

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, April 27, 2021  
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 – March 23, 2021   |            |
| e. Approval of Agenda   |            |
| f. Open to the Audience   |            |
| <b>II. CAPITAL CAMPAIGN UPDATE</b>  |            |
| a. Tandy with Shive Hattery will give a quick overview on the Pre-K center.   |            |
| <b>III. NEW BUSINESS DISCUSSION</b>   | 15 minutes |
| a. Sunday Exemption for Fall Fun Festival   |            |
| <b>IV. OLD BUSINESS UPDATE</b>  | 5 minutes  |
| a. Approve Booster By-laws  |            |
| <b>V. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>  | 10 minutes |
| a. Elementary   |            |
| b. Junior/Senior High   |            |
| c. Enrollment Report  |            |
| d. Business Office  |            |
| e. Religious Education  |            |
| f. Foundation   |            |
| a. Boosters, PISA, Home & School – committee reports  |            |
| <b>VI. CALENDAR AND DISCUSSION ITEMS</b>  | 10 minutes |
| a. <b>Board Chair</b> – Appoint the nominating committee for new Board officers (Policy #202R Nomination Committee Policy.) |            |
| <b>VII. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>   | 5 minutes  |
| a. Patrick Gavin will present recommendations coming out of Strategic Planning Committee related to strategic plan.         |            |
| <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	5/25/21	6:30 PM	Google Meet
B. Executive Committee	3 <sup>rd</sup> Wednesday	5/19/21	5:30 PM	Google Meet
C. Finance Committee	3 <sup>rd</sup> Wednesday	5/19/21	4:30 PM	Google Meet
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	5/13/21	9:00 AM	Google Meet
E. SIAC/Education Committee		TBA		
F. Catholic Identity Committee	3 <sup>rd</sup> Tuesday	5/18/21	4:30 PM	Room 409
G. Building & Ground Committee		TBA		
H. Strategic Planning Committee	3 <sup>rd</sup> Wednesday	5/17/21		
I. Health & Safety	3 <sup>rd</sup> Thursday	5/20/21	5:30 PM	HS Library

### II. ENROLLMENT

#### 2020-2021 Month-by-Month Comparisons

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	456	460	461	464	464	465	467	465	468	
JR/SR	354	351	353	351	352	352	350	350	349	
PreK	44	38	39	37	33	38	40	42	43	

#### 2020-2021 Tuition

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
Elem	\$1,931,400	\$2,078,920	\$2,169,889	\$2,184,485	\$2,194,365	\$2,182,765	\$2,178,528	\$2,187,565	\$2,183,819	
JR/SR	\$2,722,599	\$2,363,544	\$2,372,391	\$2,391,515	\$2,391,515	\$2,393,780	\$2,389,777	\$2,392,647	\$2,394,943	
PreK	\$358,500	\$4,190	\$23,186	\$44,442	\$52,084	\$58,779	\$94,108	\$117,068	\$158,469	

\*Partial Month

### I. UPCOMING DATES

National Honor Society Induction	April 28	6:00pm	HS Gym
JH Play	April 30	7:00pm	Elementary Gym
JH Play	May 1	7:00pm	Elementary Gym
JH Play	May 2	2:00pm	Elementary Gym
AP Testing	May 3-7	8:00am	MPR/HS Conference Room
AP Testing	May 10-14	8:00am	MPR/HS Conference Room
Awards Assembly	May 19	9:00am	HS Gym
Senior Last Day	May 19		
Baccalaureate	May 19	7:30pm	St. Patrick Church
Graduation	May 23	2:00pm	HS Gym
Last Day of School	May 27		

### II. PRAYER SERVICE/MASS SCHEDULE

### III. Holy Days

Ascension of Jesus	May 13
--------------------	--------

## REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, March 23, 2021

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, Matt Staab, Julie Rhomberg, Marilou Vardeman, Michelle Goldsmith
    - iii. Members of the Audience – None
  - c. Chairperson Remarks – by Melinda Shetler.
    - Happy Spring!
    - Reminders -appointed/elected BOE members need to stay on the virtual meeting for Executive Session and the Open Session that takes place after.
    - Chairs of BOE committees, please submit summaries/information from your monthly meetings to be included in the BOE packet each month.
    - If you are going to miss a BOE meeting, please let Melinda or Alaina know prior to the meeting.
  - d. Approval of Minutes –
    - o Approve February 16, 2021 – Special Meeting Minutes AND February 23, 2021 – Regular Meeting Minutes.
    - Motion to approve by Witt. Second by Abusada. All in favor
  - e. Approval of Agenda –
    - o Motion to approve Agenda by Dutchik. Second by Witt. All in favor.
  - f. Open to the Audience – NONE
- II. ADMINISTRATIVE REPORTS – see BOE packet
  - a. Elementary Report – Additional comments by Celeste Vincent
    1. Thank you to Fr. Beckman for celebrating mass today with the students.
    2. Interviews for open positions have begun.
    3. Ran a trial test today for the new computer-based Iowa assessments next month.
    4. We will be celebrating our annual Memorial Mass and Grandparents Day this year, but in a modified way due to COVID.
    5. Strong enrollment/registration response last month. So far, only know of eight elementary students that will not be returning. Kelly Starr commented that a majority of those were students that started at Regina this year because of the in-person learning option and now plan to return to the ICPSD.
  - b. JH/SH Report –Additional comments by Mr. Plummer:
    1. Kairos retreat will be this Thursday thru Sunday. There are 18 students participating.
    2. Good Friday prayer services will be offered in two sections next week so parents may attend and still keep everyone socially distant. Streaming will be offered, and spray disinfection will occur between the prayer services.
    3. Also, will be completing a trial testing for assessments tomorrow.
    4. Online students will also be taking the assessment, but at a later date than the in-person students.
    5. Senior trip will consist to two different day trips this year.
    6. Prom will be held outside in a tent and chaperoned by parents. This idea was generated by the Student Council.

