS Media



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.
Special Events	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 this position include 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.

## Year End Summary Catholic Identity

Last year we purchased some additional statues for the High School along with holy water fonts for the rooms.

Mr. Demory agreed to place the 2019 HS Lenten mural up in the HS again.

Kairos was another success for Shelly Conlon

Banners with religious phrases were hung in classrooms and a above the doors of the elementary classrooms.

2019-2020 committee members

Scott Nibaur- Chair

Jan Rudolph

Shelly Conlon

Kelly Starr

Father Witt

Ellen Abusada

Sofia Livorsi

Stephanie Zeising

Glenn Plummer

Next years goal

1. purchase and place religious banners on the light poles in the main parking lot and 1st Ave entrance
2. Facilitate getting the 2019 Senior Mural hung in the hallway leading to the cafeteria
3. Redo the rosary out front around Mary
4. Support Kairos, HS and Elementary masses and any needs the school has to increase our Catholic Identity at Regina
5. Look to have more support groups or catholic speakers at Regina.

Thanks

scott

## **Building and Grounds completed projects and goals**

### 2018-19 Finished Projects

Playground

Storm Water Retention

Bathrooms

Site preparation for new building, tore down old buildings.

### 2019-20 Goals

Finish new educational wing

Fix side of gym

Finish site work

Start plans for pre-k center

Fix fencing



## **Policy 2019 Year- End Summary of Committee Action**

### **Policy Committee Goals for 2018-2019**

1. Review 1/3 of Policy Manual from dates 2016 school year. (Reviewed every 3rd year) - **Met.**
2. Review list of new Diocesan Policies. Make sure BOE has knowledge of them to ensure Regina is consistent/compliant with the practice. - **Met**
3. Review the policies that are in the Regina Handbook to ensure accuracy. - **Met.**
4. Stay current with evolving issues and evaluate the need for Policy VS. Procedure. - **Met.**

### **Goal was added to continue to be carried out in 2019/2020. Currently being addressed.**

5. Action Plan is to address if there are any inconsistencies between the By-laws and Policies to ensure Regina is in compliance.

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

**Policy 512.0 Dress Code:** Reviewed and no changes to policy warranted. Changes to handbook will be conducted by administrators. Recommend staff continue to enforce dress code requirements to students.

**Policy 205.0R Transfer of Board Records:** Reviewed and no changes warranted. All BOE records are retained by Executive Team Coordinator.

**Procedure of students participating in Simultaneous Activities:** Reviewed & modified.

Reviewed and Updated Policy changes from Diocese.

### **Diocesan Policy Manual**

Updates as of 11/2/18

The following policies have been deleted. **Removed from Regina's Master Policy Manual**

302 - Certification  
340 – Director/Coordinator of Catechetical Programs  
342 – Function of Director/Coordinator of Faith Formation, Director/Coordinator Youth Ministry, RCIA Coordinator, Adult Faith Formation Coordinator  
370.1 – Criteria and Guidelines for the Viability of Parish/Regional Faith Formation  
440.2 – Faith Formation and Youth Ministry Personnel (Evaluation)  
460 – Corporal Punishment Ban  
602 – Faith Formation Programs  
613.6 – High School Programs 9-12  
617.1 – Conformity Listing of Catechetical Texts and Series  
618 – Faith Formation Program for Students  
690.1 – Needs Assessment – Faith Formation Programs  
700 – Respect for Life - Students

The following policies have been amended (removing the words Schools Only/This policy shall also apply to Faith Formation Programs and/or minor grammatical changes):

370.2 – Accreditation of Catholic Schools  
409.1 – Hepatitis B Refusal Form  
508 – Child Custody  
508.1 – Child Custody/Student Records  
520 – Student Medication  
612 – State Reporting  
612.2 – Data Collection and Analysis  
710 – Health Services  
810 – Policy Statement of Tuition  
811 – General Tuition Guidelines  
910.0 – Asbestos Containing Materials

The following policies have been revised:

215 – Use of Parish/Interparochial School Facilities on the Lord's Day  
327 – Catholic Youth Education Formation Assessment Tool **If ACRE is used, will need to be approved.**  
360.1 – Non-Renewal Process **Not in current packet**  
407 – Medical Examination  
440.3 – Personnel Evaluations (Support Staff)  
501.1 – International Student Admissions  
503 – Admission or Retention of Students with Special Needs  
600.1 – Part-Time Students  
614.6 – Content Standards and BenchMarks  
819 – Bequests and Donations

The following policies are currently under revision:

213 – Chain of Command/Complaints or Concerns

302 (New) – Certification **Not completed.**

618 (New) – Textbook Selection for All Curriculum Areas Except Religion **Policy number used previously. Will get clarification from Diocese.**

619 – Textbook Selection for Religion

Middle School Curriculum (There currently is no policy governing what is to be taught at this level)

**POLICY 209.0R Complaint/Request for Information:** Reviewed. No changes warranted.

**POLICY 210.5R Board Members:** Reviewed. No changes warranted.

**POLICY 241.0R Policy on Nepotism:** Reviewed. No changes warranted.

**POLICY 410.0R Staff Assignment:** Reviewed. No changes warranted.

**POLICY 242.R Board of Education Calendar:** Addressed. Will continue to review as needed.

**Policy 901.0R Use of Buildings and Grounds:** Reviewed and Amended. The amended policy was passed at the June 25th, BOE meeting.

