

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, May 26, 2020
6:30pm Board Meeting Via Remote Access
Vision: *To foster excellence with faith, knowledge, and community*

Regular Agenda

- | | |
|---|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks- | |
| d. Approval of Minutes – April 28, 2020 | |
| 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. | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| VI. CAPITAL CAMPAIGN UPDATE | 10 minutes |
| VII. GROWTH AND VITALITY STUDY UPDATE | 10 minutes |
| VIII. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| IX. MEETING SCHEDULE (Refer to the Information Page) | |
| X. CLOSING PRAYER | 1 minute |
| XI. EXECUTIVE SESSION | 15 minutes |
| XII. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	6/23/20	6:30 PM	MPR
B. Executive Committee	3 rd Wednesday	6/17/20	5:30 PM	HS Library
C. Finance Committee	3 rd Wednesday	6/17/20	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	6/11/20	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 nd Tuesday	6/9/20	4:00 PM	HS Library
F. Catholic Identity Committee	3 rd Tuesday	6/16/20	4:30 PM	Room 409
G. Building & Ground Committee		TBA		Business Office
H. Strategic Planning Committee		TBA		
I. Health & Safety	3 rd Thursday	6/18/20	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	451	451	454	455	456	458	458	458
JR/SR	344	339	342	342	342	340	340	341	341	341
PreK	58	58	58	58	56	57	57	57	0	0

2019-2020 Tuition

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
Budget										
Elem	\$1,979,200	\$2,001,430	\$2,000,030	\$2,000,030	\$2,002,696	\$2,008,029	\$2,008,029	\$2,016,383	\$2,014,980	\$2,014,980
JR/SR	\$2,354,420	\$2,275,087	\$2,285,937	\$2,312,563	\$2,318,690	\$2,315,447	\$2,310,089	\$2,310,089	\$2,310,089	\$2,310,089
PreK	\$358,500	\$21,921	\$64,490	\$100,493	\$133,279	\$163,542	\$195,350	\$227,650	\$255,963	\$255,963

*Partial Month

I. UPCOMING DATES

Last Day of School May 28

II. PRAYER SERVICE/MASS SCHEDULE

III. Holy Days

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, April 28, 2020

6:30 PM

Virtual Meeting Minutes

I. Call to Order- Board of Education

a. Opening Prayer

- i. Father Witt provided opening prayer

b. Roll Call-

- i. Voting Members: Present -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: Alan Opheim, Glenn Plummer, Celeste Vincent

c. Chairperson Remarks- Shetler stated:

“ I just want to say thank you to our Regina Administrators who continue to lead and guide our faculty and staff through this time period with the virtual learning and meeting the needs of our students and families. Lots of positive comments and feedback and I believe it really sets us apart from other schools during this time frame”.

“As you are all aware, tonight is Alan’s last “official” board meeting in his current position. He is hanging up his hat at the end of the week as Director of Business Operations and I know that I speak on the behalf of everyone as I express our deepest gratitude and respect for Alan’s service and commitment to Regina!!! I wish we could have a huge celebration as a group (we will have to arrange for that later), but I want Alan to know that we wish him well as transitions to bigger and better things (more free time in general, and time with family). I appreciate Alan’s work on ensuring a relatively seamless transition of duties and helping us out during the interim with ongoing accounting needs, etc. Best of luck Alan and you are always welcome to join in on our board meetings if you decide you miss hearing from us! “

- d. Approval of March 24, 2020 Minutes. Fr. Witt moved to approve the March 2020 minutes,
Seconded by Fr. Adam, motion passed.

- e. Approval of April 28, 2020 Agenda- Rustan moved to approve the April 2020 agenda, seconded
by Nibaur, motion passed.

- f. Open to the Audience- N/A.

II. Administration Reports

a. Elementary - Vincent expressed her appreciation to the wonderful teachers and all that they are doing for the students to customize their needs. She has heard positive feedback from multiple families and read a few quotes from families.

*Formally recognized Alan with all his wonderful attributes and the hard work he has done for Regina.