7. Planning for a modified indoor version of the traditional graduation ceremony in the HS gym.
- c. Enrollment Report – Additional comments by Pam Schowalter:
  - Working with two international students for next school year. One from Brazil and one from Australia.
  - There is still a travel ban instituted by China on those students returning to in-person learning at Regina.
  - There are 46 student ambassadors registered for next year.
  - Tours are continuing and a few more families have expressed interest in Kindergarten for next year.
- d. Business Office – Additional comments by Marilou Vardeman
  1. Please see the Key Statistics report in the packet.
- e. Religious Education –Additional comments by Carolyn Brandt:
  1. Packet pick-up was March 1<sup>st</sup>. Continues to go smoothly.
  2. Shared the multi-month craft project that included growing grass from seed and adding “He has risen” banners and a homemade cross to what has become a mini grass garden for each child. Also shared the tomb craft project for this month.
- f. Regina Foundation – Report in BOE packet
- g. Boosters, PISA, Home & School – Committee Reports in BOE packet
- III. NEW BUSINESS DISCUSSION – None
- IV. OLD BUSINESS – None
- V. CALENDAR AND DISCUSSION ITEMS
  - a. Recommendations for teacher contracts will be discussed in Executive Session.
  - b. BOE terms for Sue Kloos and Patrick Gavin will be expiring this year. Notification to Parish Pastors regarding replacements.
  - c. Finance Committee –
    1. Review of budget assumptions and proposal included in the BOE packet.
    2. Vardeman commented that she feels pretty comfortable with the assumptions and the resulting budget with the expectation of a more “normal” budget year next school year.
      - o Motion to approve the proposed FY 21-22 budget made by Fr. Witt. Second by Gavin. All in favor
- VI. CAPITAL CMAPIGN UPDATE – in the BOE packet – Additional comments below
  1. Kecia noted that the proposal for the PreK will go to the diocese for approval this week.
- VII. COMMITTEE REPORTS – In the BOE packet
  - a. Catholic Identity – comments by Lisa Dutchik
    1. The committee will be conducting a rubric type audit received from the diocese.
    2. Possible survey to be distributed this fall.
  - b. Health and Safety – comments by Sue Kloos
    1. Forwarded the NY Times article regarding the revised guidelines for social distancing in schools from six feet to three feet.
    2. Shetler summarized the most recent discussion from the Return to Learn Committee regarding social distancing. Recommendation is that next school year will start with the mask requirement again, but the three feet of social distancing will no longer be the standard/enforced.
- VIII. MEETING SCHEDULE – See BOE packet for current schedule.
- IX. CLOSING PRAYER – by Fr. Witt
- X. EXECUTIVE SESSION – 7:10 PM
- \*Note\* Fr. Sia left the virtual meeting and was not present for subsequent votes.
- XI. Open Session – 7:22 PM
  - o Motion to go back into open session made by Fr. Witt. Second by Shetler. All present in favor.
  - o Motion to approve the list of staff contracts for the 21-22 School Year presented by Celeste Vincent made by Fr. Witt. Second by Waikel. All present in favor.

- Motion to approve the list of staff contracts for the 21-22 School Year presented by Glenn Plummer made by Fr. Adam. Second by Abusada. All present in favor.
- Motion to approve the coaching contracts listed below made by Fr. Witt. Second by Shetler. The following voted in favor: Ellen Abusada, Fr. Adam, Fr. Beckman, Chris Clark, Andy Cutter, Lisa Dutchik, Patrick Gavin, Sue Kloos, Melinda Shetler, Jason Wagner, Todd Waikel, Alaina Welsh, Fr. Witt. The following voted against: Scott Nibaur.

Coaching Contracts presented:

- Kimberly Martin – JH Track
- Matt Staab – JH Track
- Jake Heitman – HS Track
- Angela Kessler – Head Softball Coach

XII. Adjournment – 7:25 PM

- Motion to adjourn by Fr. Beckman. Second by Fr. Witt.  
All present in favor

Respectfully Submitted by  
Alaina Welsh  
BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
April 2021**

**FACILITATOR OF FAITH COMMUNITY**

**FIRST HOLY COMMUNION**

Congratulations to Regina students who have received or will receive their First Holy Communion at their respective parishes.

**UPCOMING RELIGIOUS CELEBRATIONS**

April 21 – Prek-12 Memorial Mass @ 9:30 – HS gym/virtual

May 7 – Grandparent/Grandfriend Day virtual

May 5 – 2:00 Prayer Service

May 18 – Elementary Mass

May 24- Mass with Bishop Zinkula

May 26- 6<sup>th</sup> Grade Prayer Service @ 2:00

**PARISH PARTNERS**

Sr. Agnes had a wonderful time visiting with our first graders on Tuesday, March 30<sup>th</sup>.

**DIOCESAN PRINCIPALS' MEETING**

Diocesan principals discussed EANS funding, new superintendent, and new administrator evaluations during our April 13<sup>th</sup> meeting. Next virtual meeting will take place on May 11<sup>th</sup>.

**RETIREMENT**

Jim Burchers, Chief Maintenance, had his last day on April 15<sup>th</sup>. We wish him the best in retirement.

**STANDARD #1 - VISION**

**ISASP TESTING**

Administrators and Jess Pizana put much time into the planning and preparation for this first year of ISASP testing. Tests were held during the week of April 12-17. The school made provisions to accommodate online learners.

**FAST**

Teachers will be finishing the third window of this literacy assessment during the month of May.

**HEAD OF SCHOOLS**

Center staff will have a chance to meet with Joy Kelly, new Head of Schools, on Thursday, May 20<sup>th</sup>. Joy also sent an introduction letter to families this past month.

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

**INSERVICE**

We have spent the past year in book and group study with educational professionals Kristen Souers and Pete Hall. They are authors of *Fostering Resilient Learners*. Our concluding activity was Friday, April 23<sup>rd</sup>.

**EARLY CHILDHOOD CENTER**

Thank you to Shane Schemmel who sent a press release about the new PreK center to the Catholic Messenger and it was published. Shane also sent out information on this exciting development through constant contact.

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

#### ADMISSIONS

Pam Schowalter and administration are working closely on new families touring and acceptance. We have several new families accepted and interested for next year.

#### EVALUATIONS

The administration and teachers are in the process of the end of the year sharing of professional development plans/accomplishments.

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

#### GRANDPARENT/GRANDFRIEND DAY

Regina Elementary and the Regina Foundation are hosting Grandparent/Grandfriend Day on May 7<sup>th</sup>. We have been thinking outside the box, collaborating with a group of teachers and Shane Schemmel, to design a special virtual grandparents/grandfriends day.

### **STANDARD #5 - ETHICS**

#### VOLUNTEER APPRECIATION

In the month of April we want to recognize all of our volunteers who help make Regina great! Regina is a special school because of their hours of dedication to our mission and our students.

#### WEEK OF THE YOUNG CHILD

During the week of April 12<sup>th</sup>-April 16<sup>th</sup>, we celebrated Week of the Young Child. We give special thanks to Barb Meyer and all of our dedicated Early Childhood Center teachers who help to guide our youngest.

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

#### HIRING

Principals and staff teams have been busy interviewing for openings. Thank you to the following staff members who have helped with interviewing: Tom Nelson, Erin Vorwerk, and Diann Zirtzman.

#### END OF THE YEAR PROCEDURES

Administrators are working with teachers regarding student progress, planning for next year, and checklist items to finish the year.

#### ENROLLMENT SUMMARY

K-55  
1-63  
2-65  
3-72  
4-70  
5-72  
6-71  
Total=468

**Regina Junior-Senior High School**  
**Board Report**  
**April 2021**

**Principal as Spiritual Leader**

1. Upcoming celebrations
  - May 1: 7-12 Mary Crowning Mass
  - May19: Baccalaureate Mass @ 7:30 pm at St. Patrick
  - May 24: K12 Mass with Bishop Zinkula @ 10:15
2. Shelly has delayed working on the religious celebrations calendar in order to allow time to see how restrictions work out.
3. Awesome job to Mrs. Conlon, the Foundation, Father Trevino, and many others on the Memorial Mass held on April 21.

