

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, October 27, 2020  
6:30pm Regular Board Meeting  
**VIRTUAL MEETING via Google Meet**  
*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 - Sept 22, 2020  |            |
| 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  |
| a. Vote on amended booster bylaws   |            |
| b. Vote to amend policy 242.0R for 20-21 year<br>-related to motion from last month regarding approval of chair<br>for Building and Grounds Committee |            |
| <b>IV. NEW BUSINESS DISCUSSION</b>  | 10 minutes |
| a. Committee Chairs – Present yearly goals and action items.  |            |
| b. Calendar review for ancillary groups per diocesan policy 830.  |            |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>   | 10 minutes |
| a. Finance Committee-Begin the budgeting process. Contact the<br>Pastors and invite them to the meeting.  |            |
| <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	11/24/20	6:30 PM	Google Meet
B. Executive Committee	3 <sup>rd</sup> Wednesday	11/18/20	5:30 PM	HS Library
C. Finance Committee	3 <sup>rd</sup> Wednesday	11/18/20	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	11/12/20	9:00 AM	HS Meeting Room
E. SIAC/Education Committee		TBA		
F. Catholic Identity Committee	3 <sup>rd</sup> Tuesday	11/17/20	4:30 PM	Room 409
G. Building & Ground Committee		TBA		Business Office
H. Strategic Planning Committee		TBA		
I. Health & Safety	3 <sup>rd</sup> Thursday	11/19/20	5:30 PM	HS Library

**II. ENROLLMENT**

**2020-2019 Month-by-Month Comparisons**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	456	460	461							
<b>JR/SR</b>	354	351	353							
<b>PreK</b>	44	38	39							

**2019-2020 Tuition**

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
<b>Budget</b>										
<b>Elem</b>	\$1,931,400	\$2,078,920	\$2,169,889							
<b>JR/SR</b>	\$2,722,599	\$2,363,544	\$2,372,391							
<b>PreK</b>	\$358,500	\$4,190	\$23,186							

\*Partial Month

**I. UPCOMING DATES**

Parent Teacher Conferences K-6	Nov 5	2:00pm
Parent Teacher Conferences 7-12	Nov 5	4:00pm
No School	Nov 6	
Parent Teacher Conferences K-6	Nov 6	8:00am
Parent Teacher Conferences 7-12	Nov 6	8:00am

**II. PRAYER SERVICE/MASS SCHEDULE**

Mass 10 <sup>th</sup> grade	Oct 28	12:50pm	MPR
Mass Rouse VIA	Nov 4	12:50am	MPR
Mass 9 <sup>th</sup> grade	Nov 11	10:50am	MPR
Mass Sprengelmeyer VIA	Nov 18	12:50pm	MPR

**III. Holy Days**

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

Tuesday, September 22, 2020  
Virtual meeting via Google Meet

### REGULAR MEETING MINUTES

- I. Call to Order
  - a. Opening Prayer by Fr. Sia.
  - b. Roll Call – (absent members in parenthesis):
    - i. Ellen Abusada, Fr. Adam, Fr. Beckman, Chris Clark, Andy Cutter, Lisa Dutchik, Patrick Gavin, (Annette Goodheart), Sue Kloos, Scott Nibaur, Melinda Shetler, Fr. Sia, Angela Villhauer, Jason Wagner, Todd Waikel, Alaina Welsh, Fr. Witt.
    - ii. Ex-Officio Members Present – Glenn Plummer, Celeste Vincent, Pam Schowalter, Kecia Boysen, Kelly Starr, Carolyn Brandt, Michelle Goldsmith, Julie Rhomberg, Stacy Sueppel
  - c. Chairperson Remarks – by Melinda Shetler.
    - Welcome to Todd Waikel from St. Wenceslaus, replacing Jason Dumont on the BOE.
    - Special thanks to Fr. Witt for the teacher/staff appreciation lunch to be hosted later this week.
    - Reminder to all BOE members to refer to Policy Series 200, especially Series 207, regarding BOE member participation in at least one committee.
    - All of the policies can be accessed on your Regina Google Drive.
  - d. Approval of Minutes –
    - o August 25, 2020 - Regular meeting minutes
    - Motion to approve made by Fr. Witt. Second by Fr. Adam. All in favor
  - e. Approval of Agenda –
    - o Motion to approve by Fr. Witt. Second by Abusada. All in favor.
  - f. Open to the Audience – None
- II. Administration Reports
  - a. Elementary Report – Details in the distributed BOE packet. Additional comments by Mrs. Vincent unless otherwise noted:
    - Thank you to Mrs. Rhomberg for being the elementary teacher representative to the BOE this academic year.
    - Special note made regarding how wonderful it is to see the kids laughing and really settling into the new school year.
    - Continued hard work every day by every person!
    - Thank you to Mrs. Starr for her work on the master schedule to accommodate all the special COVID needs this year.
    - A lot of new families (>50) to the elementary in addition to the new kindergarteners.
    - Currently a wait list for the elementary.
    - 84% of students are in person or hybrid and 16% are full time online.
    - Mrs. Rhomberg expressed gratitude to be back in the building and back to teaching. Noted the extra work being done by the teachers. Never any down time during the day. A lot of non-contracted hours being given by the teachers to make this year a success. They are tired, but willing to do what it takes.
    - Sue Kloos – Inquired how things were going managing both in person students and online students at the same time.

- Mrs. Vincent said it was very much like a production. Mrs. Rhomberg noted the teachers cannot move around the room or they lose visual of the online students. There is some difficulty evaluating the academic level of the at home learners and challenges keeping them engaged, but progress is being made on both.
  - Mrs. Starr noted there are challenges to preparing materials for pick up in advance for the online students. Less tech problems the past couple of weeks. Feels the teachers are really finding their groove.
  - Scott Nibaur – Inquired how lunch would be managed when the weather turns cooler.
  - Mrs. Vincent said they will need to get creative and will likely need to utilize classrooms during lunch time.
- b. JH/SH Report – Details in the BOE packet. Additional comments by Mr. Plummer:
- Homecoming will be the week of October 4<sup>th</sup>.
  - Homecoming dress up days and activity day will still take place, but no dance this year due to COVID.
  - Italy 2022 trip planning has begun.
  - State has provided clarification on how to calculate absences.
  - Regina has had no positive COVID cases so far this school year.
  - Three students finished quarantine after confirmed exposure outside of school.
  - Very proud of the students and the families for doing what is right and what is for the greater good.
- c. Enrollment Report – Details in the BOE packet. Additional comments by Pam Schowalter:
- Attending webinars on how to structure a virtual kindergarten round- up if necessary, in February 2021.
  - Student Ambassadors will do more personal contacts this year such as sending holiday cards because in person volunteer opportunities will be few.
  - A few applications have already been received for next school year since the word is out that there is a waiting list for the elementary now.
- d. Business Office – Comments by Angela Villhauer
- Nothing new to report
- e. Religious Education – Report in the BOE Packet. Additional comments by Carolyn Brandt:
- First packet distribution occurred last night.
  - Packets included crafts, calendars, lesson plans and worksheets.
  - Another packet will be distributed in two weeks and then monthly for the remainder of the semester.
  - 52 kids are enrolled this year. That is almost half of the usual numbers.
- f. Regina Foundation – Report in the BOE packet. Additional comments by Kecia Boysen:
- Foundation Board met last night and voted to keep the Excellence Fund goal at \$450K for this year.
  - 2020-2021 Excellence Fund to date is \$56,760.
  - A number of usual fundraising events will not be able to take place this year such as the Regal Eats.
  - Alumni recognition event will still take place during Homecoming week this year.
- g. Boosters, PISA, Home & School – Committee Reports
- Reports in the BOE packet.
- III. OLD BUSINESS – None