**Policy 206.0R Regina Inter-Parish Board of Directors/Board of Education Member Policy** Reviewed and Updated to comply with By-Laws. Added Parishes to include Coralville.

**By-Laws Article IV Section 4 Ex-officio Non-Voting Directors -** Reviewed.

Procedure of roll call modified. Ex- Officio members to be listed as Present when attending the monthly BOE meetings. They will not be counted as absent if not present.

**Policy 207.0R Board Committees** Reviewed. No changes necessary.

### **Policy Committee Goals for 2019-2020**

1. Review  $\frac{1}{3}$  of Policy Manual from dates 2017 school year. (Review every 3rd year).
2. Review new Diocesan Policies. Make sure BOE has knowledge of them to ensure Regina is consistent/compliant with the practice.
3. Review the policies that are in the Regina Handbook to ensure accuracy.
4. Stay current with evolving issues and evaluate the need for Policy VS. Procedure.
5. Review and address if there are any inconsistencies between the By-laws and Policies to ensure Regina is in compliance.

Respectfully Submitted by,

Janan Rustan  
Executive Committee Secretary  
Policy Chair

## Strategic Planning Year End Review 2019

Progress made;

- Bringing general awareness to a wider audience of the importance of enrollment to Regina's financial health.

- Began investing marketing dollars in promoting Regina's social media presence (Facebook and Instagram) to a target market of prospective parents/students in the Iowa City / Coralville / North Liberty and surrounding areas.

Will continue to research and provide recommendations:

- progress on a growth plan for Pre K.

- progress on messaging for a more proactive / broader Regina marketing campaign.

Submitted by Patrick Gavin

Vice Chair BOE  
Chair Strategic Planning

## Health and Safety Committee Yearly Summary for school year 2018-2019

- 1) Providing health Information and parent contact information to coaches: Carolyn Sueppel provides the health and parent contact information to coaches once the information has been received and updated from the parents to the appropriate coaches. Can student athletes participate in the current sport before the updated information is available?
- 2) AED and CPR training is currently required for coaches to maintain their certifications. Regina staff members get yearly updates on AED & CPR training. Review AED locations yearly.
- 3) Hitting and Weight Room facility: revisit who currently has keys and the interest in re keying the locks. Are doors still being propped open?  
The Policy Committee updated Policy 901. OR Use of Building and Grounds ( needs a total of three readings) with definitions of affiliated groups v non-affiliated groups, the Director of Finance and Operations or his/her designee manages the master calendar of building usage being consistent with the standards and policies of the Education Center and the Diocese of Davenport, etc. The Finance Committee is charged with setting the rental fee yearly. The Director of Finance and Operations recommends to the Board yearly contracts for use of the facilities organizations. Organizations renting the facility have the necessary Certificate of Insurance on file at Regina and signed up to date rental agreements.
- 4) Immunizations: In light of the recent nationwide measles outbreaks, Regina students are up to date on their measles vaccines. Regina Elementary is up to date on immunizations. Discussion followed on Jr-Sr High students being up to date on immunizations since some students may not have had their “boosters” to immunizations done at the time of the school audit.
- 5) Elementary / Preschool playground update. Once school had been released for the summer, demolition and tear out began of the existing playground and installation ensued of the new playground equipment with loose rubber mulch to be distributed under the equipment appropriately.
- 6) Vaping discussion: Currently the dangers of vaping is covered in Biology, AP Biology, Principals of Biomedical Science, Human Body Systems, JR High Via and Health, 8<sup>th</sup> grade Science and Anatomy, and Senior Seminar. Nancy Bonthias presented on Sunday 5/19/2019 to a limited number of attendees. Her discussion was informative and had great audience interaction. Talked about getting more education to the students in the upper grades of the Elementary and parent education. A few suggestions have been made involving parents at the respective Back to School nights and fliers with specific trusted websites. Also, notifying parents when the education unit is being covered in the school day to facilitate more active discussion at home.
- 7) Emergency Operating Plan was submitted. A big shout out to the committee members who worked hard to put it all together. Review in progress.