*Special thanks to Father Juarez for being a parish partner and helping Regina throughout the years. Wishes him the very best.

*Shane has done incredible work behind the scenes. ie. virtual spirit week.

*Jess has worked very hard for families to stay connected.

*\$ 840 Box Top was collected which is very positive.

*Father Adam voiced he has also heard how grateful that families are for what Regina is doing.

b. Jr/Sr High - Plummer provided an update-met with Seniors twice via google meet. The majority of students desire to try to push back Baccalaureate and the graduation ceremony in hopes to have it be traditional. Tentative schedule would be a June date and if that didn't work due to COVID, they would look into dates for July. If it would be later than that, Regina may need to look into having a Virtual Graduation and Baccalaureate and potentially would be held at same time.

*Students are hoping to have Prom and a Lock in. Regina will try to make it possible if able to.

*Awards assembly- Lynn, Glenn and Tim are working to try to create videos to send out to families.

*NHS induction- Lynn is working with her leaders on a virtual forum.

*Online classes- a survey was sent out to parents. -results back. Glenn has emphasized to teachers to provide an extension of the due dates (1 week) without penalizing % taken off. Trying to be more lenient and understanding to what students are going through.

*Google meets with teachers twice a week. Tues and Fri morning for updates and answering any questions they might have.

*Discussed adhering to proper procedure in naming a physical part of building after a teacher.

*Thanked Father Rudy for all his support and welcomed him back to Regina anytime.

*Thanked Alan as well and indicated they both started at the same time at Regina with Glenn "winning" for who stayed the longest.

c. Enrollment - Report in packet.

d. Business Office - Report in packet. Opheim indicated that administrators have had multiple google meets to discuss transition. Transition Review to employees conducted to let them know who they would report to- either Celeste or Glenn and they have all gone well. Alan assured all that he would be around for any questions that arise. He thanked everyone who he has worked with over the years, especially Celeste.

e. Religious Education- Report in packet.

f. Foundation - Report in packet.

g. Boosters, PISA, Home and School- N/A

III. Old Business Update N/A

IV. New Business Discussion

a. **Approval of the Run for the Schools Contract.** 3-year contract. Run is held on Sunday. Parishioners are still able to attend mass other times, than race time. Alan serves on their board as an Ex-Officio. Michelle Winders will assume this role. Net \$12-15,000 per year. If they can't do a physical race, it will be held virtually as a contingency plan.

Rustan moved to accept the 3-year contract with the Run for the Schools. Seconded by Abusada. Motion passed.

b. Teachers Contracts:

The following persons are recommended for hire for the 2020-2021 school year.

Rustan Moves to approve the following Elem Contracts.

Kelly Starr

Jennifer McGrane

Michelle Pelechek

Barb Wilson

Mary Rockafellow

**Katy Lincoln
Doug Vollstedt
Alicia Andrews
Joan Ochoa
Bailey Wulf
Julie Rhomberg
Steph Foley
Morgan McDowell
Diann Zirtzman
Jorie Means
Lindley Visser
Kris Boulund
Jan Rudolph
Christine Ney
Erin Vorwerk
Krystle Davis
Rachel Scholze
Mary Duffey
Annie Chapman Brewer
Kris Rutt
Cara Richmond
Kyle Holderness
Gail Hensch
Pamela Miller-DeKeyser
Kristine Larson
Megan Glass
Julie Dailey
Seconded by Welsh. Contracts approved.**

The following teachers and staff members are being presented to have contracts approved for the 2020-2021 school year.

Rustan moves to approve the following contracts.

