

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, January 24, 2023

6:30pm Regular Board Meeting

MPR

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

Regular Agenda

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| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – November 22, 2022 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
| II. NEW BUSINESS DISCUSSION | 15 minutes |
| a. Discuss moving April BOE calendar items to January | |
| b. Presentation by Administration | |
| c. Approve 23-24 School Calendar | |
| III. OLD BUSINESS UPDATE | 15 minutes |
| a. Staff Benefits Committee Update | |
| b. Head of School Search Update and Vote | |
| IV. ADMINISTRATION REPORTS IN PACKET/QUESTIONS | 10 minutes |
| a. Elementary | |
| b. Junior/Senior High | |
| c. Director of Teaching & Learning | |
| d. Enrollment Report | |
| e. Business Office | |
| f. Religious Education | |
| g. Foundation | |
| h. Boosters, PISA, Home & School – committee reports | |
| V. CALENDAR AND DISCUSSION ITEMS | 0 minutes |
| | |
| VI. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VII. CLOSING PRAYER | 1 minute |
| VIII. EXECUTIVE SESSION | 15 minutes |
| IX. ADJOURNMENT | |

INFORMATION PAGE

I. ENROLLMENT

2022-2023 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	477	472	473	473	473	473				
JR/SR	363	365	364	364	362	362				
PreK	83	72	73	75	67	67				
2021-2022 Tuition										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
Budget										
Elem	\$2,321,044	\$2,451,864	\$2,449,628	\$2,459,708	\$2,454,920	\$2,454,920				
JR/SR	\$2,556,993	\$2,555,761	\$2,565,746	\$2,583,776	\$2,259,198	\$2,259,198				
PreK	\$358,500	\$27,354	\$57,004	\$109,494	\$162,434	\$206,231				

*Partial Month

I. UPCOMING DATES

Mix It Up Lunch-6 th /7 th	Jan 25		HS Gym
Retreat 10 th Grade	Jan 27	8:00AM	St. Patrick Church
Family Fun Night	Jan 28		Elementary Gym
Catholic Schools Week	Jan29-Feb 3		
Gala	Feb 4		Off Site
ACTs	Feb 11	8:00AM	
Kindergarten Round Up	Feb 16	6:00PM	Elem Gym
Retreat 11 th Grade	Feb 17	8:00AM	St. Patrick Church
No School Presidents Day	Feb 20		
High School Musical	Feb 24	7:00PM	CCPA
High School Musical	Feb 25	2:00PM & 7:00PM	CCPA
High School Musical	Feb 26	2:00PM	CCPA

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Jan 25	2:20PM	HS Gym
Mass 7-12	Feb 1	2:20PM	HS Gym
Adoration	Feb 3	8:15AM	Chapel
Mass 7-12	Feb 8	2:20PM	HS Gym
Prayer Service K-6	Feb 8	2:30PM	Elem Gym
Mass 7-12	Feb 15	2:20PM	HS Gym
Prayer Service 7-12	Feb 22	2:30PM	HS Gym
Prayer Service K-6	Feb 22	2:30PM	Elem Gym

III. Holy Days

Ash Wednesday	Feb 22
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
Tuesday, November 22, 2022
REGULAR MEETING MINUTES