**Principal as Instructional Leader**

1. AP testing will take place the weeks of May 3 and 10.
2. Semester exams will be given on May 25 – May 27. The schedule is attached.
3. ISASP testing was held the week of April 19. We have a large chunk of make-ups left due to student absences.

**Principal as Administrator**

1. Lynne and Tim have started building the master schedule for next school year. We hope for it to be completed by July.
2. We have two teaching and activities director openings at this time.
3. The Return to Learn team updated our quarantine protocol. The changes include: if both individuals are wearing masks then the non-positive individual does not have to quarantine, individuals may return after 7 days with a negative test, and 10 days otherwise.
4. EANS applications are due April 30.
5. Enrollment Summary (4/23)
  - 7<sup>th</sup> – 65
  - 8<sup>th</sup> – 62
  - 9<sup>th</sup> – 62
  - 10<sup>th</sup> – 46
  - 11<sup>th</sup> – 63
  - 12<sup>th</sup> – 61
  - Total – 349

**Principal as Communicator**

1. Our two senior trips were a success. While not a week-long trip to DC, the seniors had fun on the ropes course and in St. Louis.
2. The Awards Assembly will be Wednesday, May 19. We are finalizing the details.
3. Graduation is at 2:00 on Sunday, May 23 in the Regina Jr Sr High Gym. Seating is limited to 10 per graduate. We are working on a live stream for the ceremony.



**Semester Test Schedule  
Regina Junior-Senior High School  
May 25-27 (A Day all 3 days)**

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

**Students must report to their classes at the scheduled times.**

**Tuesday, 5/25**

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

**Wednesday, 5/26**

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

**Thursday, 5/27**

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 Tuesday and Wednesday, and from 8:20-11:00 on Thursday. Students may leave campus during their study hall, but study hall will still be provided for those who stay at school.

**Admissions  
Pam Schowalter  
April 2021 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
55	63	65	72	70	72	71	65	62	62	46	63	61	817

2020-2021—Elementary—K-6: 468 students  
 Jr./Sr. High 7-12: 349 students (-1)  
**Total: 817 students**

2019-2020--Elementary K-6: 458 students  
 Jr./Sr. High 7-12: 341 students  
**Total: 799 students**

**RECRUITMENT**

**Student Ambassadors**—will be washing and sanitizing kindergarten toys and manipulatives on 4/22 and 4/29.

Student Ambassadors will be ushering for the Jr. High play—Dr. Dolittle.

**New Kindergarten students**—Currently we have accepted 61 kindergarten students. Recruitment continues.

**New Jr. High students** will receive a letter the third week of April from our principal and vice principal. In addition to our current 6<sup>th</sup> grade students, we have accepted 4 new 7<sup>th</sup> grade students and have 3 students in the pipeline for 7<sup>th</sup> grade.

**Tours**—elementary tours are currently taking place after school hours. We have also been conducting Jr./Sr. High tours in the afternoons. Tours are picking up, as we move forward with registrations for the 21-22 school year.

**New 1<sup>st</sup>-12<sup>th</sup> Families** and new kindergarten families will receive emails regarding summer camps, busing, parish stewardship forms and information on ordering school uniforms.

**RETENTION**

**Student Ambassadors 21-22** – we have 49 ambassadors for next year. New ambassadors will be invited to our May meeting. Orientation will take place on August 12<sup>th</sup> from 9:00-11:00.

Crownie visited the kindergarten students on 4/26 for the alphabet countdown! “C” is for Crownie—he also brought coloring pages for the Class of 2033!

**International Students**—Currently waiting for guidelines to see if our Diocese will allow us to accept individual students who are not currently enrolled at our school. International students that are relocating to Iowa City with their families are able to be accepted.

**Registrations** -- for 2021-2022 for returning students is ongoing. Numbers are looking strong.

**University of Dayton Class: Successful Enrollment Management in your Catholic Schools**-February-May—final May 1, 2021

**Enrollment Webinars:**

4/15--Inspiring Your School Community to Keep Your Families Enrolled

4/22—Awareness to Advocacy: Helping Perspective Parents Navigate the Buyer Journey.

4/26 Marketing Affordability to Break Through the Price Barrier – An Inside Look at Variable Tuition and Other Tuition Models.

**Regina Tri-Parish Religious Education  
Board Report  
April 27, 2021  
Carolyn Brandt, Director**

**April 5, 2021**

We had our last parent packet pick-up from 6:00 PM till 7:00 PM. It was kind of sad actually. I am going to miss all of them.

I just want to say thank you to Shelley Rublaitus for everything she has done this past year!! She is so talented!!

While doing all of the home lesson plans I noticed mistakes on the in-person lesson plans that I give out to the teachers. So, I am correcting everything.

I will also be working on a calendar for next year.

**Kecia Boysen  
Regina Foundation  
Executive Director  
Monthly Report 4/20/2021**

**Capital Campaign Totals (as of 4/16/2021)**

Remaining original cash pledges to be fulfilled (15 donors):	\$ 58,020
Cash on Hand:	\$ 18,707
Continuation lead pledges to be fulfilled (2 donors):	\$ 177,601
Continuation pledges to be fulfilled (84 donors):	\$ 243,860
New Pre-K pledge to be fulfilled:	\$1,200,000
<b>Total:</b>	<b>\$1,698,188</b>

\*total reflects \$108,083 (50 donors) written off (1.34% of total raised)

\$7,951,291 raised toward \$7.8 million (plus additional \$1.2 million Pre-K pledge)  
Capital campaign invoices totaling **\$113,436** have not been reimbursed to the school.  
**\$1,698,188 - \$113,436 = \$1,584,752 spendable campaign dollars remaining for all projects.**

**Excellence Fund (annual appeal)**

- **2020-2021 Excellence Fund as of 4/16/21: \$386,814.97 (580 donors)**
- Excellence Fund last year at this time: \$367,198.13 (598 donors)

**Fiscal Year-End Appeal:**

- Week of May 3 – National Teacher Appreciation Week – Mail Alumni Appeal (Teacher Endowment focus) to Alumni 1959-2015: 2406
- Week of May 10 – Mail FYE Letters to these segments (mailing estimates):
  - Major LYBUNTS: 84
  - Major SYBUNTS: 115
  - LYBUNTS: 146
  - SYBUNTS: 242
  - General (parents): 289

**Business Partners Appeal:** To date we have received 16 responses totaling \$10,250 from the March 22 mailing, including 3 new and 6 recaptured EF donors.

**GreenState Credit Union Give & Grow:** The program offers members the opportunity to donate to school foundations in markets where GreenState has a branch location. GreenState is matching donations dollar per dollar up to \$500 per household with a total match up to \$7,500. To date we have raised **\$4,035** toward the match. The 2021 initiative runs April 1 – April 30.

**Other fundraising initiatives the Foundation is overseeing:**

- Weight Room campaign - Total raised \$293,900 from 25 donors. Project goal \$300k.
- Shine Bright Fund (December 2020 teacher appreciation appeal): Total raised: \$21,792.
  - \$215.00 left over from 2019
  - \$3,650 from Willa Dickens
  - \$7,500 from Home & School
  - \$1,560 from Jack Muller
  - \$9,082 from 77 other donors (63 online)
  - (\$206.42 in credit card fees were deducted)
- Inspire Fund (May 2021 teacher appreciation appeal): Appeal will run May 3 – 15.