- IV. NEW BUSINESS – Booster Bylaws Review & Discussion
  - Parts of Policy 830.0 need to be incorporated into the bylaws. Welsh to add.
  - Additional language needs to be added regarding the use of the Regina logo. Welsh to add.
  - Wagner and Dutchik to craft additional language pertaining to the audit and financial checks and balances.
  - Boosters typically help pay for transportation to athletic events, ground maintenance below the fence line and special projects/requests.
  - The revised bylaws will be reviewed again at the October BOE meeting.
- V. CALENDAR AND DISCUSSION ITEMS
  - a. Committee Chairs – work on setting yearly goals and action items to be presented at October Board meeting. See Policy 207.
- VI. CAPITAL CMAPIGN UPDATE – comments by Kecia Boysen
  - Approximately \$2K cash on hand.
  - Have started drawing on the line of credit at Hills Bank to pay final invoices.
  - Foundation will pay out monthly to Regina as contributions are received.
- VII. COMMITTEE REPORTS –
  - a. Scoot Nibaur is still looking for his replacement as chair of the Catholic Identity committee.
  - b. Plea for additional members to the Policy committee.
- VIII. MEETING SCHEDULE – no changes - See BOE packet for current schedule
- IX. CLOSING PRAYER – by Fr. Witt
- X. EXECUTIVE SESSION – None
- XI. Adjournment – 7:33 PM
  - o Motion to adjourn by Fr. Sia. Second by Abusada.  
All in favor, none opposed.

Respectfully Submitted by  
Alaina Welsh  
BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
October 2020**

**FACILITATOR OF FAITH COMMUNITY**

**PRAYERS:**

Prayers for Board Member Angela Vilhauer and her family. Angela's mother-in-law, Mary Villhauer, passed away on September 24, 2020.

**SERVICE PROJECTS:**

For our October service project, the elementary collected a total of over 1300 pounds of food and non-perishable items and \$27.00 in monetary collections to help those in need at the Johnson County Crisis Center.

**PRIESTHOOD SUNDAY:**

We offered special blessings on September 27<sup>th</sup> to our priests. This is a special day set aside in the United States to honor the priesthood. It is a time to thank priests who have impacted our lives in so many ways. We say thank you for all that they have given to us through their priesthood. We are thankful for Father Beckman, Father Sia, Father Witt, Father Guillermo, and Father Adam. Thank you for helping our students and our school. We appreciate all that you do.

**NATIONAL VOCATION AWARENESS WEEK:**

The week of November 1<sup>st</sup>-7<sup>th</sup> is National Vocation Awareness Week. We will be praying for more persons to answer the call to a religious vocation.

**STANDARD #1 - VISION**

**PANORAMA STUDENT SUCCESS:**

Administrators have been utilizing the new state data collection tool for FAST testing. Student Success provides new data and information related to progress monitoring and intervention logging for literacy.

**DIOCESAN PRINCIPALS' MEETING:**

This will be held the week of October 26<sup>th</sup>.

**TECHNOLOGY PLANNING:**

Administrators continue to work with our Technology Director, Jess Pizana and online help coordinator, Shannon Lynch, to facilitate technology infrastructures as building needs change.

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

### **FAST ASSESSMENTS:**

Teachers finalized Fall Screening for FAST. Interventions for students “persistently at risk” have started.

### **PROFESSIONAL DEVELOPMENT:**

Administrators have secured titles funds to provide year-long professional in-service for teachers including:

Keynote- “Fostering Resilience in the Midst of Unpredictability”

Book Study- “Fostering Resilient Learners”

Virtual PD/Consultation throughout the year.

### **LEARNING TEAMS:**

Administrators are working diligently with all the different learning teams to hear needs, challenges, and for brainstorming.

### **PARENT-TEACHER CONFERENCES:**

Conference schedules have been sent home. Conferences will be held virtually on November 5<sup>th</sup> and 6<sup>th</sup>.

## **STANDARD #3 - MANAGEMENT**

### **DIOCESAN REPORTS:**

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

### **SCHEDULE:**

Administrators continue to work and rework the “COVID” master schedule as we continue to evaluate what is working well and what may need to be changed for sustainability.

### **STATE REPORTS:**

Mandatory state reports have been completed for the month of October.

## **STANDARD #4 - COLLABORATION**

### **FIRE PREVENTION:**

This month is Fire Prevention Month. Third grade had a virtual visit with the fire department and alum, John Crane.

### **STAFF APPRECIATION:**

Staff Appreciation week will be celebrated on Nov. 9<sup>th</sup>-13<sup>th</sup>. We are grateful for our dedicated staff.

### **BOOK FAIR:**

Home and School will sponsor a virtual book fair from November 5-17.

## **STANDARD #5 - ETHICS**

### **EVALUATION:**

Professional staff are meeting with their administrators and submitting professional goal setting plans. Administrators are currently working on observations and formal class evaluations for the fall.

### **FLU CLINIC:**

Regina Education Center offered a flu clinic for staff and their families on October 7<sup>th</sup>. Thank you to Michelle Winders for coordinating.

### **HEARING VAN:**

The hearing van will be at Regina on November 28<sup>th</sup>.

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

### **NO CLASSES:**

November 6<sup>th</sup> – due to Parent/Teacher Conferences

November 25<sup>th</sup> –27<sup>th</sup> -- Thanksgiving Break

### **KINDERGARTEN ROUND-UP:**

Administrators will work with admissions on how to start planning for a virtual round-up and additional plans for enrollment during COVID times.

### **ENROLLMENT SUMMARY as of Friday, October 23<sup>rd</sup>:**

K – 53

1 – 61

2 – 63

3 – 71

4 – 72

5 – 72

6 – 69

Total Elementary Enrollment = 461

\*We have two students starting Monday, which will take the total enrollment to 463.



**Regina Junior-Senior High School**  
**Board Report**  
**October 2020**

**Principal as Spiritual Leader**

1. The 7-12 Service Day (Jr-Sr Service Day this year) is Friday, Oct. 30. Mrs. Conlon has made many changes this year due to COVID-19. This includes the day only being for 11th and 12th grade students and any assigned work only being done outdoors.
2. Our monthly faculty prayer services have changed due to COVID-19. This month's prayer service fell on the same day as the Memorial of St. Teresa of Avila so we did a reading on her life and prayer with a reflection aimed at teachers - How do you provide both a loving and challenging environment in your classroom?
3. There are discussions about reviewing and revising the Diocesan Religion Curriculum. There is a Diocesan Principal meeting on Oct. 27 where there should be more information on this.
4. Our weekly celebrations have been altered this year, but we still have weekly Mass. Mass is celebrated with one individual classroom per week. Thank you to Mrs. Conlon for organizing this and to our priests for their tremendous flexibility and understanding.
5. Christmas Basket Project preparations are well underway. Students will meet their families on Oct. 25.

**Principal as Instructional Leader**

1. The PSAT is traditionally administered by now, but the College board gave a January testing option and we are going with it.
2. We will no longer utilize the Iowa Assessments as all nonpublic schools are required to implement the ISASP this school-year.
3. The first semester midterm is Oct. 23. Teachers will be communicating with parents/guardians of students with a D or F.
4. I am waiting on the state and national reports to complete the ACT Profile for the Class of 2020.
5. Teachers are taking part in two book studies this year. They are The Distance Learning Playbook and Cultural Competence Now. Groups meet once a month for discussion.

