

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, November 24, 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- Presentation for Run for the Schools  |            |
| d. Approval of Minutes - Oct 27, 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  |
| <b>IV. NEW BUSINESS DISCUSSION</b>                            | 10 minutes |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>                       | 10 minutes |
| <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	1/26/21	6:30 PM	Google Meet
B. Executive Committee	3 <sup>rd</sup> Wednesday	1/20/21	5:30 PM	Google Meet
C. Finance Committee	3 <sup>rd</sup> Wednesday	1/20/21	4:30 PM	Google Meet
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	1/14/21	9:00 AM	
E. SIAC/Education Committee		TBA		
F. Catholic Identity Committee	3 <sup>rd</sup> Tuesday	1/19/21	4:30 PM	Room 409
G. Building & Ground Committee		TBA		
H. Strategic Planning Committee		TBA		
I. Health & Safety	3 <sup>rd</sup> Thursday	1/21/21	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	464						
<b>JR/SR</b>	354	351	353	351						
<b>PreK</b>	44	38	39	37						
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	\$2,184,485						
<b>JR/SR</b>	\$2,722,599	\$2,363,544	\$2,372,391	\$2,391,515						
<b>PreK</b>	\$358,500	\$4,190	\$23,186	\$44,442						

\*Partial Month

**I. UPCOMING DATES**

No School	Nov 25-27	
ACT's	Dec 12	8:00am
No School	Dec 21-Jan 4	
Speech Debate Varsity Conference	Jan 16	9:00am
Dance Marathon	Jan 17	12:00pm
No School-Inservice	Jan 18	
Speech Debate Varsity Conference	Jan 18	4:30pm

**II. PRAYER SERVICE/MASS SCHEDULE**

Mass Welter VIA	Dec 2	12:50pm	MPR
Mass 11 <sup>th</sup> Grade	Dec 8	2:30pm	MPR
Mass Welter VIA	Dec 16	12:50pm	MPR

**III. Holy Days**

Immaculate Conception	Nov 1
Christmas	Dec 25
Solemnity of Mary	Jan 1

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
Tuesday, October 27, 2020  
Virtual meeting via Google Meet  
REGULAR MEETING MINUTES

- I. Call to Order
  - a. Opening Prayer by Fr. Beckman.
  - 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, Tim Foley, Carolyn Brandt, Michelle Goldsmith, Julie Rhomberg
  - c. Chairperson Remarks – by Melinda Shetler.
    - Happy October. Well wishes to everyone and looking forward to a day when we can all meet in person.
  - d. Approval of Minutes –
    - o September 22, 2020 - Regular meeting minutes  
Motion to approve by Abusada. Second by Fr. Adam. All in favor
  - e. Approval of Agenda –
    - o Motion to approve by Goodheart. Second by Nibaur. 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:
    - Prayers to the Villhauer family as they deal with the passing of Angela’s mother-in-law.
    - A BIG thank you to the tremendous effort that the teachers continue to put forward.
    - An improved effort to get materials distributed to on-line learners. Much was learned from the Spring process.
    - A reminder about the importance of the STO collection to Regina.
    - Gratitude extended to all the families that are being diligent in monitoring for symptoms and working to keep us all safe and in school.
    - Virtual parent-teacher conferences next week.
    - A reminder to BOE members to direct parents with questions to the school administrators so we keep a consistent message.
    - Return to Learn committee to meet on Thursday, October 29, 2020.
    - Question by Scott Nibaur regarding what information can be communicated to parents regarding positive COVID cases at the school. Administrators to address with a letter to parents to keep everyone updated when a case occurs.
    - One 6<sup>th</sup> grade class was moved to on-line learning on Friday, October 23<sup>rd</sup> and will remain on-line for 14 days as the result of positive case.
  - b. JH/SH Report – Details in the BOE packet. Additional comments by Mr. Plummer:
    - Meeting of principals in the conference to discuss the potential to expand to 16 schools. Beckman and Maquoketa are anticipated to apply to the conference with a possible start in the 2022-2023 school year.