### **Committee Meetings**

- Stewardship Committee – Next Meeting: TBD
- Development Committee –Next meeting: 4 p.m., Monday, April 26
- Foundation Executive Meeting - Next Meeting: 11 a.m., May 12
- Foundation Board Meeting – Next Meeting: 4:30 – 5:30 p.m., Tuesday, May 18

### **Donor meetings & calls**

- Visits/calls of note: Lou Rae Hoogerwerf (major donor); Jim Theisen (major donor)

### **Other**

- Visibility in the Regina community (goal = at least 2 events per month) – April (Covid-19 restrictions in place), Memorial Mass, Wednesday, April 21.
- The Memorial Mass will be held in-person on Wednesday, April 21 to honor 33 individuals who have been memorialized through gifts to the Regina Foundation since our last Memorial Service in 2019. A limited number of family members will attend in person, while K-12 students and teachers will view the Mass from their classrooms. The service will also be available to view via livestream.
- Kecia and Shelley received their final Moderna COVID-19 vaccinations on Saturday, March 27.
- Kecia will participate in the Eastern Iowa Planned Giving Council program, *“Best Practices of planned gift documentation/recognition,”* presented by Robert Shafis, Director, Planned Giving Services, Veritus Group, on Tuesday, April 27 via Zoom.
- As of June 1 the Foundation will establish new summer office hours. Due to the efficiency of working from home, the ability to access files and platforms remotely, and the limited number administrative staff in office, we have decided to continue to work remotely a couple days per week. We will change our schedules as needed and as circumstances warrant. New office hours will be: In office Mondays, Wednesdays and Thursdays. Remote hours: Tuesday and Friday.

### **Upcoming Events/Important Dates**

- Memorial Mass – Wednesday, April 21 (limited in-person attendance)
- Virtual Grandparents’/Grandfriends’ Day – Friday, May 7
- 2021 Scholarship Recognition – Wednesday, May 19

## Catholic Identity Meeting

1. Opening Prayer---- conducted by Fr. Witt
  2. Ask for a minute taker---Ellen Abusada
  3. Quick Introductions attendees: Lisa Dutchik, Ellen Abusada, Fr. Witt, Fr. Sia, Celeste Vincent, Kelly Starr, Shelly Conlon, Jan Rudolph, Scott Nibaur, Kimberly Cronk
- 
1. Discuss and decide about our overall goal(s) for the next several months. I agree with Chris Clark's suggestion to:
    - develop/refine a charter (Scott Nibaur---do we already have a charter?) -----No, we are not aware of one.
    - conduct an audit of our current Catholic Identity practices using the rubric from the Diocese(thanks Shelly) and feedback from our Stakeholders that would involve:
      - Solicit Feedback from Stakeholders
        - Develop and send out a survey to the faculty, staff and administrators of Regina to gather their insight on how they view our school in the area of Catholic identity(thanks Celeste)--Stephanie Zeising added some great ideas of what this survey would include.
        - Develop and send out a survey to our parents to gather their insights on how they view our school in the area of Catholic Identity
        - Develop and send out a survey to our 4 supporting Churches to gather their insights on how they view our school in the area of Catholic Identity

The Rubric would have 3 sections: Liturgical, Spiritual and Witness. There would be members assigned to each with someone specified to lead the subcommittee.

Glenn gave information concerning the survey we will be creating. An example from Loyola as well as Creighton that identifies what Catholic identity should look like. Input from our new HOS Joy would be beneficial to get perspective of our identity to the community. Input from our 4 parishes was emphasized --this needs a stronger relationship. Parents input discussed and are always invited to be a member of our committee. They also can submit discussions to be added to the agenda.

This survey should come out by September when folks are starting the year fresh. This should be in several forms for the demographics of the audience-Google, paper and translated into Spanish and French.

- Document the current practices within our Regina Community that support the Catholic Identity initiatives as outlined by the Diocese
- Shelly Conlon created a list of all the current faith formation activities with additions from Jan Rudolph
  - Perform a "Gap" analysis between the feedback offered from the community and our current Catholic Identity practices
  - Overall goal of this process would be to:
    - Gain a better understanding of Regina's current Catholic Identity Practices
    - Clearly communicate the current Catholic Identity Practices to Stakeholders (Our new HOS-Joy, prospective families, the church members at the 4 parishes and of course the BOD)
    - Identify direction for this Committee- future goals and efforts

Additional input:

Glenn purchased a new crucifix for the new building entrance.

All classrooms have their own crucifix as well.

Budget was discussed. Lisa will speak with Villhaur to see where that stands

Do we have a day for our Patron Saint Mother Mary? Feast day is August 22nd.

Lisa, please feel free to edit if anything is unclear. If you would like the format to be different also let me know. Thank you,

Ellen Abusada  
Regina School Board

**Regina Athletic Booster Club Meeting**  
**Wednesday March 10<sup>th</sup>, 2021**  
**7:00 PM**

**Attendance/Prayer**

Phil Arendt, Sean Beard, Jan Beaver, Myrna Boyle, Sarah McLaughlin, Jane Molony, Zach Ries, Leigha Rios, Bryce Smeins, Chase Stafford, Todd Streb, Ed Wallace, Beth Wick, Katie White, Geoff Wilming and Zach Wendehl from Quality Care.

**Reports**

**AD-Bryce Smeins:** Getting ready for spring sports, have approximately 42 girls out for track and about 28 boys. For soccer about 22 girls and 20 boys. For track all the meets will be co-ed and Chad Swope will be covering both programs. Working on getting the summer stuff ready to go.

**Treasurer-Myrna Boyle:** There is about \$25,000 in the bank and \$2,000 cash on hand. Nothing specific to point out unless there are any questions. St. Burch income will come in later.

**President-Sean Beard:** Had the votes come in between Quality Care and Krafka from the board. It was 11 votes for/0 votes and 1 did not vote. There was feedback from the Board of Education, Bryce and Glenn. Excited to have Quality Care. From a fiscal standpoint it is what we need to do, it is what is in the best interest of Regina.

Fish Fry update: Three weeks into it, have \$800.00 back from St. Burch. Our numbers did not go up, but we are going into spring break. It is not ideal, but we have positive cash flow. At the end of the day we will hope to have more positive cash flow than that.

**Coaches:**

**Phil Arendt-Strength and Conditioning:** We have gotten the final quote and are 10% over. \$330,000 with \$295,000 raised so far. We have someone who will match \$ for \$ on the last amount needed to be raised. Should be in hopefully by June or July. Anyone that would donate would be great, and the final renderings will be sent out. Great job Phil!

**Zach Ries-Wrestling:** Wrestling is finished, and the banquet is this weekend at Big Grove. We sent five wrestlers to districts and three wrestlers to state. Aiden Udell, got 4<sup>th</sup> at State, Ronan Poynton came close and Sam Aitchison got his first taste of state. Starting to use more sources for wrestling off season, Big Game and Ubasa and maybe use some of our space down the road. Sean says great job to Zach, heading in the right direction and a lot of positives. Put together some fundraising ideas to bring forward for the program.

