

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, July 27, 2021

6:30pm Annual & Regular Board Meeting

MPR

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

ANNUAL CORPORATE MEETING AGENDA

I. CALL TO ORDER

II. BUSINESS

- a. Appointment of Board and Officers

III. ADJOURNMENT

Regular Agenda

- |       |  |            |
|-------|--|------------|
| I.    | CALL TO ORDER – Board of Education   | 10 minutes |
|       | a. Opening Prayer  |            |
|       | b. Roll Call   |            |
|       | c. Chairperson Remarks   |            |
|       | d. Approval of Minutes – June 22, 2021   |            |
|       | e. Approval of Agenda  |            |
|       | f. Open to the Audience  |            |
| II.   | NEW BUSINESS DISCUSSION  | 15 minutes |
|       | a. Introduction of new board members and Head of School  |            |
|       | b. Update on the start of development of new Strategic Plan by Chris Clark   |            |
|       | c. Discuss scheduling a Board Orientation and Board Retreat  |            |
| III.  | OLD BUSINESS UPDATE  | 5 minutes  |
| IV.   | ADMINISTRATION REPORTS IN PACKET/QUESTIONS   | 10 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   |            |
| V.    | CALENDAR AND DISCUSSION ITEMS  | 10 minutes |
|       | a. <b>Policy/By-Laws Committee</b> – Ensure that all new Board members receive link to the Policy/By-Laws Manual and school handbooks.         |            |
|       | b. <b>Strategic Planning Committee</b> – Hold Board retreat and goal setting meeting. (tentative)  |            |
|       | c. <b>Distribute Attendance/Termination Policy 204.0R to Board Members</b>   |            |
|       | d. <b>Policy/By-Laws Committee</b> – Present the summary of the Board of Education Self Evaluation.<br>- Conduct new Board member orientation. |            |
|       | e. <b>Executive Committee</b> – Appoint committee chairs, and install new Board members. Conduct Annual Meeting                                |            |
|       | f. Update and distribute policy 221.0R.  |            |
| VI.   | CAPITAL CAMPAIGN UPDATE  | 10 minutes |
| VII.  | COMMITTEE REPORTS IN PACKET/QUESTIONS  | 5 minutes  |
| VIII. | MEETING SCHEDULE (Refer to the Information Page)   |            |
| IX.   | CLOSING PRAYER   | 1 minute   |
| X.    | EXECUTIVE SESSION  | 15 minutes |
| XI.   | ADJOURNMENT  |            |

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting	4 <sup>th</sup> Tuesday	8/24/21	6:30 PM	MPR
B. Executive Committee	3 <sup>rd</sup> Wednesday	8/18/21	5:30 PM	HS Media Center
C. Finance Committee	3 <sup>rd</sup> Wednesday	8/18/21	4:30 PM	HS Media Center
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	8/5/21	9:00 AM	HS Media Center
E. SIAC/Education Committee		TBA		
F. Catholic Identity Committee	3 <sup>rd</sup> Tuesday	8/17/21	4:30 PM	Room 409
G. Building & Ground Committee		TBA		
H. Strategic Planning Committee	3 <sup>rd</sup> Wednesday	8/16/21		
I. Health & Safety	3 <sup>rd</sup> Thursday	8/19/21	5:30 PM	HS Media Center

**II. ENROLLMENT**

**2020-2021 Month-by-Month Comparisons**

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

**2020-2021 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	\$2,194,365	\$2,182,765	\$2,178,528	\$2,187,565	\$2,183,819	\$2,185,847
<b>JR/SR</b>	\$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	\$2,394,943
<b>PreK</b>	\$358,500	\$4,190	\$23,186	\$44,442	\$52,084	\$58,779	\$94,108	\$117,068	\$158,469	\$184,409