- Conference meeting also decided masks to be mandatory for winter sports. This includes everyone except those actively playing.
  - Spectator limitations to be determined by the individual schools.
  - Concerns about people not wearing masks because they are eating nearly the whole time.
  - Concerns about shoulder to shoulder packed stands. A lot of discussion by the BOE members regarding how to limit the number of spectators and the differences between the High School gym and the Elementary gym games.
  - Final decisions regarding spectator protocols to be determined and distributed soon.
  - Service Day will involve only 11<sup>th</sup> and 12<sup>th</sup> graders this year and will only take place outside because of COVID.
  - Parent-Teacher conferences also via Google Meet next week.
  - JCDPH has advised that if there are 5 or fewer cases in the school then the number of cases is not to be disclosed.
  - The athletic facility is currently being utilized by a couple of outside groups (non-Regina). They clean the space immediately after each use.
- c. Enrollment Report – Details in the BOE packet. Additional comments by Pam Schowalter:
- The Kindergarten Round-Up will be February 1, 2021.
  - Introduction/Orientation to Junior High and High School will be done via a video this year instead of in-person.
  - Student Ambassadors continue to be active and are including those who are on-line learning.
- d. Business Office – Report in the packet
- Nothing additional to report
- e. Religious Education – Report in the BOE Packet. Additional comments by Carolyn Brandt:
- Second packet distribution occurred October 5th.
  - Packet included 56 saint craft kits.
  - Things are going well.
- f. Regina Foundation – Report in the BOE packet. Additional comments by Kecia Boysen:
- CORRECTION: it was reported at the last BOE meeting that Regina had begun to draw on its line of credit to pay the remaining construction invoices. Regina is NOT drawing on the line of credit. Regina is using savings to pay for the remaining invoices and the Foundation is transferring funds as remaining donations are being received.
  - On pace for the Excellence Fund this year despite not being able to host the Regal Eats fundraising event this year.
  - Special thanks extended to Pam Schowalter and the Student Ambassadors for all their work to help recognize the donors this year with special individualized thank you notes since the traditional in-person recognition event could not be held due to COVID.
- g. Boosters, PISA, Home & School – Committee Reports
- Reports in the BOE packet.

III. OLD BUSINESS –

- a. Vote on amended Booster by-laws – deferred due to questions regarding Article II in the by-laws possibly suggesting the formation of a separate corporation. Issues raised by Alan via email. Additional research needed. Separate corporation is not the intention.
- b. Vote to suspend a portion of the By-Laws for the 20-21 school year.
  - o Motion – To suspend Article IX Section 3 of the Regina Board of Education By-laws until the end of the academic year in 2021 in order to permit Jason Dumont, a non-BOE member, to function as the chair of the Building and Grounds Committee during that time period.  
Motion made by Welsh, seconded by Goodheart. All in favor.
  - Discussion regarding the need for an active BOE member to regularly attend the Building and Grounds Committee meetings. Todd Waikel and Andy Cutter volunteered to join the committee.
- c. September 29, 2020 motions made via email
  - o Motion #1 by Welsh, second by Gavin- All in favor  
The Regina Board of Education recognizes the extended hours and extra effort that our teachers and staff have given to make the start of this unusual and challenging school year a success. To show our appreciation for the continued commitment our teachers and staff have shown to the Regina community, we would like to provide each full-time employee with a one-time \$500 bonus and each part time employee a one-time \$100 bonus to be paid in the month of October.
  - Note that there are 94 full-time employees and 10 part-time employees.
    - o Motion #2 by Welsh, second by Gavin – All in favor  
The Regina Board of Education will offer a contract extension to the elementary and JH/HS principals as an addendum to their existing contract. This addendum would extend their contracts to June 15, 2022.

IV. NEW BUSINESS –

- a. Committee Chairs – Present yearly goals and action items per Policy 207.
  - BOE packet contains goals put forth by Policy & By-laws Committee, Strategic Planning Committee and Health and Safety Committee.
  - SIAC 2020-2021 School Year Goals
    - o Closely monitor, document, and track annually the short and long term impacts of the change from Iowa Assessments to ISASP and find ways to adjust procedures and methods to support the best outcomes
    - o Continue to meet and exceed goals for the percentage of students meeting our FAST Assessment proficiency level in reading
    - o Continue to evaluate and develop possibility of adding a general math screening tool and use for intervention with students who need additional assistance and resources
    - o Define and meet or exceed our goals for the number Jr High and HS students enrolled in upper level classes for the next school year
    - o Define and meet or exceed the number of students scoring as proficient or advanced proficient in science reasoning skill
  - Building and Grounds still working on updating yearly goals.
  - Catholic Identity Committee is in transition to a new chair. Mr. Plummer noted the need for a crucifix in the new Events Entrance lobby.