**Principal as Administrator**

1. Assurances, CSIP, and COVID-19 information were approved under the Consolidated Accountability and Support Application (CASA).
2. The Student Reporting in Iowa and Certified Enrollment were submitted through the DE Portal.
3. Fall BEDS was opened last week and must be submitted by November 13.
4. The K12 Desk Audit requirement has been waived this year due to COVID-19.
5. Applications for Title IIA and Title IV funding were submitted to ICCSD.
6. Parent-Teacher conferences will be held on Thursday, Nov. 5 from 4-8 and Friday, Nov. 6 from 8-12. Conferences are online this year and must be scheduled using our online program (instructions were sent home) for both dates. Mr. Foley worked with our scheduler to integrate Google Meet with the program.

7. I continue to attend the River Valley Conference Principal and Board of Control Meetings. The conference is looking at a possible expansion.
8. Enrollment Summary (10/19)
  - 7 - 65
  - 8 - 62
  - 9 - 64
  - 10 - 46
  - 11 - 63
  - 12 - 53
  - Total - 353

### **Principal as Communicator**

1. The Robotics team has started practices. They are waiting to hear about competitions.
2. Typical TAG opportunities may be reduced or modified this year due to COVID-19. The activities for high school students include Quiz Bowl, History Bowl, Science Bowl, Poetry in Public, Scholastic Art & Writing, UI Chemistry Exam, Chemistry Olympiad, and Math team and contests. Junior High students are entered in the Duke 7th Grade Talent Search, Belin Blank BESTS Test, Thinking Cap Quiz Bowl, America Answers, Scholastic Challenge, Ameslab Science Bowl, Poetry in Public, Scholastic Art & Writing, and Belin Summer Institute. In addition, academic programming including acceleration, summer courses, and post-secondary courses are made available to our students.
  - a. Duke TIP has been suspended for 2020 and likely again for 2021.
  - b. Belin Blank BESTS has not opened enrollment this school-year. Notification letters will be going out by the end of October.
  - c. Registration was completed for HS and JH Science Bowl teams. Mr. Foley is working on getting students to join the teams.
3. Email Mr. Plummer ([glenn.plummer@regina.org](mailto:glenn.plummer@regina.org)) if you are not receiving his monthly newsletter via Smore.
4. The 2021 Italy trip (formerly 2020 Italy trip) is still scheduled to go this spring break, The 2022 Italy trip is scheduled for next school-year.
5. Mr. Foley is in the preliminary stages of planning this year's senior trip. He is working diligently to have multiple back-up plans for the trip.
6. The Activities Report should be submitted by Mr. Smeins as a separate report.

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

Current numbers for the 2020-2021 school year

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
53	61	63	71	72	72	69	65	62	65	46	63	53	815 accepted

2020-2021—Elementary—K-6: 461 students Jr./Sr. High 7-12: 354 students

**Total: 815 students**

2019-2020-- Elementary K-6: 458 students, Jr./Sr. High 7-12: 341 students

**Total: 799 students**

**Elementary Capped #'s** will change this year due to the square footage in the classrooms and the requirements for social distancing.

**Waitlist**-We continue to add names to our current waitlist for all elementary grades.

**RECRUITMENT**

**Parishes** Regina parish inserts were shared with all parishes. These can be displayed electronically with their online bulletins and/or their web pages. Hard copies were given to St. Thomas More and to St. Wenceslaus.

**Virtual Tour Update**—Elementary Virtual Tour is complete and on our web page Jr./Sr. High Virtual Tour is complete and on our web page.

**Tours**—still continue in the Regina Jr./Sr. High.

**Student Ambassadors**—met on October 13<sup>th</sup>. Our virtual meeting was held at 7:30 AM. We have 60 student ambassadors this year. All ambassadors need to complete three service projects throughout the school year. Our next virtual meeting is scheduled for November 10<sup>th</sup>.

Student Ambassador October Service opportunities included:

- Handwritten Foundation postcards-350 cards
- Fall card to all area preschools/day cares—45+cards
- New Family Fall card with car decal to share Regina pride—all preschool, kindergarten and new 1<sup>st</sup>-12<sup>th</sup> grade families received this mailing 140+cards
- Handwritten cards for all elementary, junior high and high school teachers (60+) along with assembling and distributing treat bags for Thursday and Friday parent/teacher conferences on November 5<sup>th</sup> and 6<sup>th</sup>

- Assembled preschool Halloween Treats from Admissions and Student Ambassadors (38 preschool students)
- Bulletin Board for Student Ambassadors for October Service Projects
- —over 90+ service opportunities for the month of October will have been completed by Regina Student Ambassadors.

**New Student Families grades 1-12**—additional new families received a phone call checking in with them once their family started at Regina.

**Kindergarten Round Up** is scheduled for Thursday, February 18<sup>th</sup> this year. Admissions viewed webinars on suggestions for Open Houses and Round Ups. Three take away suggestions for Regina were compiled and shared with administration.

We are currently accepting applications and working on invitations for Kindergarten Round Up—Feb. 18, 2021.

Families that are currently registered for Round Up will receive three contacts prior to their Kindergarten Round Up Invitation: Thanksgiving card (November) Christmas card (December) and Catholic Schools Week (January) letter.

## **RETENTION**

**International Students**—all of them have returned or are doing high school virtually. Three will be doing online learning from their country and hope to return to in class learning second semester. Weekly grade reports are being sent to the Diocese of Davenport. Three of our international students will graduate this year.

**Exit Surveys**—results were shared with administrators late September. Board of Education President received Exit Survey results on Thursday, October 22<sup>nd</sup> to share with BOE Executive Board. A lower number of exit surveys returned this year.

**Student Ambassadors** will receive an appreciation treat on October 30<sup>th</sup> for all their great efforts at service.

**Follow Up**--All families that reached out to Regina this year will receive a Christmas card, as well as a Catholic School's Week letter. We will also notify them when registration for the 2021-2022 school year takes place and financial aid/scholarship information and deadlines.

**Discover Regina Jr. High** --will be a video this year sent to all 6<sup>th</sup> grade current families and families who have an incoming 7<sup>th</sup> grade student next Fall. This will be shared in February 2021.

**Discover Regina High School**-- will be a video this year sent to all 8<sup>th</sup> grade current families and families who have an incoming 9<sup>th</sup> grade student next Fall. This will be shared in February 2021.

## **RECAP OF OPERATING RESULTS FOR FISCAL YEAR ENDING JUNE 30, 2020 AND A LOOK AHEAD**

The financial status of Regina Catholic Education Center is solid and positive as FY 20 comes to a close. As in all areas of today's environment, the school has seen many challenges since March 13, 2020 with Covid-19 seemingly taking over all of our lives. Regina is no different.

It is, however, through the strength and resolve of our Parishes and parents that we ended the fiscal year with optimism as we move into the next fiscal year. All Parish contributions had been paid at June 30, 2020, as planned. Net tuition receivables dropped \$11,000 from FY 19 on a net increase in all tuition categories of \$140K. The efforts of Parishes and parents to maintain their payments throughout the tough times from March until the end of June is greatly appreciated and allowed administrators to focus on maintaining the best educational experience that could be provided under the circumstances.

With our Before / After School Program and Early Childhood Center shutting down during the last quarter of the school year, revenue was not what was expected going into the fiscal year, however, expenses were also reduced during this period in the areas of utilities, operating expenses, and those costs brought about by a school running 18 hours / 6.5 days a week as ours does many times during the school year. Some purchases that are typically made at the end of the school year, were also deferred to a future period. Even with the challenges, the year ended with an income before depreciation of \$132K or 1.82% of Total Income. Regina was also fortunate that our Gala was held prior to the Covid-19 outbreak as an in person event. The net return of \$127K again indicates the importance of this event depending on the year to achieving our desired results, or having the ability to funnel proceeds to special projects to enhance the educational experience for our students.