**Old Business:**

**February 10<sup>th</sup>, 2021 meeting minutes to approve:** Motion to approve made by Sean Beard, second by Myrna Boyle, all in favor.

**Katie White-Golf Tournament:** Sean starts the discussion; of we would like an overview of the event and how it is run. It will probably be the signature event of the year and want to figure out how to raise the most money. Katie says we need to get title sponsors and heads of committees. Reach out to those that have helped in the past. It has been at Pleasant Valley, and we have not compared prices much. Check out what others may be able to get for service. In 2019 there was 36 teams, went 18 holes of golf, had 27-hole sponsors. Had a putting green contest that made \$1125. CSB sponsor gave \$925. Gross income was \$25,875.00 after cart fees, charges, etc. was \$21,819.00. Going forward, ideas to maximize space would be to put two teams per hole and enhance with entertainment at each to fundraise. Tom Hine with Pleasant Valley has taken a role in planning and has been supportive and helpful in the past, maybe can utilize him more. Next is to figure out a good weekend, set a date and decide who will all be involved. Possibilities to think about would be to combine with the Family Fun Fest and play a tournament on Friday and then come to the tent after. Sean and Todd both agree and like the idea of tying it into the Family Fun Fest, Ed Wallace states August is a good idea. Other options are to pick an Iowa bye weekend. There is no perfect



date, but to if people know when it is, then what would be helpful, and market it. We need to talk with the BOE, AD, Events coordinator to get the green light to go ahead with the tournament and see if all could be coordinated with that weekend. To work around football scrimmage, coordinate golf and tie it into the family fun fest. All ideas that can be investigated and addressed with everyone involved.

BC Fundraising Campaign: We need an initiative outside of what we have. Must be more of an active campaign. We have a clear idea of our budget and need to stay accountable, but how to raise money? For the maintenance school will continue to pay until we can take it back, but how to we fundraise?

Jane Molony will continue checking with other schools on their fundraisers, golf seems to be everyone's big fundraiser. Another school has had a "Booster Bash" during football to bring awareness to their booster club, that could be another idea to think about. Gives people more idea of why they should join, what they can get by being members and tie more people in. So, it is not just "this" year that we go out and find members but keep the money and the members coming back year after year. Also talked about Amish pie sales, car raffles, 50/50 raffles, alumni tournaments, ask about taking on Benchwarmers. See what possibilities are out there to keep a positive cash flow.

Quality Care- Geoff Wilming and Zach Wendehl: Geoff says thank you for approving us. We have been working with the Iowa city school district for 26 years and have a background in this. Zach has been overseeing things for many years. We are here to entertain any question or concerns you may have. Our question is, who will be our main contact? It will be Bryce for day to day things, if there are any big decisions to be made it will come back to the Boosters.

Concerns coming from the Boosters, the contract. Having it be one year so that we have some flexibility, making sure capable of doing the work, having it work out the way we think then it can be there a lot longer. Open the floor to questions. If contract say it is for 20 applications and we only get 16, do we get billed only for what is done? Yes, will seek direction from Bryce. Will schedule a time to get the layout of irrigation for the fields. We have techs available for service. Jan Beaver asks do you have knowledge if infield needs redone on the softball field, can you do it? We could handle it and would consult with the coaches and get the dimensions. Need to check on the sloping, pitching mound and batter's box. If no other questions... Thank you to Quality Care. Sean, Bryce will set up a meeting next week with Zach.

Regal Cast-Brandon Mills: Not able to be present, Sean read the report. In short, Jess can help with laptops but not hotspots. He gave some good advice on the hotspots. When the time comes to get one, we should just get one Verizon hotspot. Talked with Mr. Foley about the sound board, and my estimate was close to what that is going to cost. He is going to let us use the Regal Cast board as a POC with the Hudl Focus camera (as long as we get that done prior to returning the board to Regal Cast). Based on that, ready to start buying equipment.

Need to refine the letter and get list of businesses. Start sending letters out to Regina owned companies to get on board. How do we market, and keep comparable for fall, winter, spring/summer. Maybe a rate of \$500.00 for one season or flat rate for the whole year?

Sean Beard makes a motion to instruct Brandon to purchase equipment, Myrna Boyle second, all in favor. Sean Beard made a motion to charge flat \$500.00 per season or \$1250.00 for all three seasons, Jane Molony second, all in favor.

Adjourn: If no new business or other comments, motion to adjourn made by Sean Beard, second by Sarah McLaughlin, all in favor. 8:14 PM

Next Regina Athletic Booster Meeting is Wednesday April 14<sup>th</sup> 6:00  
Respectfully submitted by Leigha Rios

## **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.

## PISA Agenda/Minutes April 2021

April 14, 2021

Attendees: Rachael Lacina, Shane Schemmel, Danelle Stipes & Patti Johnson

The March PISA meeting was canceled.

### Teacher/Admin Updates: (3 min)

- Mr. Holderness - Elem & JH Art: K-8 is doing a painting based on a famous artist. Van Gough, Picasso, Mattise, Munch, Dali. Everybody finished or is finishing up ceramics.  
Long term. I tried once to get the homecoming parade started. I went as far as to get the permit from the city but the form died in the office somewhere (year before covid).  
Needs. Too many to list.
- Mr. Demory - HS Art: No Report
- Dr. Richter - JH & HS Vocal:
  - HS Musical - We had three awards for the musical from the Iowa High School Musical Theater Association. Maddie Maley and Sophia Thomsen both got Special Recognition for their respective roles. And *I Don't Dance* received outstanding scene for the show. We are not able to publicly announce until May 10 when the state association makes their announcement but admins, parents and students have been informed.
  - We have scheduled tech week for the musical for next year in the CCPA for February 20-27. This is very exciting and everyone is thrilled I am sure.
  - The choirs will be filming their pieces for our virtual concert on May 5th after school in the chapel. After that is filmed we will combine those videos with the girls choir videos for a virtual concert to be published on YouTube.
  - Finally, as we are starting to have Masses and prayer services again we are having singers sing solos in accordance with diocesan guidelines. Our next Mass is May Crowning and Mason Irving, Gavin Gallardo, Julia Correia, and myself will be singing various parts.
- Mr. Nelson - JH & HS Band: No Report
- Mr. Lesan - 4 -12 Orchestra: No Report
- Mr. Tieggs - JH Play Director: Had production meeting. (Notes)
- **Discussion about Teacher Reports:**
  - Question about the use of the chapel (safety size with that many students / air circulation) for recording the choir concert. Shane will discuss logistics with Glen and Travis.
  - Need to make sure arts teachers are turning in the receipts and using correct cards so expenses get categorized correctly.
  - Plan to have a meeting with teachers at the start of next year to share this information.