**Joan Belknap - Media Center/Teacher
Laurie Boland - Health, Religion, PE
Diane Coffin - Science
Shelly Conlon - Religion
John Demory - Art
Jeffry Ensign - Science
Tim Foley - Assistant Principal
Michele Goldsmith - Science
Beth Hill - Math
Kevin Kahler - Social Studies, Religion
Jacob Koch - English
Kimberly Martin - Resource
Marta McAndrew - Spanish
Clark McFerren - English
Conice McIntyre - Math**

Patrick Moeller - Business
Tom Nelson - Band
Allison Osweiler - Social Studies, Religion
Nancy Owen - English
Larry Pohren - Social Studies
Barb Reilly - TAG
Travis Richter - Choir
Joshua Rouse - English
Bryce Smeins - Activities Director
Katherine Sprengelmeyer - English, Religion
Matt Staab - Math, Science
Stacy Sueppel - FCS
Jennifer Wallace - Social Studies, Religion
Katie Welter - Math, Religion
Lynne Zoulek - School Counselor
Seconded by Abusada, Contracts approved.
Rustan moves to approve Morgan Goedken for Head Softball. Seconded by Shetler, contract approved.

c. New Business Item

MOTION

Villhauer Moved to approve Father Charles Adam as an alternative check signer on all of Regina Accounts with MidWestOne Bank and Hills Bank and Trust.

DISCUSSION

Father Rudy is the current second check signer, however, with his relocation from Iowa City in June, an alternative check signer is required. Sandra Feeney is the primary check signer. Seconded by Father Witt. Motion passed.

MOTION

Villhauer moved to Approve Father Charles Adam as the Registered Agent for the Corporate of Regina Inter-Parish Catholic Education Center, and Iowa City Fall Fun Festival, Inc.

DISCUSSION

Each corporation in the State of Iowa is required to list a Registered Agent. The primary duty of the Agent is to have a legally responsible person to receive official notices from senders. At Regina this has traditionally been a priest, and stays with the priest as long as they have an Iowa City presence. Seconded by Shetler. Motion passed.

V. Calendar and Discussion Items:

- a. **Board Chair - Shetler appointed Rustan to be head of the nominating committee for Board Officers. (Policy # 202 R Nomination Committee Policy).**

Rustan provided a review of current BOE membership terms. Rustan's position as Secretary, Policy Chair and Executive Team Member /Board Officer will need to be filled as this concludes her term. (6 years). Rustan requested any volunteers to fulfill positions of Board Officers to contact Rustan.

Rustan informed all that Welsh is interested in the role of Secretary. Rustan will compose a slate of nominations of Board Officers together and the Board will vote in May.

VI. Capital Campaign Update: Dumont stated that an email was sent out to families in regards to the Donor Wall Recognition and have received \$50,000. Great news- down to \$ 120,000 left to raise.

Site work will begin earlier than planned due to school cancellation. Dumont will coordinate with BTS and Mike Villhauer. Will shut down the East entrance and work their way to the back - are ahead of schedule.

Reference to Design/Build Agreement Between Owner and Contractor

Vilhauer provided motion-

Section 4.2 from the Build To Suit Agreement shall be amended by removing the name of Alan Opheim, and inserting the name of Glenn Plummer. Upon the change, the section shall read:

AS AMENDED

Section 4.2 The owner shall designate Glenn Plummer as his representative who shall be fully acquainted with the Project, and who has authority to approve changes in the scope of the Project, render decisions promptly, and furnish information expeditiously and in time to meet the Project schedule.

DISCUSSION

With Alan’s Retirement, per contract an employee needs to represent Regina when contacts with Build To Suit are needed or change order requests need authorization.

Seconded by Welsh, Motion passed.

VII. GROWTH and VITALITY STUDY UPDATE: Gavin provided an update from a virtual meeting with the Exec Team and Meitler on April 21st. Meitler was very impressed with the Regina Community. Meitler will meet with Exec Team May 19, 2020.

VIII. Committee Reports-

Finance Committee- Vilhauer stated that she has met with Opheim multiple times to address the Transition Period. Praised and thanked Alan as he has done a good job coordinating job duties until Regina has a replacement for him. Alan will continue to be available as needed as a consultant.

Health and Safety- Kloos awaiting direction from the school district and diocese in what types of screenings that will need to be conducted when school does resume.