These positive trends in the financial outlook of Regina as we end FY 20, are offset by the myriad of questions that await us in FY 21. The cost of safety has never been greater as every effort is made to provide a safe environment for our students and staff. Resources carried into this fiscal year allowed us to proceed with necessary Covid safety purchases in order to start the school year when planned on August 24, 2020. That said, however, the uncertainty of on-going purchases needed to maintain or enhance even further that safety is a cost in FY 21 that is variable at best or not able to be projected at the worst. Your administrators are proceeding as needed, while at the same time being mindful of costs.

Revenue is likely going to be down in FY 21 for several reasons. K-12 tuition is holding consistent with the prior year, however, at this time is projected to be slightly under the current budget. With no Before / After School Program currently operating, and some Early Childhood Parents taking a very cautious approach to enrolling their students in childcare programs, those areas are expected to be down in revenue projections for the year. In addition, other non-tuition income areas such as gate receipts, income from in-person fundraisers, and crowd-oriented income sources are all expected to be impacted for the entire FY 21 reporting period. As such, FY 20 ended strong, however FY 21 will be a challenging year.

**Regina Tri-Parish Religious Education  
Board Report  
October 27, 2020  
Carolyn Brandt, Director**

**October 5, 2020**

We had our second packet pick-up from 6:00 PM till 7:00 PM. All but 4 families picked up their packets. I made arrangements for them to come to Regina another time. It's so good to see all of the RE families...even if it is just once a month!!! The craft that everyone did was to make a saint. I will share samples of what they look like!!

**Regina Foundation  
Kecia Boysen  
Executive Director  
Monthly Report 10/20/20**

**Capital Campaign Phase 1 Continuation (as of 10/16/2020)**

We have exceeded our capital campaign goal of \$7.8 million with a new campaign total of **\$7,949,856**.

Remaining original cash pledges to be fulfilled (25 donors):	\$ 87,467
Cash on Hand	\$ 98,567
Lead pledges to be fulfilled:	\$177,601
New cash pledges to be fulfilled:	\$471,777
Total:	\$835,412

**\*total reflects \$106,728 (44 donors) written off (1.32% of total raised)**

Phase 1 Continuation total: \$3,120,878 (lead pledges plus new money raised during continuation phase)

\$1,270,878 raised toward \$1,100,000

We have not yet paid a total of \$329,733.59 in invoices that the school has given us.

**Excellence Fund (annual appeal)**

- Excellence Fund total as of 10/16/2020: \$69,611.13
- Last year at this time: \$78,206.50

EF year-end timeline:

- Monday, November 2 – Donor Appreciation mailing/video (w/Student Ambassadors)
- Week of November 16 – Year-End mailing w/Thanksgiving theme
- Tuesday, December 1 – Giving Tuesday email
- Friday, December 11 – Year-end email #1
- Monday December 21 – Year-end email #2
- Wednesday, December 30 – Year-end email #3

**Committee Meetings**

- Stewardship Committee – TBD
- Development Committee – Met Wednesday, Sept. 30 via Zoom (minutes attached); next meeting Monday, November 2.
- Foundation Executive Meeting - Next Meeting: 11 a.m., Wednesday, November 11
- Foundation Board Meeting – Next Meeting: 4:30 – 6p.m., Tuesday, November 17

**Donor meetings & calls**

- Visits/calls of note: Rick Walters (major donor); Ed Lynch & Paula Goetzinger (Leo & Bernice Lynch Family Scholarship)





## **Health and Safety Committee Meeting 10/15/2020; Virtual meeting**

### **Updates from Glen Plummer;**

We have had a few days when students could not go outside for lunch. Social distancing could still be a little better (at any time) But we are good having enough space at lunch.

The staff flu clinic was last week.

Kara is working on vaccinations. Johnson County Public Health has not contacted Regina yet to do their audit.

The Diocese has chosen to ignore the new guidance from the IDPH exempting individuals from quarantine if both the infected and contact are both wearing masks

As of 10/15/2020 we have 0 students and 0 staff test positive for COVID-19 Many have been tested for it and less than 5 quarantined for exposure

Seeing normal early fall illnesses and people are being good about checking symptoms and keeping students home.

### **Updates from Celeste Vincent;**

As of 10/15/2020, Regina remained zero students/zero staff positive at that time.

The Diocese now also requires us to do a daily submission to them on numbers.

Begin each morning with office staff reviewing who is out/ why/ recording it.

Emergency bags are being updated. These are the bags put in place if campus would ever need to be evacuated.

Emergency cards are being updated with student pictures.

Arrival / Dismissal; staggered times have helped to keep students separate. The new driveway in the back has been very good for carline because of its wide sidewalk

There had been a diabetic in-service training with a professional from UIHC since Regina has a few diabetic students.

All parent entered information in JMC regarding medical health was reviewed by each grade level (allergies/epi pens/asthma/other conditions)

JCPH provided schools with additional PPE

Social / emotional monitoring of students as they have been returning to school. Students are handling the big picture well. Some miss playing with all their friends since they are grouped in cohorts

Looking ahead to colder weather and what may need to be changed as we move forward into colder months. There is an alternate plan for lunch on cold days

The Return to Learn Plan has been working very well thus far and Celeste expressed her gratitude for all the work people put into it prior to school starting and the subsequent adjustments / discussions we have had since being in session

Dr Nugent shared that it was too early to predict what to expect from the flu season this year. Encouraged getting the flu shot. A discussion followed re: the COVID virus and the general trend of community acquired COVID infections were greater than hospital acquired rates. COVID positive rates in children < 12 years old were low. At the time of the meeting, no kids were being seen in the ED for COVID+ results.

We all agreed that the administrative staff and teachers were doing a great job re: COVID virus and all the adjustments that need to be made and altered as needed.

Discussed the amount of students/ families doing online learning v hybrid learning may change as more families seek to return to school. Increased number of students in school brings additional challenges for social distancing

Briefly discussed Return to Sports that were going well.

One follow up question was re: Brandt Heating and Air Conditioning and if they had installed the suggested increased hepa filters to provide increased filtration at school

Sue Kloos  
Chairperson of the Health and Safety Committee

## **Agenda for October 2020 - PISA 10/14/2020**

**Attendees:** Rachael Lacina, Shane Schemmel & Danelle Stipes (Danelle sat in on Greenery Sale only)

**Minutes written** by Rachael Lacina

### **Greenery & Butter Braid Sales** - Danielle Stipes

- Looking to make \$5-\$7k Gross this year.
- Payment is done at time of order via Stripe (rather than at time of pickup)
- Email for future use: [PisaGreenery@icregina.com](mailto:PisaGreenery@icregina.com)
- Sending out Facebook & Instagram Post
- She thinks the Sueppels can drop off or she can pick up Poinsettias
- Hours for Pickup (on December 5, 2020) at Danelle house:
  - 8-12 PM. Looking to have 3 people for 8-10 & 3 people to help from 10-12.
  - Then, we need more helpers (4 people) to deliver. Delivery will be Saturday & Sunday. Those that get items delivered know that cookies & butter braids must remain frozen so they need to supply us with a cooler.
- Which students do we focus on to sell Greenery: Up until last year, it was mostly Elementary Families that were supporting PISA via this. So, only Elementary was getting letters in backpacks.
  - Last year, letters went home with all grades.
  - Looking to have prizes set up for winners of who sells the most (for 2021)

### **PISA & Regina - who pays for what**

- Run it by Regina first along with filling out the Purchase Order request form. If they can't pay for it, then run it by PISA. If running by PISA, please always send the request via email so we as a board can discuss - even if you have had a verbal conversation with one board member.
- Teachers -You should have your VISA cards by now. If not, check with Marlene in the office. You MUST turn in a receipt to the Elem/HS office for any purchases made with the card and fill out the easy form that describes who made the purchase and for what. There are copies of the form in the PISA mailbox in the office if you need one, but Deb also emailed it to everyone at the start of the year. Please put both the receipt and the form in an envelope: Attn: PISA - Deb Schaffer.
- How to use Pisa provided VISA cards:
  - At the machine in a store, treat it like a debit card. However, when it asks for a PIN, you hit the green enter button to by-pass the need to put in PIN

### **Mum sale for Seniors**

- Here are Deanna Sharpless "how-to" instructions
- here's who you will need to contact next year regarding mums
- Willis Slabaugh/Stringtown Garden Center
- 319 683-2415 extension 2
- he charged us \$6.50 per mum picked up or \$7 delivered (I picked up 75 bc it would have taken him 2 trips otherwise & we'd had to have waited on them) I talked to him a week or so in advance to let him know roughly how many I'd need. Then I called & left a message for him Wednesday night (our deadline was Wed at 5pm). He did have trouble getting reds so he got us

more yellow & pinks and it all worked out. And I personally thought it was easier to let people pick their own rather than have them already grouped (plus we didn't have the room to group!) We did set aside the "only fill specific color" orders so we knew we'd have those set for those few.