- I. Call to Order – 6:32 PM
 - a. Opening Prayer by Fr. Sia
 - b. Roll Call – (absent members in parenthesis):
 1. Anne Adam, Fr. Adam, Fr. Beckman, Julie Beard, Chris Clark, Kim Cronk, (Andy Cutter), (Lisa Dutchik), (Elizabeth Getachew) (Lisa Gumppper), Todd Kopecky, (Amy Lynch), Ron Udell, Fr. Sia, Angela Villhauer, Jason Wagner, Alaina Welsh, (Fr. Witt).
 2. Ex-Officio Members Present –
Celeste Vincent, Glenn Plummer, Carolyn Brandt, Taylor Hotek, Julie Rhomberg, Michelle Goldsmith, Alan Opheim
 - c. Chairperson Remarks – by Chris Clark
Andy Cutter currently traveling to Texas and unable to attend tonight.
 - d. Approval of Minutes –
 - o Approve October 25, 2022 –Regular Meeting Minutes.
Motion to approve by Fr. Adam. Second by Kopecky. All in favor
 - e. Approval of Agenda –
 - o Motion to approve the Agenda made by Udell. Second by Adams. All in favor.
 - f. Open to the Audience – NONE
- II. NEW BUSINESS DISCUSSION –
 - a. Presentation by Run for the Schools. Check in the amount of \$4,528 presented to Regina. About 140 racers were from Regina.
- III. OLD BUSINESS DISCUSSION –
 - a. Teacher/Staff Benefits ad-hoc subcommittee update by Welsh
 1. Chair will be Todd Kopecky and the other seven members are: Anne Adams, Stacy Sueppel, Michelle Goldsmith, Steph Foley, Kris Rutt, Lisa Rummelhart, and Patrick Moller. Anticipated presentation by the subcommittee to the BOE at the February meeting.
 - b. Head of School Search ad-hoc subcommittee update by Clark
 1. Job is posted on the following: Regina website, Catholic Jobs.com, NCEE, and Teach Iowa.
 2. Advertising in the Chicago, Omaha, and Des Moines area.
 3. Calls being made to the Diocese of Dubuque
 4. Hope to have candidates identified by December 16th.
 5. Looking to bring candidates to the Regina campus for meetings with administration and pastors and a possible community presentation/meet and greet in January.
 6. Anticipated recommendation for hire from the subcommittee at the January BOE meeting.
 7. Subcommittee will provide updates to the BOE via email over the next several weeks.
 8. Subcommittee members are: Lynne Devaney (Co-Chair), Chris Clark (Co-Chair), Fr. Sia, Fr. Adam, Lisa Gumppper, Erin Baker, Patrick Tierney, Ron Udell, Megan Foley-Nicpon, Andy Gahan, and Guadalupe Canahuate.
- IV. ADMINISTRATIVE REPORTS – see BOE packet
 - a. Elementary Report – Additional comments by Mrs. Vincent:
 1. Thank you to Fr. Beckman for today's mass and to Fr. Sia for filling in last Friday.
 - b. JH/SH Report – see BOE packet. Additional comments by Mr. Plummer:
 1. There are 83 people currently signed up for the Italy 2024 trip.
 - c. Director of Teaching & Learning – See BOE packet.
 - d. Enrollment Report – See BOE packet.
 - e. Business Office – See BOE packet. Comments by Alan Opheim
 1. New Director of Finance has been hired!

2. STO is in danger of not being fulling. Funded. First time in many years that contributions have been this low. Number of donors is up, but the total dollar amount is down.
Deadline for guaranteeing the donations are directed to Regina is November 30th.
 - f. Religious Education –See BOE packet. Comments by Carolyn Brandt.
 1. All Saints Day parade the past month.
 2. Presentation of parish saints craft to each BOE member.
 - g. Regina Foundation – See BOE packet.
 - h. Boosters, PISA, Home & School – See BOE packet.
- V. CALENDAR & DISCUSSION ITEMS-
- a. Reminder that the Finance Committee will meet on November 29th and December 13th in the high school media room to discuss tuition and budget.
 - b. Recommended that each committee chair work with members at the next couple of meetings to establish a couple of key priorities/goals to present to the BOE in February for BOE approval per policy.
- VI. COMMITTEE REPORTS – See BOE packet
- a. Reminder to all committee chairs to provide a report each month to Michelle Winders for inclusion in the BOE packet. Even if your committee did not meet, indicate such and summarize the plan for the next meeting and/or include a reminder on what is currently in process for the committee.
- VII. CLOSING PRAYER – by Fr. Beckman
- VIII. EXECUTIVE SESSION – None
- IX. Adjournment – 7:32 PM
- o Motion to adjourn by Adams. Second by Beard.
All in favor

Respectfully Submitted by
Alaina Welsh, BOE Secretary

REGINA ELEMENTARY
BOARD REPORT
January 2023

FACILITATOR OF FAITH COMMUNITY

THANK YOUS:

During the week of Catholic Schools Week, we remember and thank our four supporting parishes and their pastors/staff. We also remember and thank our dedicated board members who generously give of their time to assist Regina.

UPCOMING RELIGIOUS CELEBRATIONS:

February 1st K-12 Catholic Schools Week Mass at 2:00

February 8- K-6 Prayer Service at 2:30

CATHOLIC SCHOOLS WEEK:

Catholic Schools Week is Sunday, January 29 through Saturday, February 4. Regina will be represented in the Catholic Schools Week ad in the Catholic Messenger. We have a special Catholic Schools Week planned for all.