IX. Meeting Schedule

- | | | | | |
|------------------------|-------------|--------------|---------|-----|
| a. Board Meeting | 4th Tuesday | May 26, 2020 | 6:30 PM | TBA |
| b. Executive Committee | TBA | | | |
| c. Finance Committee | TBA | | | |
| d. Policy/ Bylaws | TBA | | | |
| e. SIAC/Education | TBA | | | |
| f. Catholic Identity | TBA | | | |
| g. Building and Ground | TBA | | | |
| h. Strategic Planning | TBA | | | |
| i. Health and Safety | TBA | | | |

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

XI. **Executive Session**

Xli **Adjournment-** at 7:45 PM Father Juarez moved to adjourn the meeting,
Seconded by Rustan, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
May 2020**

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.

PILLARS OF FAITH- Rosina, Lifelong Faith and Lay Ministry Formation Coordinator, offered up a series from Notre Dame called the Pillars of the Church, McGrath Institute. This is part of baseline requirements for faith formation as a teacher for the diocese. We had a majority of staff participate in Google Meets after viewing the videos. We have completed Pillars I, II, and III with no cost. Thank you to Tim Foley who facilitated the meets for the center. This was a considerable investment of time at twenty-one hours of video viewing for the first three pillars. The format for our meets gave each person a chance to reflect and share on what they had learned/felt.

STANDARD #1 - VISION

IOWA DEPARTMENT OF EDUCATION- Glenn and Celeste have attended IDOE meetings that have been occurring twice a week since the closure began. They are now occurring once a week and including many more details. The meet on Thursday, May 21, centered around the governor’s proclamation for allowing baseball and softball.

GOVERNOR’S PRESS CONFERENCE- Attention has been given to watching as many daily updates as possible, so as to stay current and up to date on what is happening around our community and our state.

DIOCESAN PRINCIPALS’ MEETING- Glenn and Celeste continue to attend this weekly virtual meeting with the diocesan superintendent and the rest of the Davenport diocesan principals. This platform allows for discussion, planning updates, and sharing of ideas as we move forward.

CARES ACT/ESSER FUNDS (Elementary and Secondary School Emergency Relief Funds)- The Iowa Department of Education released guidance around the CARES Act and the allocations for public and non-public districts.

Glenn and Celeste attended a meeting with Iowa City Public School representatives- Amy Kortmeyer, Assistant Superintendent
Director of Curriculum, Instruction and Assessment, Diane Schumacher and
Director of Finance, Les Finger, on guidance for the distribution rules for these funds.
The process functions similar to submitting for title funds usage.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

TRACK AND FIELD- We had our annual Track and Field day, but it went virtual. Thanks to Kris Rutt for all of the creative ideas for students to have fun at home.

INSTRUCTION- During this closure, we have used a mixed platform to deliver instruction. We have worked hard to try and meet families where they are at in their personal lives. Great thanks to the teachers for preparing hard materials and on-line learning opportunities including Google meets

with their students. Teachers have also used phone calls, emails, post cards in the mail, some safe personal drop offs. We have been trying to customize what families need.

SIS-Student Information Systems. We will be changing from Power School to JMC for the new academic year. Thank you to Jess, Michelle H. and Michelle W. for their ground work behind the scenes to prepare for this transition. We have already been on two meets with the team from JMC, as they share concrete steps to complete for this transition.

One of the academic goals for next year will be training all K-12 teachers on this system.

ELL- English Language Learners. Julie Dailey, our Ell teacher, and building administrators joined on the end of the year update for ELL, LAU plans. Data is in on our ELPA21 results and Mrs. Dailey is getting information sent to parents. There will need to be plan updates that are submitted prior to school beginning. Due date is August 15th for the first draft of plans. This plan will be reviewed and submitted in conjunction with the “Return to Learn” Plan. Students served this year tripled from the year before for K-12 ELL programming.