- Deanne

**No pumpkin sale** this year- plan to resume this fundraiser next year.

**HS Fall Play** - Harvey directed by Richard Tiegs & Produced by Beth Hill

- Food - Wedge Pizza on Thursday (100% donated by Wedge) & Saturday Chick-Fil-A (100% donated by Chick-Fil-A). Family donation for Sunday's lunch from Jimmy Jack's Rib Shack. Jimmy Johns sandwiches & chips (100% donated by Jimmy Johns) for dinner.
- Seating (Elementary Gym has 100-person Capacity) Mostly pre-reserved to be able to socially distance seating groups by 6ft.
- Concessions - No homemade snacks (all pre-packaged goodies).
- Photos - Sent to Copyworks. B&W, 8x10, Vertical & Matte. Have them trimmed so no white edges are shown.
- Need to have written down agreement on what PISA does vs what Director/Producer does to help keep clear who is responsible for what.
- Student helpers for chair set up and wiping down between performances.

**Jr High Play**

- There will not be a make-up play for Peter Pan held in Fall of 2020 per Glenn Plummer but will be a new play in Spring of 2021
- Spring JR High Play may be Peter Pan (but Mr Tiegs may look for something else since it was pretty short). Peter Pan was going to be in Spring of 2020. They had a couple weeks of practice, but ultimately it was cancelled due to Covid.
- Beth Hill, as producer, needs to lock down play performance dates with administration & secure elementary gym time for rehearsals during tech week as well as have lighting and sound testing and arrangements made well in advance.

**Conference - Hot cocoa & coffee** - Cancelled this year due to online conferences.

**Musical Dates:**

- March 5th at 7pm, March 6th at 7pm & March 7th at 2pm
- Tech week begins: Saturday Feb 27th to Th March 4th (need to confirm load in day. Meaning, tech week may begin on Sunday the 28th or Monday March 1st.)
- What is Musical Play with Covid?
- What is the Musical? Is it still *High School Musical 2*? Need to find out from Travis Richter what his thoughts and plans are on this.
- Tryout dates?
- Travis was not in attendance so Rachael will email to see Musical status.

**Binders:** Rachel Scholze left the PISA note binder for Rachael Lacina. To date, I haven't been able to look through them. They are just hand-written notes from prior years.

**Painting Class with Mr Demory - Fundraiser for Pisa**

- Was anyone able to reach out to him to initiate this? - Rachael will email Mr Demory
- If he is interested in doing this, we are hoping to create a buzz well before Christmas so people can buy this as a Christmas gift.
- The “class” would be virtual.
- However, we will have “painting kits” to be picked up.
- PISA will offer a portion of the fundraiser to Mr Demory. Amount is TBD.

**Cakewalk:** Checking in with Amy Nibaur to see if there is still interest. If so, reach out to Glenn Plummer for confirmation that it is ok.

**Next PISA Meeting** on: November 11, 2020 at 5pm

**Regina Athletic Booster Club Meeting**  
**Wednesday September 9<sup>th</sup>, 2020**  
**6:00 PM**

**Prayer/Attendance:** Sean Beard, Beth Wick, Myrna Boyle, Leigha Rios, Jan Beaver, Ed Hinkel, Erin Litton, Sarah McLaughlin, Jane Molony, Chase Stafford, Todd Streb, Ed Wallace, Amy Mills, Brandon Mills, Bryce Smeins, Allison Osweiler, Zach Ries, Phil Arendt.

**Reports:**

**AD-Bryce Smeins:** Excited about the group taking off again. Support the group tremendously and get it going in the right direction.

**Treasurer-Myrna Boyle:** There is still some confusion about what expenses are to be paid, and what the Booster club is responsible for. Fish fry, concessions, golf outing. It is best to send bills to Regina. They go in a Booster club mailbox. To streamline, work on the best practice on inflow and outflow. We do not have invoices for prior years so we would like to start keeping invoices and scan them. This helps keep track of what types of expenses there are. Chase Stafford will go on the account to have two people and will also go over it. Looking over the balance sheet, beginning balance is \$2,000.00 and total assets are \$8255.12. There is no category listed for inventory yet. The track loan was considered a donation. There was a check for advertising that has been cashed, but not into booster account, somewhere in school. Will work through everything and figure things out. June 30<sup>th</sup>, 2020 will be year end.

**President-Sean Beard:** It will take a while for us to come back. Highlight on the good conversations and what improvements need to be made. Give appreciation of what we need to do. Sort out the landscape issues and the concession stand which is falling apart outside. Make sure the decks are still safe. Spoke with Adam an Eagle Scout, he will take project to Scout Master and maybe take on deck project.

**Coaches:**

**Zach Ries:** Asks about the process of renting out the facility? Sean says that poses a good question, one that is not a clear process at all. Zach stated that it would bring in other coaches and wrestlers and generate good revenue. As for equipment, he can get through this season.

**Phil Arendt:** What is the process and how do we raise money? What happens if equipment becomes broken? Stated it is up to the board to see how we can budget and best game plan. Phil states, I don't want to turn anyone away from lifting, but there is no set way to figure out who pays and who does not to use the weight room. Talking with Bryce wondered if there would be a set fee every school year "X" amount per student.

**Brandon Mills:** Did some advertising for coaching, Freshman spot is open. Right now, for volleyball we have coaching myself, Tori Beaver and Emily Gahan.

Bryce states finding coaches is not easy. More of a struggle. We do exit interviews when coaches leave. If everyone comes back, we should be good except for softball and baseball are open. We call the university and ask coaches to get names. The boys and girl's union has made it more difficult to become a coach and the license is expensive. Any incentives to help make it easier? Goal to work towards-budget, have Boosters help pay towards authorizations.

Continued-Coaches asking questions about facilities: Talking about facilities and how they can be utilized, what months of the year and opportunities could it be used to generate funding? What are the guidelines to use the facility? What are some of the expenses to run the building and how does the building need to be funded?

### **Old Business:**

Review/approval of minutes August 16<sup>th</sup>: Motion to approve by Ed Wallace. Second by Erin Litton. All in favor.

Review/approve Bylaws: Motion to approve by Sean Beard. Second Ed Wallace. All in favor.

Facilities: Figure out the operating procedures of the facilities. Get an understanding of how funding is covered, and who pays the facilities' fees. What is the management, expenses and profit to program? Want to be using as an asset as revenue stream for betterment of athletes and coaches but need to understand how outside sources can come in to use it and manage by the Boosters. This needs to be taken to the Board of Education for discussion.

Spirit store-Inventory management/key project: There is already a program in place to document inventory. Myrna will work with Aubrey and Keely and what inventory is out. Know excel and it will tie into quick books. Make a budget for t shirts to hand out when needed. For keys, the goal is to limit keys and keep inventory where it is at and accounted for.