\*Partial Month

**I. UPCOMING DATES**

Gym Floor Refinishing	July 26-Aug 1	HS Gym
In-service Day New Teachers	Aug 13	
Take Pride in your School Day	Aug 14	Elem Playground
In-service Day All Teachers	Aug 16-20	
New Student Orientation 8-12	Aug 18	
Prep Day 7-12	Aug 19	8:00 AM High School
Preschool Open House	Aug 19	10:00 AM Preschool
7 <sup>th</sup> Grade Orientation	Aug 19	1:30 PM High School
Open House K-6	Aug 19	1:30 PM Elementary
Family Fun Festival	Aug 20-21	
Classes Resume	Aug 23	

**II. PRAYER SERVICE/MASS SCHEDULE**

**III. Holy Days**

Assumption of the Blessed Virgin Mary Aug 15

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
Tuesday, June 22, 2021

**REGULAR MEETING MINUTES**

**I. Call to Order – 6:33 PM**

- a. Opening Prayer by Fr. Adam.
- 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 –  
Pam Schowalter, Kecia Boysen, Kelly Starr, Tim Foley, Marilou Vardeman, Michelle Goldsmith, Stacy Sueppel
  - iii. Members of the Audience –  
Julie Beard, Deacon Mallory
- c. Chairperson and Vice Chairperson Remarks –
  1. Remarks by Melinda Shetler, Chair:  
Twelve years ago, when my oldest son was entering kindergarten and starting his journey at Regina, I decided I wanted to become involved with the school board. My goals were to meet new people, learn more about the Regina culture and community, and assist in decision making processes that would hopefully strengthen the already strong school. I feel fortunate to say I achieved all of those goals, and many more.

Tonight is my last official board meeting and I have officially maxed out my board terms, serving a combined 9 years. I am grateful for the many wonderful people I have met along the way and the relationships that have been built. In addition, I am proud of the successes that the school board has helped champion, especially in the last 3 years. Don't get me wrong, it has not always been easy, but in the end, there is much to be proud of.

Thanks to all of you for your support and involvement over the years. A special thanks to our school administrators for their leadership, gratitude, courage, and dedication to Regina to ensure that our children are loved and successful as they journey through pre-k, elementary, and jr/sr high school.

A few parting words of wisdom to all of you as board members.

1. Remain objective and purposeful in your decision-making processes.
2. Don't be afraid to challenge the status quo, that is how we learn, develop, and move forward.
3. Support each other, be kind, and don't be afraid to put yourself in the shoes of others when trying to understand where they are coming from.
4. Lead by example, even when it is the hard thing to do or the unpopular opinion.
5. Openly share the successes of Regina with everyone you can, we have much to be proud of!!

Again, thank you all! It has been an honor to be part of this team and work with all of you!

2. Remarks by Patrick Gavin, Vice Chair:  
These past six years went by fast. I have a new appreciation for how hard the administrators work. The Regina "product" is very good, "second to none." The Board needs to continue to keep on its business hat. Revenue growth is how we pay our teachers, offer expanding programs, etc. Marketing is and will continue to be key. Parish relationships are sometimes overlooked, and more effort needs to be put into those relationships. STO needs to be emphasized and more focus given to it before the 11<sup>th</sup> hour. I look forward to working with Chris Clark, the new chair of the Strategic Planning Committee.