- b. Discussion regarding COVID protocol updates.
  - Some HEPA filtration systems are not installed yet due to being back ordered. Many are in place.
  - The large outdoor tent is to be removed in November.
  - Lunch is spread out indoors including the use of the cafeteria with plexiglass dividers.
  - Kloos offered to assist in the coordination/offering of additional health and safety learning topics similar to the vaping program offered last year.
- V. CALENDAR AND DISCUSSION ITEMS
  - a. Finance Committee to begin the budgeting process. The pastors to be contacted to remind them of the open invitation to attend those meetings. Invitation also extended to any and all interested parties.
- VI. CAPITAL CAMPAIGN UPDATE – No new information.
- VII. COMMITTEE REPORTS – In the BOE packet
- VIII. MEETING SCHEDULE – no changes - See BOE packet for current schedule
- IX. CLOSING PRAYER – by Fr. Adam
- X. EXECUTIVE SESSION – 7:40 PM
- XI. OPEN SESSION – 7:41
  - o Motion by Welsh, second by Shetler to hire Morgan Stoolman as the ELL teacher for K-12. – All in favor except for Dutchik and Waikel who had left the virtual meeting.
- XII. Adjournment – 7:43 PM
  - o Motion to adjourn by Fr. Adam. Second by Shetler. All in favor

Respectfully Submitted by  
Alaina Welsh  
BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
November 2020**

**FACILITATOR OF FAITH COMMUNITY**

**ADVENT**

6<sup>th</sup> Graders are planning a virtual Advent Prayer Service. To begin the Advent season students will view this special Prayer Service. Each week in Advent, students will write prayers that will be placed on giant candles outside of the gym.

**UPCOMING SERVICE PROJECT**

Toys for Tots will be completed in a new and safe manner to assist families in need over the holidays.

**THANKSGIVING**

Prayer cards have been created by students to go with meals delivered by St. Mary's.

We thank all of those who have helped assist us in making this year possible. We wish everyone a wonderful and safe Thanksgiving with their families.

**STANDARD #1 - VISION**

**DIOCESE**

Administrators attended the virtual diocesan principals' meeting, which was held on November 10<sup>th</sup>. Next meeting will be held in January. Part of our meeting includes a break out faith sharing group, based off of the Emmaus initiative.

**JANUARY IN-SERVICE**

January 18<sup>th</sup> we will have a virtual in-service/consultation with Pete Hall regarding resilient learners.

**COVID-19**

- a. Return to Learn Committee updated:
  - a. Health Protocols
  - b. Face Coverings
- b. Website: The Regina website has been updated to include a visual tracker where anyone can see an updated status of numbers. This is a light green box that is being updated daily.
- c. Office Staff: Administrators and office staff collaborate daily on tracking of numbers for testing, quarantined, absences. Data is updated for the diocese daily and for our website. Much time has been spent on the fine details of overall tracking to keep everyone safe.
- d. Teacher/Staff: Tremendous efforts continue by all staff to keep in person and online learners going strong academically.

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

**PARENT-TEACHER CONFERENCES**

Conferences were held virtually November 5<sup>th</sup> and 6<sup>th</sup>. They went smoothly for all teachers with nearly 100% attendance.

## INSERVICE

Teachers viewed a virtual keynote speech, “Fostering Resilient Learners”, with speakers Pete Hall and Kristin Souers. This is the kickoff to a year of professional development, training, and a book study around the topics of trauma informed instruction and resiliency.

## **STANDARD #3 - MANAGEMENT**

### END FIRST TRIMESTER

Report cards were sent home for all grades at conference time.

### TITLE FUNDS

Administrators have been working on required paperwork needed by ICCSD to process title fund expenditures.

### STATE REPORTS

Administrators have completed Fall BEDS (Basic Educational Data Survey) and it has been certified by the state.

## **STANDARD #4 - COLLABORATION**

### STAFF APPRECIATION

Staff Appreciation Week was a great success. Regina Elementary wants to thank all of the volunteers from Home and School who coordinated the events for the week. We truly feel appreciated and supported. Thank you to all support groups for helping to sponsor the week.

### BOOK FAIR

Regina Elementary hosted an online book fair during the month of November. We appreciate this effort purchases help to support our school and earn back points for future book purchases for our library.

## **STANDARD #5 - ETHICS**

### PRESCHOOL LICENSURE

DHS came for their site visit during the month of November. Congratulations to Mrs. Meyer and our preschool staff for a job well done.