### HSM2 Musical Wrap Up: (10 min)

- Streaming: Was successful. Total of 69 tickets sold. Some at \$15 and some at \$25 made approx \$972 profit.
- DVDs - sold 28 DVDs to cast/crew at \$15, Earned \$170 margin; this went to the video production cost for Wired Production to film.
- Financials - discussion

- Income: In-person Ticket Sales/Streaming Sales/DVD Sales/Shout Outs/Donations -
- Expenses: Lights/Sound/Video/Printing/MTI Rights & Fees/
- Britin Robinson (lighting designer) injury follow-up - no further issues he is fine.
- MTI Materials Return:
  - Program & scripts sent back to MTI (any late fee?) Shane will follow-up with Roseanne George from MTI and figure out specifics. Will we receive a full refund of deposit?
- Discussion of creating sign in / out for tech week for accountability for turning in scripts & materials and helping with strike.

**Musical 2022 Dates:**

- February 25-27th
- CCPA is reserved starting February 20th (Sunday) for Tech Week
- Confirmed by Evan Hilsabeck at CCPA. He cc'd Eric Burchett to draw up the contract.
- Musical specifics are TBD

**Junior High Play - *Doctor Dolittle* (15 min)**

- Dates: April 30th at 7pm, May 1st at 7pm & May 2nd at 2pm
  - \$5 Adults & \$3 Students (college age & younger)
  - Tickets through Pre-Reservation Form - People pay online via Stripe
  - Clergy will be offered a comp coupon code as will Regina Staff
- Production Meeting - Discussion of status in each area
  - Tech Week Gym Needs/Set/Props/Costumes/Lights/Sound/Volunteers - Notes for production meeting will cover specifics
- Google Meet being used for Rehearsals for Quarantined students
- T-Shirts- through Underground Printing -delivery 4-22-21 - more purchased than expected. Kids get out of dress code Fridays 4-23 and 4-29 to wear play shirts.
- No meal provided during performance weekend as there isn't back to back shows
- Reached/Glenn out to Regina to help pay for lighting through Wired - Glenn approved
- Parent email: Sent out - 1 big email containing all info rather than multiple emails that seem to get "lost".  
Included google forms or links to these topics:
  - Contact Info - only 7 out of 26 complete the contact form
  - Shout Out - Optional encouragement in program - 11 were purchased for \$10
  - Bios info- Kids were sent a link to fill out their own bio. Received all.
  - T-shirt purchase - direct link to Underground Printing payment to them.
  - Volunteer Sign-Up - Need more help from parents for greenrooms.
  - Ticket Reservation Info - will send out reminder email on Friday.

**Arts Trophy Case Donation Proposition: (3 min)**

- Regina Alumnus, David Keeley '73, contacted Shane about wanting to donate or contribute to a specific Arts trophy case (STAR Performer Award winner, etc.) - We need to find a proposed location and talk to Glenn/Bryce on this item- follow up next meeting.

**PISA Scholarship: (5 min)**

- Asked Lynne Zoulek if she had the scholarship application form on 4/7/21. Prior PISA president/Regina employee (Rachel Scholze) handled this. She did not have access to it.
- Discussion of Application process for the scholarship. Rachael will create a new application for this year to be presented at the May award session (5/19). Board will review and edit.
- Will be live on 4/26 and need responses back by 5/7. Submit to announcements and constant contact and regal weekly. PISA board members will vote on award winners by 5/12. Board members with senior students will abstain from voting.

**Financial: (5 min)**

- Deb got new software as the prior software was being discontinued.
- Reviewed P & L

**Parade of Homes Fundraiser: (5min)**

- Volunteer groups get paid \$450. Beth had approached as a fundraiser for PISA drama.
- Duties- Greet people, pass leaflets, tidy up when over
- Sign-Up Genius - Send out in mid-May Rachael will create
- Dates and Times: June 12 and 13; June 15 and 17; June 19 and 20  
Saturdays: 10:00 am – 5:00 pm / Sundays: 12:00 Noon – 5:00 pm / Tuesday and Thursday: 5:30 pm – 8:30 pm  
Below is a link to last year's training video. This year will be very similar.  
<https://studio.youtube.com/video/Vhn8czCTMlo/edit>

**Gathering Estimates for Future Tech Improvements: (5 min)**

- Need to proceed with getting an estimate on costs for new lighting system and control board rather than needing to rent with each performance
- Also will get estimate on Sound needs and upgrades
- Wired Productions will do a walk through and provide advice and estimates.
- This would be partially paid for by Regina, partially by PISA, and potentially partially by some donors and we may need to do some extra large scale fundraising to go toward these costs. We will also explore donations for this. Will discuss more at the May PISA meeting.

**PISA Donor Stewardship (5 min)**

- Currently very inconsistent - some mentioned in programs but others who give during Greenery sale, at performances etc often go un-thanked
- Should we create PISA thank you cards and have board members sign them and mail out? Yes. Shane showed the card she created. We can add pictures if we have them to be more personalized.
- Asking Deb for a list of people who made any donations this year to send thank yous.

**Recruiting New PISA Board Members: (5 min)**

- Kara Houser, Brandi Campbell and Sarah Valiga have agreed to join the board for 2021-22
- Any other suggestions of new members? Will follow up with other suggestions.
- When do new members start attending? Aug. meeting will include orientation.
- Current board members returning?
  - Rachael Lacina - not returning as officer - will be available for support.
  - Shane Schemmel - returning
  - Deb Schaffer - TBD; Shane and Rachael will follow-up.

- Patti Johnson -returning
- Danelle Stipes-returning

**Set material at Steve & Tammy Schomer's home**

- 12 years ago, after the musical and huge snow storm, the Schomer's agreed to store the items in their garage. It has been there ever since and they would like to get it out.
- Rachael and Shane will plan to go to the Schomer's to inventory and see what is there and what is wanted to keep or toss. This will be after graduation.
- PISA will look into renting storage for the short term or figure out where this can go

**Next meeting:** May 12, 2021

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER  
2140 ROCHESTER AVENUE  
IOWA CITY, IA 52245  
319-337-2580  
319-337-4109

*Request for Sunday AM Use of the Regina Inter-Parish Catholic Education Center*

**NAME OF ORGANIZATION:** Regina Catholic Education Center

**ADDRESS:** 2140 Rochester Avenue, Iowa City, IA 52245

**CONTACT PERSON:** Trish Kohl, Regina Special Events

**PHONE:** 319-358-2455

**PURPOSE OF USING REGINA:** Sunday morning Fun Run. This event will be the last activity of the Festival 2021 weekend. The Festival Fun Run which has been scheduled on Friday evening since 2016, is being moved back to Sunday morning for two reasons. First, this year, the Regina Boosters Golf Outing will be included in the Festival schedule on Friday, August 20<sup>th</sup>. The 3 coordinators of the Fun Run: Katie White, Beth Clark and Megan Nicpon are involved in coordinating both the Golf Outing and the Fun Run and can not coordinate both events in one day. Second, the Regina football team will be hosting a home scrimmage on Friday night. We will not compete with ourselves in hosting the Fun Run and the Football scrimmage so it is imperative to move the Run off of Friday night and Saturday is already filled with back to back events.