- d. Approval of Minutes –
    - o Approve May 25, 2021 – Regular Meeting Minutes  
Motion to approve by Clark. Second by Witt. All in favor
  - e. Approval of Agenda –
    - o Motion to approve Agenda by Witt. Second by Adam. All in favor.
  - f. Open to the Audience –
    1. Julie Beard, incoming BOE member to start July 1, 2021. Julie Introduced herself. She has four kids at Regina. A graduate of the Catholic school system in Cedar Rapids and Loras College. Married to Sean Beard. Currently an emergency medicine physician at St Luke’s in Cedar Rapids.
- II. NEW BUSINESS DISCUSSION –**
- a. Election of Board Officers
    - o Motion to approve the following:  
Andy Cutter, Chair  
Chris Clark, Vice Chair  
Alaina Welsh, Secretary  
Angela Villhauer, Treasurer  
Motion made by Goodheart. Second by Gavin. All in favor
- III. OLD BUSINESS DISCUSSION – NONE**
- IV. ADMINISTRATIVE REPORTS – see BOE packet**
- a. Elementary Report – Additional comments by Kelly Starr:
    1. Four additional students have left since last update. Two siblings are going back to public schools, one is moving, and one is deferring kindergarten for a year.
    2. Five additional students have submitted applications since last update.
  - b. JH/SH Report –Additional comments by Tim Foley:
    1. Working on student schedules for next year.
    2. Recently met with the new Superintendent of Schools.
    3. Will be returning to the pre-pandemic class schedule of eight periods per day on Monday, Tuesday and Friday and block schedule on Wednesday and Thursday.
  - c. Enrollment Report – See BOE packet. Additional comments by Pam Schowalter:
    - Three tours scheduled for next week.
    - A new pastor has been appointed to the Sts. Mary and Joseph Cluster of Parishes of Hills, Lone Tree and Nichols. Father Hai Dinh.
    - Letter sent to Pam indicating they will continue to subsidize students enrolled at Regina from their parishes.
  - d. Business Office – Additional comments by Marilou Vardeman:
    1. Please see the Key Statistics report in the packet.
    2. Alan and Marilou will begin year end accounting the second week of July.
  - e. Religious Education –None
  - f. Regina Foundation – Report in BOE packet. Additional comments by Kecia Boysen:
    1. Last week and a half of Excellence Fund push.
    2. A big thank you to Shelley Rublaitus for all her work on the publication of the Regina Record.
  - g. Boosters, PISA, Home & School – None
- V. CALENDAR Graduation was last Sunday.**
- a. Election of Board Officers – See motion above.
  - b. Reminder to return your completed Board of Education Self Evaluation to Alaina.
- VI. CAPITAL CAMPAIGN UPDATE – Comments by Kelly Starr and Kecia Boysen:**
1. In process of picking colors for the Pre-K.
  2. Another construction meeting scheduled for June 23<sup>rd</sup>.
  3. All invoices to date have been paid.
  4. Pledge reminders still being sent out.
- VII. COMMITTEE REPORTS – No meetings this month.**
- VIII. MEETING SCHEDULE – See BOE packet for current schedule.**

- IX. **CLOSING PRAYER** – by Fr. Witt
- X. **EXECUTIVE SESSION** – 6:52 PM
  - Motion to enter Executive Session by Fr. Witt. Second by Fr. Adam. All in favor
- XI. **Open Session** – 7:03 PM
  - Motion to go back into open session made by Fr. Witt. Second by Beckman. All present in favor.
  - Motion to approve two high school coaching contracts, Interim Head Football Coach and Dance Team Coach, presented by Tim Foley made by Fr. Witt. Second by Fr. Beckman. All present in favor.
- XII. **Adjournment** – 7:05 PM
  - Motion to adjourn by Fr. Sia. Second by Fr. Beckman. All in favor

Respectfully Submitted by  
Alaina Welsh  
BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
July 2021**

**FACILITATOR OF FAITH COMMUNITY**

**PRAYERS**

-We offer prayers for a safe start to our academic year.

-Prayers to our 3<sup>rd</sup> grade teacher, Julie Rhomberg, whose father passed away on July, 11<sup>th</sup>.

**STANDARD #1 – VISION**

SUMMER PREPARATION-Administrators and administrative assistants are preparing for changes as needed for the upcoming year- additional ordering, physical needs, answering questions for new incoming parents.

RETURN TO LEARN-The Return to Learn Committee met on Monday, July 19<sup>th</sup> to continue discussions to prepare for the upcoming year. We are grateful for the volunteers who served on the committee last year and are willing to assist again this year.

HEAD OF SCHOOLS- There will be a meet and greet for staff on Tuesday, July 27<sup>th</sup> and for families on Friday, July 30<sup>th</sup> to welcome our new Head of Schools, Joy Kelly.