STANDARD #3 – MANAGEMENT

HIRING- We have been conducting virtual interviews and working to fill our open positions. Thanks to the following persons who have helped with interviews thus far- Kelly Starr, Krystle Davis, Erin Vorwerk, Gail Hensch, Joan Ochoa, and Bailey Wulf. Updates later in the meeting for resignations and recommendations for hire.

REGISTRATION – Michelle and Lisa have been following up on families that did not submit registrations. They have narrowed it down to 9 families that we cannot reach at this time.

CONTINUOUS LEARNING PLAN-Both administrators submitted these plans to the state with details as to how we would carry out the continuous learning plan that we used for the rest of the year.

SRI (Student Reporting Information)- Spring data is due for the state. Administrators will work on completing this.

RETURN TO LEARN PLAN- Last year at this time we were putting the final touches on our Emergency Operations Plan. Now we will be working on the many components of our “Return to Learn” Plan that needs to be submitted to the state by July 1st. We will be forming a center-wide committee for this. Some discussion started with Health and Safety.

STANDARD #4 - COLLABORATION

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

GRANDPARENT DAY – Even though we were not able to hold this in person, we had many students reach out to their grandparents in a different and safe way.

VIRTUAL TOURS FOR INTERESTED FAMILIES- Thank you to Shane who is putting together some virtual tours that can assist Pam with interested families.

STANDARD #5 - ETHICS

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

STAFF GOOGLE MEETS- Since the closure, elementary staff have been having a meet every Tuesday at 9:00 a.m. to discuss updates, planning, and check in on one another. It has been good to see everyone and to let each person have time to give their co-workers an update.

HEALTH AND SAFETY- This committee met on Thursday, May 21 at 5:30 p.m. Discussion centered around the latest news from the IDOE meeting of summer softball/baseball and starting the “Return to Learn” plan.

SPECIAL EDUCATION- During this time of closure, there are still IEP update meetings being conducted by our AEA speech consultant and AEA school psychologist to meet requirements for meetings that would have been held in person. School teams are joining these meetings as needed.

STANDARD #6 - LEARNING COMMUNITY

PRESCHOOL GRADUATION – Since we were not able to have a formal get together, preschool students drove through the front circle with their families on Friday, May 22. They received their photo album, certificates, class pictures, graduation hat, program with their names, and songs they were to sing. Thank you to Mary and our preschool teachers who made this very special despite different circumstances. It was a priceless day as our oldest (seniors) were coming to collect their items and our youngest (preschoolers) were getting their items.

SIXTH GRADE PRAYER SERVICE- We could not let this milestone go by without recognition. Sixth grade teachers organized a special evening for our sixth graders on May 21 at 7:00 p.m. They prepared for a Google Meet with all 6th graders/families. They also organized their reflection essays into a book that each student would receive. Thank you to St. Wenceslaus who again donated a Bible for each 6th grade student. It was a very memorable evening and 6th grade teachers did a fabulous job with still coordinating the slide show for the meet.

MATERIALS PICK UP- A letter was sent to all families Prek-6th with directions for our last materials pick up of the year. Teachers boxed up personal belongings, final projects, and summer materials that will be picked up by families next week. The hard work that has been done behind the scenes by staff is incredible. There will be some celebration as our sixth-grade students pick up their materials- banners, balloons, pictures, and their special gift bag with their Bible.

ENROLLMENT SUMMARY

Ended the year at

K-64
1-51
2-75
3-66
4-68
5-71
6-63
Total=458

Outgoing

9 families (12 students) who are moving (in state/out of state/international)
1 family (2 students) going to neighborhood school
1 family (2 students) going to public
1 family (2 students) home schooling

Incoming CONFIRMED, as of May 22nd.

2020/2021
K-38
1-61
2-49 + 1 incoming + 1 requesting records
3-71 + 1 requesting records
4-63
5-68
6-68

**Still waiting to hear from 9 families, multiple attempts to contact.
We will continue to reach out to try to get an answer.