**AREA OF REGINA REQUESTED:** Back parking lot by athletic facility for start and finish.

**DATE NEEDED:** August 22, 2021

**TIME:** 6a.m.-11a.m to include set up, race, tear down

**NUMBER OF EXPECTED GUESTS:** 150+

Please sign and return the form to Regina:

Person Requesting use of Regina Inter-Parish Catholic Education Center

Board Action -- See Minutes of \_\_\_\_\_ Meeting

---

Board Chairperson

Date

Regina Inter-Parish Catholic Education Center  
Profit & Loss

11:10 AM  
04/22/2021  
Accrual  
Basis

July 2020 through March 2021

	Jul '20 - Mar 21	Jul '19 - Mar 20	\$ Change	% Change
<b>Income</b>				
40000 · Tuitions	3,299,387.02	3,312,240.54	-12,853.52	-0.39%
41000 · Assessments	1,295,743.53	1,273,608.58	22,134.95	1.74%
42000 · Foundation Funding	1,089,297.48	2,334,394.13	-1,245,096.65	-53.34%
43000 · Diocesan Funding	15,909.55	14,734.82	1,174.73	7.97%
44000 · Nutrition Income	83,869.37	305,516.79	-221,647.42	-72.55%
45000 · Other Incomes	732,660.71	604,426.05	128,234.66	21.22%
46500 · Bus Route Income	12,142.37	163.81	11,978.56	7,312.47%
<b>Total Income</b>	<b>6,529,010.03</b>	<b>7,845,084.72</b>	<b>-1,316,074.69</b>	<b>-16.78%</b>
<b>Gross Profit</b>	<b>6,529,010.03</b>	<b>7,845,084.72</b>	<b>-1,316,074.69</b>	<b>-16.78%</b>
<b>Expense</b>				
60000 · Salaries & Wages	3,323,548.51	3,446,534.67	-122,986.16	-3.57%
60145 · Benefits	555,830.50	685,115.92	-129,285.42	-18.87%
61000 · Educational Supplies	358,037.08	391,260.25	-33,223.17	-8.49%
61040 · Computer Technology	143,531.16	263,717.27	-120,186.11	-45.57%
62000 · Facility Expenses	764,221.78	487,904.95	276,316.83	56.63%
63000 · Operating Expenses	51,302.17	65,822.87	-14,520.70	-22.06%
64000 · Building Upkeep	90,590.66	102,038.29	-11,447.63	-11.22%
65000 · Nutrition	63,511.80	204,893.65	-141,381.85	-69.0%
66000 · Income Offsets	55,068.27	123,278.78	-68,210.51	-55.33%
66500 · Busing - Routing	264,233.76	226,064.73	38,169.03	16.88%
68000 · Interest Expense	16,296.92	14,799.66	1,497.26	10.12%
69000 · Depreciation Expense	247,126.00	218,106.00	29,020.00	13.31%
<b>Total Expense</b>	<b>5,933,298.61</b>	<b>6,229,537.04</b>	<b>-296,238.43</b>	<b>-4.76%</b>
<b>Net Income</b>	<b>595,711.42</b>	<b>1,615,547.68</b>	<b>-1,019,836.26</b>	<b>-63.13%</b>

	Mar 31, 21	Mar 31, 20	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash				
10010 · Cash - Operating	-152,618.37	186,978.73	-339,597.10	-181.62%
10020 · Cash - Fall Fun	40,827.17	26,343.75	14,483.42	54.98%
10030 · Cash - Gala	154,290.85	145,748.14	8,542.71	5.86%
10040 · Cash - Payroll	920,340.26	7,558.54	912,781.72	12,076.16%
10050 · Cash - Ach Transfer Account	877.46	1,109.09	-231.63	-20.89%
10060 · Cash - Miscellaneous Funds	141,145.99	109,819.44	31,326.55	28.53%
10070 · Cash - Hot Lunch	21,364.35	262,950.07	-241,585.72	-91.88%
10080 · Cash - Student Activities	266,980.30	160,826.90	106,153.40	66.01%
10090 · Cash - Petty Cash Acct.	1,200.00	1,200.00	0.00	0.0%
<b>Total 10000 · Unrestricted Cash</b>	<b>1,394,408.01</b>	<b>902,534.66</b>	<b>491,873.35</b>	<b>54.5%</b>
11000 · Savings				
11010 · Prior Years Cash	24,862.58	24,806.74	55.84	0.23%
11020 · Teacher Retention Fund	42,145.34	42,050.72	94.62	0.23%
11030 · Capital Maintenance	13,613.41	102,609.00	-88,995.59	-86.73%
11040 · Insurance Deductible Acct.	96,399.19	86,175.43	10,223.76	11.86%
11060 · Restricted Savings	2,311,420.73	1,751,186.74	560,233.99	31.99%
<b>Total 11000 · Savings</b>	<b>2,488,441.25</b>	<b>2,006,828.63</b>	<b>481,612.62</b>	<b>24.0%</b>
<b>Total Checking/Savings</b>	<b>3,882,849.26</b>	<b>2,909,363.29</b>	<b>973,485.97</b>	<b>33.46%</b>
Accounts Receivable				
12000 · Tuition Receivables				
12010 · Current Tuition	992,743.11	981,478.84	11,264.27	1.15%
12015 · Tuition Balance Prior Fiscal Yr	185,852.03	157,850.59	28,001.44	17.74%
12020 · Back Tuition Prior Year	-29,397.03	-9,550.50	-19,846.53	-207.81%
12040 · Uncollectable Accounts	-129,647.34	-126,322.84	-3,324.50	-2.63%
12000 · Tuition Receivables - Other	-2,003.50	0.00	-2,003.50	-100.0%
<b>Total 12000 · Tuition Receivables</b>	<b>1,017,547.27</b>	<b>1,003,456.09</b>	<b>14,091.18</b>	<b>1.4%</b>
<b>Total Accounts Receivable</b>	<b>1,017,547.27</b>	<b>1,003,456.09</b>	<b>14,091.18</b>	<b>1.4%</b>
Other Current Assets				
12200 · Prepaid Computer Contracts	14,381.25	20,727.42	-6,346.17	-30.62%
12208 · Other Receivable - REC Related	0.00	266,546.46	-266,546.46	-100.0%
12209 · Other Receivable - From Booster	15,277.25	130,952.88	-115,675.63	-88.33%
<b>Total Other Current Assets</b>	<b>29,658.50</b>	<b>418,226.76</b>	<b>-388,568.26</b>	<b>-92.91%</b>
<b>Total Current Assets</b>	<b>4,930,055.03</b>	<b>4,331,046.14</b>	<b>599,008.89</b>	<b>13.83%</b>
Fixed Assets				