DIOCESAN AMINISTRATORS- All Davenport Diocesan administrators will meet together with the new superintendent on August, 11<sup>th</sup> at Regina Education Center.

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

AM/PM-Plans for redesign of our AM/PM program for the upcoming year is occurring. Information and application were sent to families to gather initial data of overall interest and parent needs.

PRESCHOOL- Planning for the new pre-k center has been occurring throughout the summer. Last meeting for mechanical and plumbing was held on Wednesday, July 20<sup>th</sup>. These meetings occur biweekly with various planning topics.

**STANDARD #3 – MANAGEMENT**

HIRING- We welcome our new preschool director, Chris Burns. We thank previous director, Barb Meyer who is assisting to transition Chris into her new role. Thank you to our preschool staff who worked hard all summer to create a fun filled summer for our youngest learners.

NEW FACULTY- Many of our newly hired teachers have been in to see their classrooms, receive a tour of the center, and are eager to join the Regina community.

**STANDARD #4 – COLLABORATION**

CENTER- Center administrators and assistants met for registration planning on Thursday, July 21<sup>st</sup>.

ADMISSIONS- Our admissions director is continuing to give several tours throughout the summer. Interest remains high.

HOME AND SCHOOL- First meeting of the year will be on August 5<sup>th</sup> at 6:30.

**STANDARD #5 – ETHICS**

NEW TEACHER TRAINING- All new teachers will report on Friday, August 13<sup>th</sup>. On this day they will receive required paperwork, go through faculty handbook, and receive a center tour.

**STANDARD #6 – LEARNING COMMUNITY**

FAMILY FUN FESTIVAL- Thank you to Trish Kohl and all volunteers who are helping to prepare for our annual Family Fun Festival.

OPEN HOUSE- We will welcome our families back to Regina on Thursday, August 19<sup>th</sup>. Preschool families will attend from 10:00-12:00. Elementary families will attend from 1:30-3:00.

**Enrollment update**

Here are the numbers as of 7/23/21

K-	60
1-	65
2-	67
3-	66
4-	79
5-	81
6-	76

Total = 494

\*Up 19 students from this time last year.

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

**Principal as Spiritual Leader**

1. The Religious Celebration Calendar for the 2020-2021 school year is complete. A new addition this year is a monthly Adoration.

**Principal as Instructional Leader**

1. We will be finalizing our Professional Development Calendar for the 2020-2021 school year over the next couple of weeks. The two main focuses this year will be professional learning communities and social-emotional learning.

**Principal as Administrator**

1. The master schedule for next school year is complete. There may be a few changes made in order to fix some scheduling issues.
2. Handbook review is nearly complete.
3. The Return to Learn Team met this month to discuss how we will proceed with starting the school year. We are waiting on guidance from the Dept. of Education and Diocese for safety protocols regarding COVID-19 and the start of school.
4. I have been working on getting classrooms moved and the library cleaned.

**Principal as Communicator**

1. The 2021 AP Report will be included in August.
2. ISASP results should be ready for the August report.
3. Activities Director report sent separately.



**Admissions**  
**Pam Schowalter**  
**July 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	64	72	70	72	71	65	62	62	46	63	61	816

2020-2021—Elementary—K-6: 467 students

Jr./Sr. High 7-12: 349 students

**Total: 816 students**

2019-2020--Elementary K-6: 458 students

Jr./Sr. High 7-12: 341 students

**Total: 799 students**

**RECRUITMENT**

21-22	K	1	2	3	4	5	6	7	8	9	10	11	12	total
pending	1	0	0	0	0	0	1	1	0	0	0	1	0	4
pipeline	1	0	0	2	1	0	3	1	0	2	1	0	1	12