## **Pisa-Annual Reporting**

Each AFFILIATE will be required to submit a list of officers and plan for projected fund raising activities to the Regina Inter-Parish Board of Education each year prior to the beginning of the school year. A financial report including an income statement and balance sheet is required within 30 days of the affiliates fiscal year end."

Officers: Rachael Lacina-Co-President  
Rachel Scholze-Co-President  
Deb Schaffer-Treasurer  
Amy Nibaur-Secretary

Projected Fundraising activities

September: Mum Sales

October-Pumpkin Sales

October-November Butter Braids and Greenery Sales

These fundraising activities are done to provide funds for fine arts activities and some extra monies for the teachers. Our funds also go to helping pay for CCPA for our annual spring musical.

**Profit & Loss**  
**From 08/01/2018 to 05/31/2019**

	<b>Amount</b>
<b>Income – (Sales/Revenue accounts)</b>	
Christmas Greenery/Butter Braid/Cookies	7,885.54
Advertising Sales	525.00
Contributions - Unrestricted	2,575.00
Teacher Conference Bev/Snack Table	154.94
Mums Sales	4,456.00
Sales- High School Play	842.00
HS Play Concessions Income	298.00
Pumpkin Sales	615.00
Script Revenue	150.00
Shout Outs- High School Play	60.00
Stripe Revenue	19.12
Cake Auction	435.00
Ticket Sales- High School Musical	15,412.90
Ticket Sales- Junior High Play	1,149.00
Shout Outs- High School Musical	350.00
DVD Sales - High School Musical	188.00
Junior High Play- Shout Outs	120.00
Meet & Greet HS Musical	85.00
Pops Concert	889.00
<b>Total Income</b>	<b>\$36,209.50</b>
<b>Less Cost of Sales – (Direct Cost as sub type)</b>	
Mums Expense	2,069.70
High School Play Expense	1,013.46
High School Musical Expense	7,512.76
Pumpkin Sale Expense	377.84
Christmas Greenery/BB/Cookie Expense	4,823.48
Cake Auction, Supplies Expense	99.05
<b>Total Cost of Sales</b>	<b>\$15,896.29</b>
<b>Gross Profit</b>	<b>\$20,313.21</b>
<b>Other Income</b>	
Interest Income	238.76
Cash Box Start Up	0.00
<b>Total Other Income</b>	<b>\$238.76</b>
<b>Less Operating Expense – (Expense type)</b>	
Stripe Debit	20.79
Speech	391.98
Lego Club	78.56
Elementary Music	30.53
Awards	250.00
Junior High and High School Choir	159.46
PISA Board	195.95
Coffee House	35.80
Jazz Band (all levels)	250.28
High School Art	84.80
Elementary and Junior High Art	998.96
Contributions	250.00
Elementary Band	480.90
<b>Total Operating Expense</b>	<b>\$3,228.01</b>
<b>Net Profit</b>	<b>\$17,323.96</b>

**Balance Sheet**  
**As of 05/31/2019**

<b>Account Name</b>	<b>05/31/2019</b>
<b>Assets</b>	
<b>Prepayment</b>	
Prepaid Card- Junior High Play	1,000.00
Prepaid Card- High School Musical	1,000.00
Prepaid Card- Musical (Card #2)	1,000.00
Prepaid Card- High School Play	1,000.00
Prepaid Card- Speech	608.02
Prepaid Card- Elementary & JH Art	1.04
Prepaid Card- Elementary Band	1,000.00
Prepaid Card- Elementary Music	469.47
Prepaid Card- JH and HS Choir	840.54
Prepaid Card- High School Art	915.20
Prepaid Card- Debate	0.00
Prepaid Card- Orchestra	1,000.00
Prepaid Card- Jazz Bands	0.00
Prepaid Card- JH & HS Band/ Pep Band	1,000.00
Prepaid Card - PISA Board	894.05
<b>Total Prepayment</b>	<b>\$10,728.32</b>
<b>Bank Account</b>	
Checking	69,814.80
Hills Bank CD #3058	10,320.49
Hills Bank CD #4793	10,633.57
<b>Total Bank Account</b>	<b>\$90,768.86</b>
<b>Total Assets</b>	<b>\$101,497.18</b>
<b>Net Assets</b>	<b>\$101,497.18</b>



## **Finance Committee Goals - 2019/2020**

1. Engage group in meaningful discussion surrounding headcount projections and our recent two year trend. Evaluate the methodology of using headcount to project income and tuition.
2. Set tuition by February and develop a communication plan to socialize.
3. Create a working document to track construction budget and expenses on academic wing ensuring the project continues to fall within Diocesan policy and board approvals.
4. Continue to explore ways to share financials to the broad board and our parishes.
5. Create a working budget for the next budget year. This budget will include headcount projections, income and expense projections as well as including budget forecast for operation of the new academic wing.

AAV 9-23-19

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

Key:

X=Present

O=Absent

NA=Not a Member