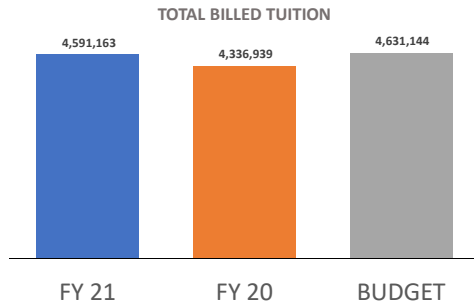
13000 · Long Term Assets				
13010 · Buildings	12,098,604.99	8,109,058.02	3,989,546.97	49.2%
13012 · Building - 2218 Rochester	240,000.00	240,000.00	0.00	0.0%
13020 · Vehicles	92,130.00	92,130.00	0.00	0.0%
13030 · Depreciation - Buildings	-2,531,885.18	-2,016,911.03	-514,974.15	-25.53%
13040 · Depreciation - Vehicles	-53,780.00	-50,180.00	-3,600.00	-7.17%
Total 13000 · Long Term Assets	9,845,069.81	6,374,096.99	3,470,972.82	54.45%
13019 · Construction in Progress	403,337.49	2,559,825.01	-2,156,487.52	-84.24%
Total Fixed Assets	10,248,407.30	8,933,922.00	1,314,485.30	14.71%
TOTAL ASSETS	15,178,462.33	13,264,968.14	1,913,494.19	14.43%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20001 · Accounts Payable	96,829.89	0.00	96,829.89	100.0%
Total Accounts Payable	96,829.89	0.00	96,829.89	100.0%
Other Current Liabilities				
20000 · Current Liabilities				
20010 · Federal Taxes - Payroll	-60.00	0.00	-60.00	-100.0%
20080 · Advances - Payroll	-27,486.00	0.00	-27,486.00	-100.0%
20100 · Deferred Tuition	796,929.06	505,081.27	291,847.79	57.78%
20200 · Deferred Tuition - Current Year	629,379.02	1,080,055.10	-450,676.08	-41.73%
21000 · In & Out Monies	3,858.14	16,437.43	-12,579.29	-76.53%
21100 · Due Designated Savings	-53,439.03	0.00	-53,439.03	-100.0%
22000 · Current Loan	30,027.00	28,856.77	1,170.23	4.06%
22010 · PPP SBA Loan	103,963.00	0.00	103,963.00	100.0%
Total 20000 · Current Liabilities	1,483,171.19	1,630,430.57	-147,259.38	-9.03%
Total Other Current Liabilities	1,483,171.19	1,630,430.57	-147,259.38	-9.03%
Total Current Liabilities	1,580,001.08	1,630,430.57	-50,429.49	-3.09%
Long Term Liabilities				
26000 · Long Term Loans				
26010 · Long Term Loan - 2218 Rochester	177,160.88	183,919.66	-6,758.78	-3.68%
26000 · Long Term Loans - Other	273,745.34	295,623.32	-21,877.98	-7.4%
Total 26000 · Long Term Loans	450,906.22	479,542.98	-28,636.76	-5.97%
Total Long Term Liabilities	450,906.22	479,542.98	-28,636.76	-5.97%
Total Liabilities	2,030,907.30	2,109,973.55	-79,066.25	-3.75%
Equity				
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	595,711.42	1,615,547.68	-1,019,836.26	-63.13%
Total Equity	13,147,555.03	11,154,994.59	1,992,560.44	17.86%
TOTAL LIABILITIES & EQUITY	15,178,462.33	13,264,968.14	1,913,494.19	14.43%

# REGINA CATHOLIC EDUCATION CENTER

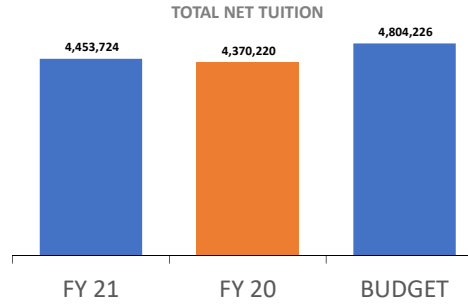
KEY STATISTICS

Mar-21

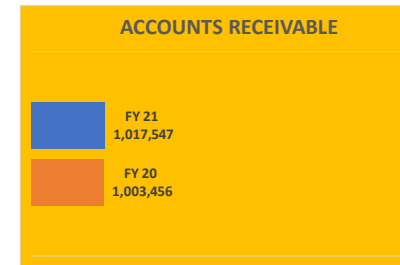
Comment: Billed Tuition is consistent with previous months @ 6% greater than PY and 1% under Budget



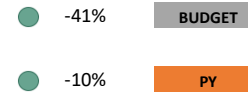
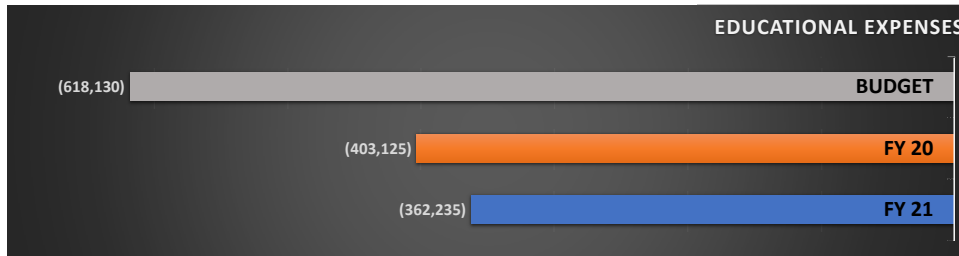
Comment: Total Billed Tuition also consistent @ 2% greater than PY and down from 8% last month to 7% from Budget (Budget not met due to COVID affects AM/PM, Preschool, Religious Ed)



Comment: Still looks good...we have 1% more in receivables than last year, but we have also billed 6% more than last year.

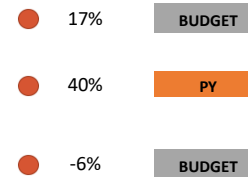
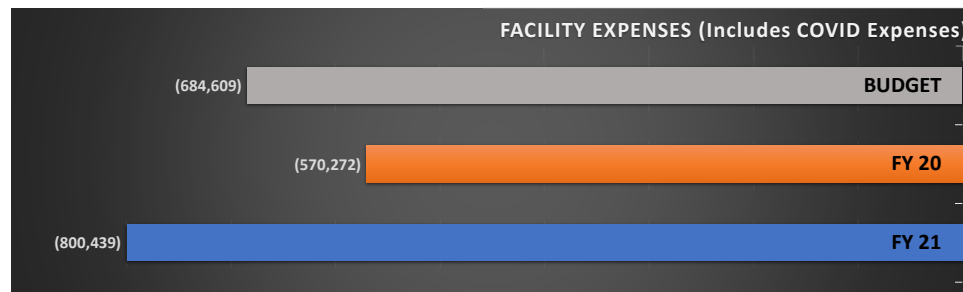
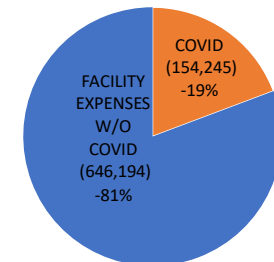


Comment: Educational Expenses appear to be low when compared to budget and PY due to Covid affect on Hot Lunch, Religion, Books and Textbook and various other expenses.



Comment: Facility Expenses, including Covid expenses are 17% over Budget and 40% over PY. We are only 6% from budget without Covid expense and need to monitor expenses closely.

## COVID EXPENSES



6% LESS THAN BUDGET W/O COVID EXPENSES