**Current Projections for the 21-22 school year**

elementary 494 + Jr./Sr. High 364 = 858

	K	1	2	3	4	5	6	7	8	9	10	11	12	
21-22	X	55	63	64	72	70	72	71	65	62	62	46	63	
accepted	60	+13	+8	+7	+9	+13	+6	+3	+1	+3	+1	0	0	64+K
loss	X	-3	-4	-5	-2	-2	-2	-5	-3	-6	-1	-3	2	-38
projections	60	65	67	66	79	81	76	70	64	60	63	44	63	858

**New Kindergarten students**—Currently we have accepted 60 kindergarten students. Recruitment continues.

**New Students and Class of 2034 students (K) have received several emails on parent communication, uniform sales at Lands' End and the school supply lists**

**Tours**—continue throughout the summer in the school.

**Church banners**—St. Patrick's banner was updated and ordered w/Father Joseph's photo. Banners will be on display in parishes Homecoming Week. Joy Kelly and myself will be asking to speak at our parishes.

## **RETENTION**

**Student Ambassadors 21-22** –Orientation will take place on August 12<sup>th</sup> from 9:00-11:00.

**Crownie** will be repaired, prepped and cleaned in August in preparation for another school year.

**International Students**—on hold at this time due to Covid.

## **ADMISSIONS PROJECTS TO DO...**

- 2<sup>nd</sup> Round of Blessing notes to all students not returning to Regina--July
- 2<sup>nd</sup> Round of Exit Surveys to be sent the end of July for non-returning students
- Student Ambassador Orientation will be updated
- August Parish Inserts will be delivered to parishes July 26th
- Parish speaking dates for the 21-22 school year will be set up with our parishes—aiming for Homecoming Weekend September 18<sup>th</sup> and 19<sup>th</sup> for first speaking date.

**Taylor Hotek  
Activities Director  
JULY BOARD REPORT**

Updates and Results

Softball	<ul style="list-style-type: none"> <li>● 23-13 record</li> <li>● State qualifiers</li> <li>● 2 all-district players</li> <li>● 5 all-conference players</li> </ul>
Baseball	<ul style="list-style-type: none"> <li>● 14-15 record</li> <li>● District quarterfinalist</li> <li>● 4 all-conference players</li> </ul>
Strength and conditioning	<ul style="list-style-type: none"> <li>● Finished outside workouts</li> <li>● Installed all new equipment, flooring, turf, and paint</li> </ul>

Hires and Openings

Hires	<ul style="list-style-type: none"> <li>● Head cross country - Chad Swope (pending)</li> </ul>
Openings	<ul style="list-style-type: none"> <li>● Assistant girls basketball (x2)</li> <li>● JH wrestling</li> <li>● 8th grade boys basketball</li> <li>● JH boys track</li> <li>● Drama director</li> </ul>

Tasks completed this month

<ul style="list-style-type: none"> <li>● Individual meetings with head coaches</li> <li>● Supervised seven (7) baseball/softball games</li> <li>● Organized state softball tshirt operation and distribution</li> <li>● Met with Hudl rep</li> <li>● Reviewed and edited Coaches Handbook</li> <li>● Hosted district baseball</li> <li>● Hosted regional softball</li> <li>● Virtus training</li> <li>● Attended state softball send off</li> <li>● Researched All-School contracts for uniforms, apparel, and equipment</li> <li>● Attended state softball</li> <li>● Post season meeting with summer coaches</li> <li>● Confirmed fall schedules</li> </ul>
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Tasks planned for next month

- Confirm winter schedules
- Present All-School Contract bids
- Get approval for edits made to the Coaches Handbook
- Install Hudl outdoor camera
- Meet with Boosters
- Host All Coaches Meeting
- Host Fall Activities Meeting