Concessions/Amy Mills: Slow going. Outside concessions/Press box need work. Could use a new water heater for the whole building to make sure there is always hot water. This would be a high priority since concessions cannot run without hot water. Ordering from Hy-Vee, working with three different managers. When ordering, match the order numbers with the register receipts and orders with the bills.

Damage baseball/softball field: Adjusters have been down there. Insurance looked at everything, not a lot of damage. Engineer to look at the light poles. Bryce is working with insurance. Send back to school to go thru, Alan and Michelle Winders working with it.

Media logo update: Ed Hinkel reached out to the Gazette, Prep Sports, KWVL, KCRG and Fox. Update the Logo to R- Cross. Trying to get messaging out for press release. The list was not very good. Marketing, need to push the logo with every interaction, sent jpeg.

New membership cards: Already out, need a list of current members.

### **New Business:**

Greg/Kecia Booster donations: All donations should come through the foundation and then come to Boosters. Need to set up a meeting in the coming weeks and go over a potential streamlining of services. We need to set up our mission and establish goals. Take time to develop and work with administration. Ideas are to speak with other schools and see what they do for other types of fundraising.

Allison Osweiler-Blue Crew Spirit Club: When I came to Regina four years ago, the spirit was not too high. I wanted to organize ways to show spirit. Started with Homecoming games, and the kids wanted to go beyond that. We made activities for pep assemblies and the student section. We have a good group of kids, about 25 members right now, just trying to navigate through COVID. Thought we could have a partnership with Boosters, do an event, and get the word out. I can also be an ear in the classroom and with the teachers for building a leadership team. However I can be an asset and utilize ideas. Ideas, send a newsletter out to the parents to highlight what the students are doing; here is how you can be

involved. Fundraising did \$600.00 last year. Jan Beaver coordinates Crownie Club, maybe that could be an offshoot of Blue Crew. Synergy all the way into the Elementary, coming into high school. Building the excitement K-12. Crownie to Blue Crew. Fun things as incentives are popcorn and towels. Kids like the little things. Sean says there is a lot of potential to partner up. Will bring energy and ideas. The board will make it as much as we can.

Meals for teams: What is our policy and how much? Playoff, mileage, hour radius? Need to set an interim policy while the cash flow is low. Do not want to be biased to any one sport, be the same across the board for all teams. Ed Wallace and Erin Litton will work on an interim policy on food and meals by next meeting.

Regal Society: How fast can we revamp the brochure? We need to do something, if we get money coming back to the Booster Club, we will have cash flow coming in. Need to print off brochures and pass out to all K-12. Need a laundry list of ideas of how to fundraise. Is the timing right for a solicitation letter? We will table the brochure and make it for May 2021.

Over the next couple of weeks come up with fundraising ideas in case things shut down again due to COVID. Maybe charge subscriptions for You Tube or streaming? Reach out to families that have not paid the 500.00 for Regal Society and say would you like this as an option and "sell it" -the \$210.00 goes to Athletic Department and the rest comes back to Boosters. Do a drive-in movie night. Talk to other schools and see what they are doing to fundraise during these times.

- Next Regina Athletic Booster meeting is Wednesday October 14<sup>th</sup> 6:00 PM
- Adjourn

Respectfully submitted by Leigha Rios



Regina Catholic Education Center  
Balance Sheet  
September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10000 · Unrestricted Cash	1,429,933.81	1,034,522.29	395,411.52	38.22%
11000 · Savings	2,235,804.52	1,990,467.41	245,337.11	12.33%
<b>Total Checking/Savings</b>	3,665,738.33	3,024,989.70	640,748.63	21.18%
<b>Accounts Receivable</b>				
12000 · Tuition Receivables	2,907,958.79	2,730,076.43	177,882.36	6.52%
<b>Total Accounts Receivable</b>	2,907,958.79	2,730,076.43	177,882.36	6.52%
<b>Other Current Assets</b>				
12200 · Prepaid Computer Contracts	10,762.50	15,570.75	-4,808.25	-30.88%
12208 · Other Receivable - REC Related	0.00	374,818.80	-374,818.80	-100.0%
12209 · Other Receivable - From Booster	15,277.25	66,219.65	-50,942.40	-76.93%
<b>Total Other Current Assets</b>	26,039.75	456,609.20	-430,569.45	-94.3%
<b>Total Current Assets</b>	6,599,736.87	6,211,675.33	388,061.54	6.25%
<b>Fixed Assets</b>				
13000 · Long Term Assets	6,328,706.05	6,519,500.99	-190,794.94	-2.93%
13019 · Construction in Progress	3,906,137.95	852,882.87	3,053,255.08	357.99%
<b>Total Fixed Assets</b>	10,234,844.00	7,372,383.86	2,862,460.14	38.83%
<b>TOTAL ASSETS</b>	<b>16,834,580.87</b>	<b>13,584,059.19</b>	<b>3,250,521.68</b>	<b>23.93%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
20000 · Current Liabilities	3,629,182.22	3,860,310.26	-231,128.04	-5.99%
<b>Total Other Current Liabilities</b>	3,629,182.22	3,860,310.26	-231,128.04	-5.99%
<b>Total Current Liabilities</b>	3,629,182.22	3,860,310.26	-231,128.04	-5.99%
<b>Long Term Liabilities</b>				
26000 · Long Term Loans	463,667.55	496,318.78	-32,651.23	-6.58%
<b>Total Long Term Liabilities</b>	463,667.55	496,318.78	-32,651.23	-6.58%
<b>Total Liabilities</b>	4,092,849.77	4,356,629.04	-263,779.27	-6.06%
<b>Equity</b>				
30000 · Opening Balance Equity	4,972,571.19	4,972,571.19	0.00	0.0%
32000 · Unrestricted Net Assets	7,579,272.42	4,566,875.72	3,012,396.70	65.96%
Net Income	189,887.49	-312,016.76	501,904.25	160.86%
<b>Total Equity</b>	12,741,731.10	9,227,430.15	3,514,300.95	38.09%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,834,580.87</b>	<b>13,584,059.19</b>	<b>3,250,521.68</b>	<b>23.93%</b>

Regina Catholic Education Center  
Income & Expense Statement  
For the 3 months Ending September 30, 2020

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
<b>Income</b>				
40000 · Tuitions	923,670.30	863,757.83	59,912.47	6.94%
41000 · Assessments	407,463.17	407,957.08	-493.91	-0.12%
42000 · Foundation Funding	520,201.31	292,335.13	227,866.18	77.95%
44000 · Nutrition Income	10,699.66	69,501.19	-58,801.53	-84.61%
45000 · Other Incomes	146,122.99	198,266.97	-52,143.98	-26.3%
46500 · Bus Route Income	12,242.37	163.81	12,078.56	7,373.52%
<b>Total Income</b>	<b>2,020,399.80</b>	<b>1,831,982.01</b>	<b>188,417.79</b>	<b>10.29%</b>
<b>Gross Profit</b>	<b>2,020,399.80</b>	<b>1,831,982.01</b>	<b>188,417.79</b>	<b>10.29%</b>
<b>Expense</b>				
60000 · Salaries & Wages	1,094,139.61	1,115,556.14	-21,416.53	-1.92%
60145 · Benefits	190,720.73	214,233.83	-23,513.10	-10.98%
61000 · Educational Supplies	99,311.06	165,140.49	-65,829.43	-39.86%
61040 · Computer Technology	63,086.04	248,610.96	-185,524.92	-74.63%
62000 · Facility Expenses	215,261.30	155,124.08	60,137.22	38.77%
63000 · Operating Expenses	32,160.33	39,606.91	-7,446.58	-18.8%
64000 · Building Upkeep	31,908.67	46,366.91	-14,458.24	-31.18%
65000 · Nutrition	6,496.66	23,906.74	-17,410.08	-72.83%
66000 · Income Offsets	8,026.88	47,928.10	-39,901.22	-83.25%
66500 · Busing - Routing	11,920.32	11,573.28	347.04	3.0%
68000 · Interest Expense	4,778.71	3,249.33	1,529.38	47.07%
69000 · Depreciation Expense	72,702.00	72,702.00	0.00	0.0%
<b>Total Expense</b>	<b>1,830,512.31</b>	<b>2,143,998.77</b>	<b>-313,486.46</b>	<b>-14.62%</b>
<b>Net Income</b>	<b>189,887.49</b>	<b>-312,016.76</b>	<b>501,904.25</b>	<b>160.86%</b>

## **Regina Athletic Booster Club Bylaws**

### **Article I: Regina Athletic Booster Club**

The name of this organization is the Regina Athletic Booster Club and is associated with Regina Inter-Parish Catholic Education Center in Iowa City, Iowa.