Regina Junior-Senior High School
Board Report
May 2020

Principal as Spiritual Leader

1. We are waiting to see if and when the Diocese will allow Mass to be held in our parishes. Once we get the go-ahead then Shelly and I will work on having a Baccalaureate Mass.
2. Many teachers are working on Notre Dame's Pillars of Faith course. This course fulfills one of the catechist requirements for teachers that was set forth by the Diocese.

Principal as Instructional Leader

1. Advanced Placement exams are complete. The format was changed this year to one question done online. Official numbers have not been released due to some issues with online testing. Make-up testing is the week of June 1.
2. Semester assessments were changed to optional due to learning being online. The assessments started last week and continue through the last day of school, May 28.
3. Our continuous learning format has been successful with a few needed tweaks if we face another school closure in the future. This process has possibly opened some different learning pathways for our students. Some areas we need to look at include feedback from students and teachers, technology, best practices for delivery of instruction, and academic integrity measures.

Principal as Administrator

1. We have no teaching openings at this time. Contracts will be put forward for approval.
2. Work continues on the master schedule for next year.
3. Spring state reporting is open.
4. Bishop Zinkula has given schools in the Diocese approval to participate in softball and baseball this summer. Communication has gone out to all 7-12 parents that contained the guidance issued by the Iowa Dept. of Education.
5. All districts and nonpublic schools must submit a Return to Learn plan to the IDOE by July 1. We will be convening a group to meet, as needed, to develop the plan. The plan will cause us to look at different formats for learning, but the only part that is to be approved by the IDOE concerns required learning in the event of another school closure. The application to be used for submitting the plan is not online yet so our requirements for what is to be reported may change.

Principal as Communicator

1. We changed our Awards Assembly to a Senior Awards Assembly and an Underclassmen Awards Assembly. Both were done by teachers submitting videos of the awards. Tim did a great job getting the individual videos together into one video.
2. Seniors turned in and picked up materials on Friday, May 22. All other students are scheduled to do the same on Friday, May 29.
3. Congratulations to our Class of 2020 graduates. It has been a privilege to work with them over the past six or more years.
4. Mark Schomer was honored as the Regina recipient for the KWWL Best of Class.
5. Abigail Burger was honored as Regina's recipient of the Governor's Scholar Recognition Program.
6. Abigail Burger was Regina's nominee for the Des Moines Register's Academic All-State.

**Admissions
Pam Schowalter
May 2020
Board of Education Report**

Elementary K-6: 458 students/ Jr./Sr. High 7-12: 341 students

Total: 799 students

K	1	2	3	4	5	6	7	8	9	10	11	12	Total: April 2020
64	51	75	66	68	71	63	59	72	44	64	54	48	799

Elementary K-6: 458

Jr. High 7-8: 131

Sr. High 9-12: 210

Total: 799 students (our numbers are +3 students since February)—one student enrolled due to our E-learning offerings

Parishes—thank you to all four of our parishes for allowing Regina to stay connected with weekly articles/bulletin notices. During the summer months, Regina will submit bimonthly to the parish bulletins/social media.

Upcoming Topics:

June 9th/10th—Congrats to our 6th grade students as they prepare for Jr. High

June 20th/21st—Father’s Day Tribute

Virtual Tour Update—Elementary Virtual Tour is complete—waiting on administrative approval. Jr./Sr. High--outline and script submitted for Regina Jr./Sr. High virtual tour—shared out with Marketing Director—status—looking to be completed by May 29th.

Financial aid--assisting past recipients and new families with this information. Deadline has been extended through July 15, 2020.

Student Ambassador application deadline was extended through May 22nd. The 2020-2021 list of Student Ambassadors will be released June 1, 2020.

Incoming Kindergarten Students will receive a June mailing.

International Students—working with them as they tackle E-learning and meeting graduation requirements for international seniors. Extending health insurance for students that are unable to return home—school year health insurance expires June 15,2020. Summer host families are all set

Enrollment inquiries for this school year are ongoing. Our local community is quite interested in our E-learning. With schools closed, student transcripts are currently unattainable.

Projects in the works: Elementary and Jr./Sr. High spreadsheets on students that have been accepted, pending or pipeline. Follow ups are happening.