### EVALUATION

The administrators are continuing to work on formal observations for on-track staff members.

### HEARING

AEA did our initial hearing tests on November 6<sup>th</sup> and will return in February to complete the rest of the testing.

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

### TECHNOLOGY

Our tech director, Jess Pizana, has been very busy coordinating inventory and setting up all new Chromebooks and iPad for continuous learning this year.



## ONLINE LEARNERS

Teachers continue to collect and prepare materials every two weeks for online learners. Parents come to a bi-weekly pick up time during the school day.

## NO CLASSES

December 18 <sup>th</sup>	Last day of classes before break
December 21 <sup>st</sup>	Christmas vacation begins
January 4 <sup>th</sup>	Return to classes from Christmas break

## ENROLLMENT SUMMARY

K=	54
1=	62
2=	63
3=	71
4=	71
5=	72
<u>6=</u>	<u>71</u>
Total =	464

## Waitlist:

\*21 potential students considered to be on the waitlist

Administrators took the time to make a contact with each family considered to be on the waitlist. Here are the results:

14-Contacts received back and students will remain on the waitlist for this year. Some interested in next year.

7 -No contacts received back at this time.

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

**Principal as Spiritual Leader**

1. The Christmas Basket project is underway. The students will be helping 15 families this year. Please contact Mrs. Conlon if you wish to help or make a donation. The seniors created a video of their initial Christmas Basket prayer service. It can be found at this link:  
<https://www.youtube.com/watch?v=w7MRdSpWD-I&feature=youtu.be>.
2. Planning and organization is underway for the KAIROS retreat that will be in March.
3. Upcoming celebrations:  
Weekly Masses are being held in one individual class each week. Thank you to the priests allowing us to still celebrate Mass and their flexibility with our schedule changes.

**Principal as Instructional Leader**

1. The Iowa Statewide Assessment of Student Progress (ISASP) is required for nonpublic schools starting this school-year. It will be administered this spring.
2. First Semester assessments will be held January 13-15. The tentative schedule is attached.
3. Departments will begin reviewing and updating their parts of the course description guide for next school year.
4. I attended a Virtual Workshop on Leading a High Reliability School (HRS). I will investigate implementing this concept with our Building Leadership Team. The HRS concept has five levels of implementation that are intended to boost academic achievement. The levels (in order) are:
  - o Safe, supportive, and collaborative culture
  - o Effective teaching in every classroom
  - o Guaranteed and viable curriculum
  - o Standards referenced reporting
  - o Competency based instruction

**Principal as Administrator**

1. The Consolidated Accountability and Support Application (CASA) Desk Audit is not required this year.
2. Fall BEDS was completed last week.
3. Enrollment Summary (11/18)
  - 7<sup>th</sup> – 63
  - 8<sup>th</sup> – 62
  - 9<sup>th</sup> – 64
  - 10<sup>th</sup> – 46
  - 11<sup>th</sup> – 63
  - 12<sup>th</sup> – 53
  - Total – 351

### **Principal as Communicator**

1. The Senior Citizen Thanksgiving Dinner was not held this year due to COVID-19 concerns. The National Honor Society members will be writing letters to those who have attended the dinner in previous years.
2. As of 11/18/2020, the Junior Senior High School has had fewer than 6 positive cases of COVID-19 for students and none for staff. There have been a total of 58 students and less than 6 staff quarantined due to an exposure to a positive case of COVID-19. No positive cases at Regina have resulted in further positive cases among our students or staff.
3. Changes have been made to our Face Covering Guidelines. Shields are no longer allowed as a stand-alone face covering. Shields may be worn in combination with a mask or gaiter.
4. We are only allowing in-season sports to continue at this point due to increased positivity rates in Johnson County. Strength & Conditioning and open gyms are cancelled through December 10.
5. Junior High sports are cancelled through Dec. 10.
6. Our students, teachers and staff should be commended on their continued efforts that allow Regina to provide in-person instruction while other schools are going online. We have run into some staff shortages, but teachers and staff have stepped up to fill in needs as they arise. This would not happen at many schools.

**Semester Test Schedule  
Regina Junior-Senior High School  
Jan. 13-15 (A Day all days)**

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

**Wednesday, 1/13**

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

**Thursday, 1/14**

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

**Friday, 1/15**

8:20 – 9:35	7 <sup>th</sup> Period Classes
9:45 – 11:00	8 <sup>th</sup> Period Classes
11:00 – 3:30	Test Make-up Period

**\*\*Students reporting late to a testing period will not be given additional time\*\***

No lunch service will be provided over these three days of testing. If a student is staying at school they will need to bring their own lunch.