### **Article II: Articles of Organization**

The articles of organization of this organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization: REGINA ATHLETIC BOOSTER CLUB, INC (effective September 6, 2020).

### **Articles III: Purposes**

#### **Section 1.**

The purpose of the Regina Athletic Booster Club is to:

1. Ensure that all Regina students have the opportunity to participate in athletics.
2. Encourage servant leadership through parent participations in support of Athletics.
3. To promote communication among parents, teachers and administrators. (Diocesan Policy 830.0)
4. To promote good will and cooperation between and among parents/guardians, faculty, administration, board of education, and parishes. (Diocesan Policy 830.0)
5. To direct and coordinate parental support to the school through specific assistance for athletics. (Diocesan Policy 830.0)
6. Support and coordinate fundraising efforts for athletics.
7. Develop and review long range plans for supporting the Regina Athletics Master Plan.
8. Review accomplishments of the Regina Athletic Booster Club annually

#### **Section 2.**

The general fund of the club will provide financial support to activities approved by the Booster Club board. The funds raised by the Booster Club are not intended to cover expenses typically included in the school's annual operating or capital budgets. Through social events and fund-raising activities, the Regina Athletic Booster Club contributes to the needs of the school community and intends to promote service of its members as active participants in the basic Catholic Christian philosophy of the Regina Inter-Parish Catholic Education Center. These funds will be used for, but not limited too; capital improvements, recognition banquets & receptions, equipment replacement and maintenance, team travel expenses, senior athlete gifts, athletic signage & banners, field or court scoreboards, and concession stands operations.

### **Article IV: Basic Policies**

The following are basic policies of the REGINA ATHLETIC BOOSTER CLUB, INC:

#### **Section 1.**

The organization shall be noncommercial and nonpartisan.

**Section 2.**

The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose(s) of the organization.

**Section 3.**

The Regina Athletic Booster Club is accountable to the Regina Board of Education in all areas related to governance and policy. (Diocesan Policy 830.0)

**Section 4.**

The Regina Athletic Booster Club is expected to operate in a manner consistent with the mission, vision and goals of the Regina Catholic Education Center.

**Section 5.**

Booster Club members must avoid negative or inappropriate comments and/or behaviors regarding students, coaches, advisors, teachers, administrators or opponents.

**Section 6.**

The Booster Club may not use any Regina logo without written permission from The Regina Marketing and Communications Director or designated administrator. Additionally, no other graphic or art work may be used in association with the Regina name or Regina team without written permission from the Regina Marketing and Communications Director or designated administrator to in part ensure consistency of branding and appropriateness of message. Each time the use of the Regina logo is approved any change in graphic or wording requires new approval prior to production and distribution.

**Section 7.**

The organization shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 8.**

This organization shall not use any EIN (tax number) other than its own in accordance with Regina Inter-Parish Catholic Education Center.

**Section 9.**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

**Section 10.**

The Booster Club may be asked for input and advice on various school athletic decisions. However, the Booster Club members do not have decision making authority in areas such as the hiring and evaluation of coaches, scheduling of events, use of facilities and/or other decisions that are the responsibility of school administration.

**Section 11.**

This organization may vote by proxy.

**Section 12.**

No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the full approval of the board.

**Section 13.**

Dissolution of this organization:

1. Shall cease and desist from the further use of any name that implies or connotes association with REGINA ATHLETIC BOOSTER CLUB, INC; and
2. Carry out promptly, under the supervision of the Regina Inter-Parish Catholic Education Center, all proceedings necessary or desirable for the purpose of dissolving this organization.

**Section 114.**

This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members, the Regina Board of Education and any requested audits.

**Article V: Membership**

**Section 1.**

All alumni, parents of past, current or future students, faculty and friends of Regina Inter-Parish Catholic Education Center are considered eligible for membership. A member is defined as any person who had made a monetary donation to the Regina Booster Club in the current school year

**Article VI: Representation**

**Section 1.**

The Regina Athletic Booster Club operates under the governance of and is responsible to the Regina Inter Parish Catholic Education Center Board of Education.

**Section 2.**

The Regina Athletic Booster Club Board of Directors is the decision-making body of the Regina Booster Club and will consist of no more than 15 members including an elected Executive Board. The executive board shall consist of the President, Vice President, Secretary and Treasurer.

**Article VII: Voting**

**Section 1.**

Only members of the Board of Directors will have voting power on all Booster Club policies and decisions.

**Section 2.**

Each member of the Executive Board shall have one vote. The Principal and Activities Director may be non-voting members of the Executive Board.

**Section 3.**

All decisions impacting the operation of the school are subject to the approval of the Regina Inter-Parish Catholic Education Center's Board of Education.

**Section 4.**

A quorum of Board members must be present to conduct official business. A quorum shall consist of six (6) voting members of the Board of Directors. A majority vote of the quorum present shall carry a decision.

**Section 5.**

A two-thirds vote of the entire voting membership of the Board of Directors and approval by the Regina Board of Education is required for adding to or changing the bylaws of the organization.

**Section 6.**

Incoming members of the Executive Board will have the voting rights in the August meeting following the election of officers by the outgoing Executive Board.

**Article VIII: Officers**

**Section 1.**

All members of the Executive Board must have a son or daughter currently enrolled as a student at Regina Inter Parish Catholic Education Center. Members of the Executive Board may complete a term after a child graduates from Regina High School.

**Section 2.**

No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his family members.

**Section 3.**

Officers and their election

1. The officers of this organization shall consist of a President, Vice President(s), a Secretary, and a Treasurer.
2. Officers shall be elected by ballot in the month of February or March. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.
3. An individual must be a member of the Board of Directors prior to taking office.
4. Officers shall assume their official duties following the close of the school year and shall serve a term of two years or until their successors are elected.
5. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

**Section 4.**

Vacancies

1. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
2. In case a vacancy occurs in the office of president, the aide to the president shall serve notice to the executive board of the election.

**Section 5.**

Reason to remove:

By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

**ARTICLE IX: Duties of Officers**

**Section 1.**

President:

The president shall:

1. Coordinates the work of the officers and committees of the association.
2. Confirms that a quorum is present before conducting any business at any meeting of the association.
3. Presides at all meetings of the association.
4. Appoints chairman of special committees subject to approval of the executive board.
5. Be authorized to sign on bank accounts (two of three authorizations shall be required on all checks; authorization via e-mail is appropriate);
6. Call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;
7. Is a member ex-officio of all committees except the nominating and audit committees.
8. Submit a copy of its bylaws and standing rules to the Regina Inter Parish Catholic Education Center.
9. Submit to Regina Board of Education all required documents when requested.