Kindergarten inquiries and tours are being followed up on and questions are being answered. Lots of unknowns due to the Covid-19 Virus.

Admissions Higher Education Classes through Dayton:

University of Dayton-Moving Your Catholic School Forward NOW: How to Create a Plan of Action to Face COVID-19 Challenges through People Engagement—5 online classes

Foundation Monthly Report
Kecia Boysen
Executive Director

Capital Campaign Phase 1 Continuation (as of 5/12/2020)

Remaining cash pledges to be fulfilled (63 donors):	\$ 176,148
Cash on Hand	\$ 1,041,318
Lead pledges to be fulfilled:	\$ 52,601
New Cash pledges to be fulfilled:	\$ 531,261
Total:	\$ 1,801,328

*total reflects \$77,258 (29 donors) written off

(In kind pledges not included in total): \$ 75,000

Phase 1 Continuation total: \$2,872,061 (lead pledges plus new money raised during continuation phase)

\$1,022,061 raised toward \$1,100,000 (\$77,939 left to raise)

Matt, Jason, Kecia, Shelley and Mike Villhauer of BTS had another conference call with Bryce Carlson, of ASI, on 5/14 to sign-off on the Donor Appreciation Wall in the new Education Wing. The email appeal sent on 4/20 and the bi-weekly construction updates with the donor wall push have resulted in **\$64,950 (20 donors)** making new or additional donations so they could be on the wall. We will be finalizing the contract with ASI in the next couple of weeks so fabrication can proceed.

Excellence Fund (annual appeal)

- 2019-2020 Excellence Fund as of 5/15/2020: **\$399,019 (632 donors)**
- Last year at this time: **\$356,232 (659 donors)**

The 2019-2020 FY-End appeal was mailed Friday, May 18 & Monday, May 11 to the following segments:

- Current Donors: 193
- Major Donors: 149
- LYBUNTS: 186
- SYBUNTS: 196
- General Donors (Parents): 270
- LYBUNTS businesses: 30
- TOTAL: 1,025

GreenState Credit Union Give & Grow: As of Friday, May 8 we reached our \$7,500 match goal with \$8,381 donations to Regina through the program. The 2020 initiative runs April 13- May 15 so additional donations may be received.

Match challenges: The \$2,500 match challenge from an anonymous donor will begin the week of May 18. An additional \$5,000 match challenge from Chad & Leslie Keune/Advantage Custom Builders will be used to leverage FYE donations in June.

Remaining Fiscal Year-End Schedule 2020

- Week of June 1 – Begin FYE Calls to donors
- Thursday, June 18 – FYE Phone-A-Thon
- Tuesday, June 30 - END of Fiscal Year
- Friday, July 10 – Last donation accepted for FYE (unless dated June 30 or before)
- Thursday, December 30, 2020 – All pledges for FY 2019-2020 due

Business Partners Appeal: Last year the Business Appeal raised \$12,200. We are currently at \$4,500. We will review the list of Business LYBUNTS to determine which businesses should receive personal follow-up calls. Due to the impact of COVID-19 we will not be calling businesses that have not given before. The Development Committee also suggested we include all the businesses that gave last year in the Business Partners Directory to show our support for them during these uncertain financial times.

Planned Giving

To date we have received 15 of 57 responses.

Committee Meetings

- Development Committee – Met via Zoom on Tuesday, May 12 (minutes attached). Next Meeting: 4 p.m., Thursday, June 4.
- Foundation Executive Meeting - Next Meeting: 11 a.m., Wednesday, June 10.
- Foundation Board Meeting – Next Meeting: 4:30 – 6p.m., Tuesday, June 16.

Donor meetings & calls

- Visits/calls of note: John & Kathy McKillip (major donor & capital campaign gift); Stan and Ginny Laures (capital campaign gift); Jim & Ann Swaner (capital campaign gift); Tom & Patty Gahan (memorial gifts); Joe Riddle (alumni donor); Jenny Olson, MidWest One (major business donor); Emily Bahnsen, Krause Gentle Foundation (major business donor).