Students need to make arrangements for transportation in order to leave school immediately after their last testing period or test make-up period.

All students are to be in their scheduled classes from 8:20-12:25 on Wednesday and Thursday, and from 8:20-11:00 on Friday. All students may leave campus during their study hall.

**Admissions  
Pam Schowalter  
November 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
54	62	63	71	72	72	71	63	62	64	46	63	53	816 accepted

2020-2021—Elementary—K-6: 465 students (+4) Jr./Sr. High 7-12: 351 students (-3)

**Total: 816 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**-Additional students have been added to our elementary wait list.

**RECRUITMENT**

**Student Ambassadors**—had the opportunity to sign up for and commit to five different service projects for the month of November. Our next meeting is scheduled for December 8<sup>th</sup>. December service projects will be shared at this time and signups will be available at 9:00 on Dec. 8<sup>th</sup>.

Student Ambassador October Service opportunities included:

- Assemble teacher conference bags for Nov. 2<sup>nd</sup> and Nov. 3<sup>rd</sup>.
- Deliver Teacher goodie bags with personalized notes written to each teacher during conferences
- Stuff Thanksgiving Cards for our November mailing—550 cards (pre-k-12<sup>th</sup>/incoming kindergarten students/interested new families, parishes)
- Labeled Thanksgiving mailing envelopes

**New Student Families grades 1-12**—follow up calls to new families to check in on transition. Regina welcome packet sent to the students.

**Kindergarten Round Up** is scheduled for Thursday, February 18<sup>th</sup> at 6:30 PM. It will be a virtual event this year. Families that are registered prior to the event will receive an activity packet and a Regina Crownie Class of 2034 t-shirt!

- t-shirt design completed and ordered
- invitation ideas have been approved
- photo shoot will take place in November
- incoming K families that are registered will receive a Thanksgiving card

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.

Preschools and day cares will receive a Christmas Card. They also received a Fall mailing from Regina.

**Regina preschool students** who are age ready for kindergarten next fall will receive a personalized letter and application for early registration in November.

### **RETENTION**

**International Students**—we are working with a family from Lebanon to have their daughter join Regina next Fall for high school.

**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.

**Regina preschool students** all received a Halloween treat from Admissions in their mailboxes.

**Regina Tri-Parish Religious Education  
Board Report  
November 24, 2020  
Carolyn Brandt, Director**

**November 2, 2020**

We had our third packet pick-up from 6:00 PM till 7:00 PM. All but 6 families picked up their packets. I made arrangements for them to come to Regina another time. Things are going well.

**Kecia Boysen  
Regina Foundation  
Executive Director  
11/17/20**

**Capital Campaign Phase 1 Continuation (as of 11/10/2020)**

Remaining original cash pledges to be fulfilled (24 donors):	\$ 87,167
Cash on Hand	\$ 2,784
Lead pledges to be fulfilled:	\$177,601
New cash pledges to be fulfilled:	\$394,305
Total:	<b>\$661,857</b>

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

Phase 1 Continuation total: \$3,121,878 (lead pledges plus new money raised during continuation phase)

\$1,271,878 raised toward \$1,100,000

Capital campaign invoices totaling **\$162,740.85** have not been reimbursed to the school.  
**\$661,857 - \$162,740 = \$499,117 spendable campaign dollars remaining for all projects.**

**Excellence Fund (annual appeal)**

- **2020-2021 Excellence Fund as of 11/13/20: \$102,728 (237 donors)**
- Last year at this time: \$112,745 (276 donors)

EF year-end timeline:

- Monday, November 2 – Donor Appreciation mailing/video (w/students, teachers & Student Ambassadors)
- Week of November 16 – Year-End mailing w/Thanksgiving theme
  - 15 Current Donors
  - 249 LYBUNT
  - 197 Major LYBUNT
  - 296 SYBUNT
  - 173 Major SYBUNT
  - 296 General - Parents
  - 1,226 TOTAL
- 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 Monday, November 2 via Zoom (minutes attached). Next meeting in January.
- Foundation Executive Meeting - Next Meeting: 11 a.m., Wednesday, December 9



- Foundation Board Meeting – Next Meeting: 4:30 – 6p.m., Tuesday, December 15

### **Donor meetings & calls**

- Visits/calls of note: Vince Cano '61 (major donor/named scholarship); Teresa (Bowton '88) and Chris Suchomel (named gift in honor of Terry Bowton).