**Section 2.**

Vice President:

The Vice President shall:

1. Act as aide-to-the-president, and
2. Presides in the absence of the president.
3. Reconcile and sign-off monthly bank statements.

### **Section 3.**

Secretary:

The secretary shall:

1. Record the minutes of all meetings of the association.
2. Maintain a compilation of the organization's minutes.
3. Submit Booster Club meeting minutes monthly to the Regina Board of Education.
4. Is responsible for correspondence.
5. Have a current copy of the bylaws; and
6. Maintains a current membership list.

### **Section 4.**

Treasurer:

The treasurer shall:

1. Have custody of all the funds of the association.
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years.
3. Makes disbursements in accordance with the budget adopted by the organization.
4. Sign on bank accounts (two of three authorizations shall be required for the issuance of all checks);
5. Presents a financial report, both written and verbal, at every meeting of the unit and monthly to the executive board, the Regina Board of Education or the organization.
6. Make a full report at the annual meeting.
7. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these bylaws; and
8. Submits books to the audit committee annually and as requested.

### **Section 5.**

All officers shall:

1. Attend all meetings of the association.
2. Perform the duties outlined in these bylaws and those assigned from time to time;  
and
3. Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

### **Section 6.**

If an officer is unable to fulfill his/her term, a replacement shall be elected by the Executive Board. The replacement shall be chosen from the remaining Executive Board members.

## **Article X: Meetings**

### **Section 1.**

The Executive Board typically meets the second Wednesday of each month. Individual Booster Committees may meet at times as scheduled by their Chairperson.



**Section 2.**

Special emergency meetings may be called by the President or by a majority of the Board of Directors, at least three (3) days notice being given.

**Section 3.**

All members are welcome to attend the open portion of the Executive Board meetings. Only topics relating to the "Purpose" of the Regina Athletic Booster Club shall be placed on the agenda. School/Parish Administrative governance items and Board of Education governance items shall not be allowed on the agenda or discussed at the Booster Club Meeting.

**Section 4.**

The ordinary agenda for the Booster Club regular monthly meetings shall be set by the executive officers.

**Section 5.**

In the event that a committee chairperson cannot attend a Board meeting, he/she may designate another member of the relevant committee to present the committee report. However, the designated individual shall not have voting rights.

**Article XI: Financial Support**

**Section 1.**

The financial support of the Regina Athletic Booster Club shall consist of an annual membership drive and Booster Club fund-raising activities. The fiscal year shall run July 1- June 30.

**Section 2.**

The expenditures of the Regina Athletic Booster Club funds shall be determined by the Regina Athletic Booster Club Board of Directors. At the beginning of each year, the Board shall prepare and decide upon a budget of proposed expenditures not to exceed the allocated amount and submit it to the Board by the August meeting. Any proposed expenditure not included in the budget must go through a separate approval process as outlined in Section III (below). The Board shall maintain sufficient assets in savings equal to the previous years allocated budget once sufficient assets have been raised.

**Section 3.**

Non-budgeted requests shall follow the following procedure:

Initial presentation of request is made to the Board verbally and in writing.

1. Discussion takes place
2. Request is tabled for one month to allow further research and discussion.
3. The request is voted on at the following meeting.

The President of the Executive Board has the authority to request that a vote take place earlier than the following meeting if there is a compelling reason for an earlier vote that does not involve lack of planning.

## **ARTICLE XII: Fiscal Year**

### **Section 1.**

The fiscal year of this organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

### **Section 2.**

An audit committee consisting of not less than three (3) members shall be appointed by the executive board at least thirty (30) days before the last meeting of the fiscal year. The audit committee shall not be comprised of any of the authorized check signers

### **Section 3.**

The audit committee shall meet annually, no more than thirty days (30) after the end of the fiscal year. The audit committee shall:

1. Review the listing of cash receipts and disbursements.
2. Review all monthly bank reconciliations and bank statements for the year then ended
3. Randomly select a number of disbursements and review the following:
  - a. Proper approval
  - b. Proper signature
  - c. Match against the invoice or receipt substantiating the disbursement.
4. Randomly select a number of deposits and review for the following:
  - a. Deposit in proper account or for donor designated project
  - b. Match against deposit slip and backup substantiating the deposit.
5. Report annually to both the Regina Athletic Booster Club and the Regina Board of Education the results of annual Audit Committee reviews.

### **Section 4.**

The audit committee report shall be adopted by the organization.

## **ARTICLE XIII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* may govern the organization or may be governed by the direction of the executive officers in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE XIV: Amendment**

### **Section 1.**

These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or twenty (20) days prior to the meeting at which the amendment is voted upon.

Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty (20) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a majority vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.

**Section 2.**

This organization shall review and if necessary amend its bylaws at least every three (3) years.

**Regina BOE Policy Committee  
2020-2021 Committee Goals**

1. To work with school administrators to review, and revise as necessary, at least one third of the existing Regina Policies.
2. To work with school administrators to review and develop policies for the successful operation of the Regina Catholic Education Center as needed.
3. To work with school administrators to ensure that existing policies comply with revised Diocesan Policies as necessary.
4. By-laws will be reviewed as necessary.

**Strategic Planning Committee  
2020-21 Committee Goals**

1. Hire HOS
2. Develop/Release new five-year strategic plan.

**Health and Safety Committee  
2020-21 Committee Goals**

1. Continue to adjust as needed the current Return to Learn and Return to Play Action Plans
  - monitor current absentee rates/ why and record
  - act on trends that become evident in any COVID + cases whether student or staff member
  - encourage flu shots and self-monitoring of symptoms
  - mandatory PPE, handwashing, contact tracing and social distancing as best we can
  - Immunizations up to date
2. Provide educational opportunities as necessary to include yearly CPR updates, AED training and locations, and pertinent topics such as vaping, diabetes, etc.
3. Emergency Operating Plans remain up to date; Emergency Bags up to date
4. Monitor the Rochester Avenue project for a better crosswalk to the convenience store

Name	9/24/19	10/22/19	11/26/19	1/28/20	2/25/20	3/24/20	4/28/20	5/26/20	6/23/20	7/28/20	8/25/20	9/22/20
Melinda Shetler	X	O	X	X	X	X	X	X	X	X	X	X
Patrick Gavin	O	X	X	O	X	X	X	X	X	X	X	X
Angela Villhauer	X	X	X	X	X	X	X	X	X	X	X	X
Sue Kloss	X	X	X	X	X	X	X	X	X	X	X	X
Ellen Abusada	X	X	O	X	X	X	X	X	X	O	O	X
Andy Cutter	X	X	O	X	X	X	X	X	X	X	X	X
Alaina Welsh	X	X	X	X	X	X	X	X	X	X	X	X
Scott Nibaur	X	X	X	X	X	X	X	X	X	O	O	X
Annette Goodhart	X	O	X	O	X	X	X	O	X	O	O	O
Chris Clark	X	X	X	X	X	X	X	X	X	O	O	X
Jason Wagner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	O	O	X
Lisa Dutchik	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	O	O	X
Todd Waikel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X
Fr. Sia	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	O	X
Fr. Beckman	O	X	X	X	O	X	X	X	X	O	O	X
Fr. Witt	X	O	X	X	X	X	X	X	X	X	X	X
Fr. Adam	X	X	O	X	X	X	X	X	X	X	X	X
Glenn	X	X	X	X	X	X	X	X	X	X	X	X
Celeste	X	X	X	X	X	X	X	X	X	X	X	X
Janan Rustan	X	X	X	X	X	X	X	X	X	N/A	N/A	N/A
Jason Dumont	O	X	X	O	X	X	X	O	X	O	O	N/A
Alan	X	X	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A
Fr. Rudy Juarez	O	X	X	X	X	X	X	X	X	N/A	N/A	N/A

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