# REGINA CATHOLIC EDUCATION CENTER

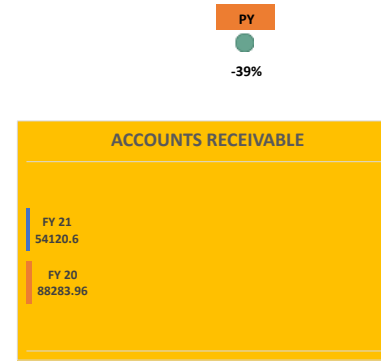
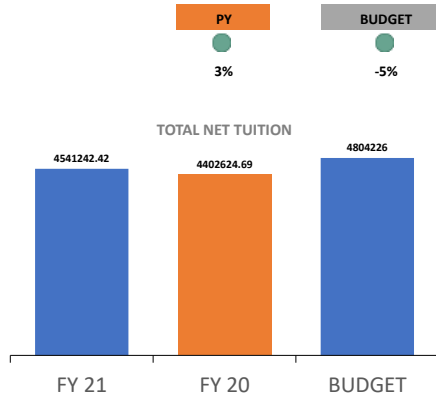
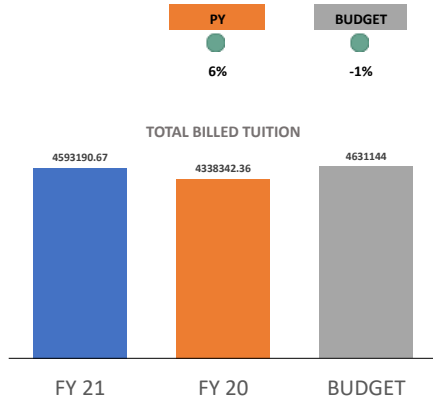
KEY STATISTICS

Jun-21

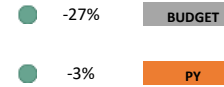
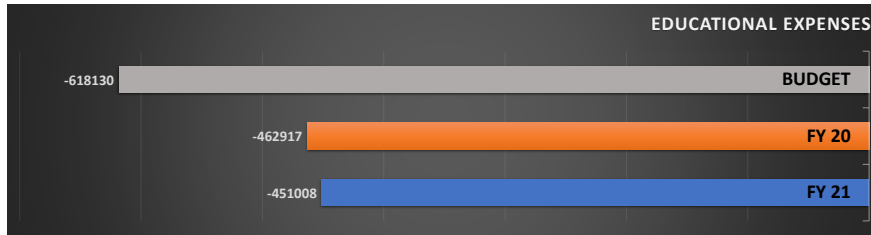
**Comment:** Billed Tuition came in just 1% under budget and 6% greater than PY. Student tuition increase avg was 2.67% and headcount increased from 793 to 815.

**Comment:** Total Billed Tuition is down 5% from Budget due to COVID affects AM/PM, Preschool, Religious Ed, but still 3% greater than PY.

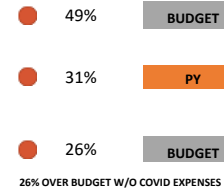
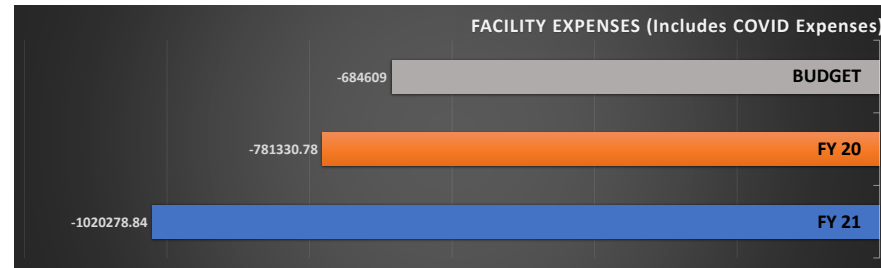
**Comment:** Year-end A/R is 39% less than PY.



**Comment:** Educational Expenses look good when compared to budget at 27% less and 3% less than PY due to COVID (fewer purchases).



**Comment:** Facility expenses are 49% over budget with COVID expenses, new building add'l maintenance, and field upkeep for Boosters. We are 26% over budget without COVID. Facility expenses were low last year because of COVID.



## COVID EXPENSES