### **Other**

- Visibility in the Regina community (goal = at least 2 events per month) – November: Donor Appreciation Week activities
- Reprints of the corrected *Impact Report* dropped on 10/28. In the original mailing the pages were placed out of order during production at the print shop. The printing company corrected their mistake, reprinted and mailed at no additional cost to us.
- Donor Appreciation Celebration recognition:
  - 446 donor 'Thank You' postcards written by the Student Ambassadors were mailed the week of Nov. 1 to all major donors, scholarship benefactors and Living the Promise Society members.
  - In place of the annual *Donor Appreciation Celebration*, we asked students and teachers to submit a short 5-7 second "Thank You" video recorded on their smartphone. As an incentive, anyone who submitted a video was included in a drawing to win \$50 for the 'thank you' video or \$100 for an Ambassador who submitted a virtual tour of the new addition. We picked several submissions and Shelley created a PowerPoint video to share with our donors. An email with a link to the video was sent to donors on Wednesday, November 4 and so far has garnered over 200 views on YouTube. The link was also shared in a FB post on Nov. 6.
- Hills Bank donated a Classroom Cash check on \$1,132.27 on Nov. 6. Since the program began in 2004, \$43,362 has been donated to Regina.
- The Foundation submitted the PPP Loan Forgiveness Application through Hills Bank on 10/30/2020.
- Kecia participated in the Eastern Iowa Planned Giving Program, "*Tactical Tips For Building Support For Planned Giving*" presented by Patrick Schmitt, Freewill on Tuesday, October 27. Highlights:
  - How to build support for estate planning and planned giving in the community at large -- advisors, lawyers, accountants, etc.
  - How to win support for planned giving inside your organization
  - How to build connections between planned giving professionals, non-profit boards and other key stakeholders

### **Upcoming Events/Important Dates (tentative due to COVID-19)**

- Regina Gala Virtual event, Saturday, February 6, 2021

**Health and Safety Committee**  
**Sue Kloos**

Our committee did not meet in person this month because it was the same day as the the high school football playoff championship game

The updated COVID tab on the Regina website looks very professional

A huge shout out to the Regina staff and students in all their efforts in the Return to Learn. I am including an article that reminds us to continue to focus on keeping immunizations up to date.

Put your health first...



**Regina Athletic Booster Club Meeting**  
**Wednesday October 14<sup>th</sup>, 2020**  
**6:00 PM**

**Attendance:** Sean Beard, Beth Wick, Myrna Boyle, Leigha Rios, Erin Litton, Sarah McLaughlin, Chase Stafford, Todd Streb, Ed Wallace, Bryce Smeins, Zach Ries.

**Reports:**

**AD-Bryce Smeins:** Fall sports, volleyball got 4<sup>th</sup>, will play Anamosa at Anamosa High School for Conference tournament tomorrow night and Regionals vs North Cedar will be at home next Monday night the 19<sup>th</sup>. Girls Cross Country finished 4<sup>th</sup> and the boys finished 9<sup>th</sup>. They will be in Ottumwa next Thursday for Districts. Football got a first-round bye and will play the winner of Columbus Junction and Wapello at home on the 23<sup>rd</sup>. If we win, we could host a couple more games. Winter sports, Junior high girls' basketball starts on the 16<sup>th</sup>.

For coaching, goal for baseball hoping to line up by October. Softball does not have anything lined up yet. Still need to fill 8<sup>th</sup> grade boys' basketball, and Doug Vollstedt is coaching 7<sup>th</sup> grade boys. We have advertising for softball on the website, Facebook, Twitter, Teach IA. We have emailed all the AD's in the conference. Just need to get the word out and hope to find someone that will stay for a long time. It is a juggling act to hire depending on the time of year and difficult to get applicants to come and interview without a teaching job available.