Other

- Visibility in the Regina community (goal = at least 2 events per month) = April/May: School closed due to COVID-19.
- Hills Bank deposited PPP loan funds into the Foundation account on April 22, 2020. The loan proceeds must be used to cover payroll/benefit costs, and most mortgage interest, rent, and utility costs over the 8 week period after the loan is made.

Upcoming Events/Important Dates

- Scholarship Luncheon - postponed until Fall or Spring 2021
- Scholarship application deadlines:
 - Seniors – April 15, 2020 - students notified in May
 - K-12 – May 15 (to align with STO dates) – selection process in June & students notified in July
- Regina Record – to print week of May 25
- Impact Report – theme “Another Decade of Excellence” – to print week of Sept. 7 (tentative)
- Alumni Awards Luncheon Friday, October 2, 2020
- Regal Eats Saturday, October 17, 2020
 - Elks Lodge
- Donor Appreciation Celebration 5 – 7 p.m., Sunday, November 1, 2020
 - Ted Pacha Family Club, Kinnick Stadium

Policy Committee Report
5/14/2020

Policies Reviewed:

101.0R Equal Opportunity and non- discrimination Policy Grievance

-Reviewed May 2020 no change needed

440.1R Eval of administrators of REGINA

-Will change word President to Administrators

-Reviewed May 2020

418.0R Temp Leaves of Absence with pay.

- Reviewed May 2020 no change needed

680.0R Wellness Policy

-Reviewed May 2020 no change needed

-This policy will require another type of review by 2021 to meet state requirements

682.1R PE Waiver

-Reviewed May 2020 no change needed

801.0R Budgetary adjustment

-Reviewed May 2020 no change needed

902.0R Non smoking Policy

-Reviewed May 2020 no change needed

903.0R Affiliate Relationships

-Reviewed May 2020 no change needed

912.0R Naming of Campus Facilities, programs, and Events.

-Reviewed May 2020 no change needed

1001.0R Media Release of info

-Will replace "crisis plan" with Emergency Operation Plan (EOP)

-Reviewed May 2020 no change needed

Respectfully Submitted,

Janan Rustan

Policy Chair / BOE Secretary

Health and Safety Meeting

Members: Glenn Plummer, Celeste Vincent, Melinda Shetler, Dr Nugent, Sue Kloos

We had a great discussion about the COVID-19 virus. I thank everyone for your input and thoughts. Initially, the focus is on the end of the year activities including planning a high school graduation, 6th grade virtual Mass, etc. Our students and staff show amazing resilience.

Discussed the recent announcement of baseball and softball starting with an abbreviated schedule and playoff schedule. There are a set of guidelines outlining in part not using the dug outs during practice, social distancing for the players and fans and players monitoring their temperature and screening for symptoms before attending games or practices. No concessions. No sports for junior high students. Parents would be asked to stay in their cars when dropping off or picking up players from practices. Other summer activities might include an Art Camp by Mr Demory. Did share some preliminary thoughts on how that could happen with social distancing, not sharing supplies and possibly distribute campers among two classrooms, etc.

Return to Learn Plan was discussed with preliminary plans that are subject to change as the reality of returning to school evolves. It highlights 8 key areas that focuses on the safety of students in general and medically fragile students as well as the Regina staff and their families / special focus on staff with increased comorbidities for contracting the COVID-19 virus.

We had some basic discussion on PPE (personal protective equipment) including masks and shields, sanitizing, hand washing, social distancing, and toilet paper.

Dr Nugent shared that the state as a whole is doing better than some models had predicted. We touched on the thought of a second wave of the virus about the time that flu usually sets in here in Iowa besides the usual flu season. (November to early December)

We may need to increase the frequency of Health & Safety Committee meetings as well as forming sub committees and also relying on local experts whose children attend Regina.

We are in this Together!

Sue Kloos
Chairperson of the Health and Safety Committee