**Treasurer-Myrna Boyle:** Financials show the donations pass through of the golf tournament, Regal Society and Spirit Store. The comparison sheet of the last five years shows the Concessions do well and the Fish Fry except for the last couple years. The Golf tournament does well and the Spirit store is on cash basis, no inventory into account yet. Must work with Keely and Aubrey to figure that out. Advertising has not come in yet and applied to previous expenses that school has covered. Kinnick seatback had been a money maker in the past. Total Assets \$16543.95

**President-Sean Beard:** Need a game plan to get on pace for this year. Fundraising, advertising and the fish fry.

**Coaches:**

**Zach Ries:** Mac/Pac youth wrestling will start on November 2<sup>nd</sup>. Little for two weeks and then to advanced kids. Have not set a price yet. Junior high starts Monday, with Jacob Koch as the coach. High school will start on November 16<sup>th</sup>. Johnnie has set protocols for COVID between youth practice and high school practice. Has COVID guidelines from the state. An apparel order notice has been sent out from the office, Ironside will be out for about three weeks, close on the 25<sup>th</sup>. For uniforms, singlets will be needed in the spring.

**Old Business**

**Review/approval minutes September 9<sup>th</sup>:**

Motion made by Sarah McLaughlin, Second by Beth Wick, all in favor.

**Meals for teams Interim Policy-Ed Wallace/Erin Litton:** Have a discussion going and will report at the next meeting.

## **New Business**

Fish Fry: Sean will have a meeting set up with Molly Joss to learn the processes, that will help control variables for input and output.

Regal Cast website: Regal Cast is all sports, the audio version of the guy from Mediapolis that uses Regina sponsors. Need to speak with Mr. Foley and Mr. Plummer and articulate what the plans in process want to be going forward since Mediapolis has been a long-term relationship. Want to look at purchasing a domain, audio equipment and take over Regal Cast and save money. Money comes back in with sponsors and subscribers since the games are taped and on You Tube for viewing purchase. Brandon and Ed would synchronize. Need to talk with the 19 sponsors that are already donating to Mediapolis and ask if they would consider donating if the money stayed here. This would become a very good source of advertising.

Lawn care bid: The lawn care bid is expensive, but we have a great level of service and experience from the company that provides it. The last two bills have been \$15,000 a month. That takes care of the softball, baseball and football field to mow trim and paint. We don't want to mess with the excellence of the fields, but we want to see what options are available. Bryce will facilitate a meeting with Krafka and we will know the plan in the next 30 days.

"One-Ask" donation with Foundation: Meet with Kecia and figure out a plan so we are not asking families repeatedly. Go back to the beginning of the year, this is what you gave here and there. Get a total amount of "ask donation" per year. Ask the families what can, or do you want to give and then break it out among all the things that can be donated to. Then groups are not competing against each other and it will clean things up on the records of financials.  
Who wants to sit down with Kecia and Trish? Myrna and Chase volunteered for this task.

Fundraisers: Ideas for fundraising, metal RCross to stick in the ground, could do this for all sports/arts. Metal name plates for the bleachers, Jan Beaver still has the forms. Jane Molony is gathering information from other booster clubs and will share information once she gets it all.

Adjourn: Motion made Ed Wallace, second made by Sean Beard, all in favor.

Next Regina Athletic Booster meeting Wednesday November 11<sup>th</sup> 6:00 PM  
Respectfully submitted by Leigha Rios

Name	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	10/27/20
Melinda Shetler	O	X	X	X	X	X	X	X	X	X	X	X
Patrick Gavin	X	X	O	X	X	X	X	X	X	X	X	X
Angela Villhauer	X	X	X	X	X	X	X	X	X	X	X	O
Sue Kloss	X	X	X	X	X	X	X	X	X	X	X	X
Ellen Abusada	X	O	X	X	X	X	X	X	O	O	X	X
Andy Cutter	X	O	X	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	O	O	X	X
Annette Goodhart	O	X	O	X	X	X	O	X	O	O	O	X
Chris Clark	X	X	X	X	X	X	X	X	O	O	X	X
Jason Wagner	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	O	O	X	X
Lisa Dutchik	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	O	O	X	X
Todd Waikel	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X
Fr. Sia	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	O	X	X
Fr. Beckman	X	X	X	O	X	X	X	X	O	O	X	X
Fr. Witt	O	X	X	X	X	X	X	X	X	X	X	O
Fr. Adam	X	O	X	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	N/A	N/A	N/A	N/A
Jason Dumont	X	X	O	X	X	X	O	X	O	O	N/A	N/A
Alan	X	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A
Fr. Rudy Juarez	X	X	X	X	X	X	X	X	N/A	N/A	N/A	N/A

Key:

X=Present

O=Absent

NA=Not a Member