CHRISTMAS CARD CONTEST:

Congratulations to Abe Struve and Evan Hageman who were both Christmas card winners in the yearly *Catholic Messenger* Christmas Card Contest.

ADORATION:

This continues on the 1st Friday of the month.

STANDARD #1 - VISION

IN-SERVICE DAY:

On January 16th, we had K-12 in-service. Our day started with a K-12 prayer service. In the morning, Grant Wood AEA offered selections for teachers to choose from on technology integration. In the afternoon, teachers had time to work in teams on curriculum standards.

Thank you to Kelly Starr for coordinating.

EVENTS:

Teams are collaborating on planning the recruiting events that are coming soon.

January 25th- Mix It Up Luncheon for 6th graders

February 2nd- Discover Regina Night 6th to 7th

February 16th- Kindergarten Round-Up

Thank you to Pam Schowalter and Shane Schemmel for assisting with promotions and details.

HEAD OF SCHOOL:

The HOS committee arranged for a "Meet the Candidate" day which was held on Wednesday, January 18. This candidate met with several groups throughout the day. The candidate presented to students, staff, pastors, administrators, and the search committee to close out the day.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

ELL:

Elaine Abdel-Malek and Kelly Starr attended the yearly ELL meeting in January with Grant Wood AEA.

As required by the state, our ELL teacher will be administering the ELPA 21 Testing for all ELL learners at the center starting in the month of February.

SOCIAL STUDIES:

Our elementary curriculum committee has been working to evaluate new social studies curriculum over the past year. We had a presentation by McGraw-Hill this month and we will be moving forward with next steps for full adoption.

STANDARD #3 - MANAGEMENT

KINDERGARTEN ROUND-UP:

Kindergarten Round-Up will be held on February 16th at 6:00 pm. It takes many persons to help with this special evening.

FINANCE:

This committee met on January 18th

MASTER CALENDAR:

The administrative team met to discuss calendaring for the 2023-2024 school year.

STANDARD #4 - COLLABORATION

SUPPORT GROUPS:

Home and School met on January 5th. Their next meeting will be February 9th.

PISA will hold their next meeting on January 25th.

CATHOLIC SCHOOLS WEEK:

Thank you to Home and School committee members and others for the special activities they have planned.

GALA:

We thank volunteer, Jamie Venzon, and the GALA volunteer committee for all their hard work in preparing for this important fundraiser for our center.

STANDARD #5 - ETHICS

EVALUATION:

Administrators are beginning second semester evaluations.

TEAMING MEETINGS:

The administrative team met with consultant, Jim Wichman, on Friday, January 20.

STANDARD #6 - LEARNING COMMUNITY

TRANSITION NIGHT:

Regina 6th graders will have their 6-7 transition night on February 2. This is intended to help prepare them for the Jr/Sr High.

REPORT CARDS:

First semester specials report cards went home on Friday, January 20, 2022.

ENROLLMENT:

One new student has joined the elementary since Christmas break.

IEP:

Administrators continue to meet with IEP teams from ICCSD for annual reviews with families and teachers.

ENROLLMENT SUMMARY

K –	65
1 st -	55
2 nd -	63
3 rd -	69
4 th -	68
5 th -	77
6 th -	76
TOTAL –	473

Regina Junior-Senior High School

Board Report

January 2023

Principal as Spiritual Leader

1. The seniors, led by Mrs. Conlon, had a very successful Christmas Basket Project. This year's project helped 15 families in the greater Iowa City area.
2. Regina's annual Kairos retreat will be March 2-5.
3. Planning for Catholic Schools Week is complete. The activities planned are given below.
4. Upcoming celebrations:
 - Feb. 1: Catholic Schools Week Mass @ 2:00
 - Feb. 3: K-12 Adoration (8:15-3:15)
 - Feb. 8: 7-12 Mass @ 2:20
 - Feb. 15: 7-12 Mass @ 2:20
 - Feb. 22: Ash Wednesday prayer service @ 2:20

Principal as Instructional Leader

1. Preliminary actions for administering the ISASP have taken place. The assessments are scheduled for the end of March.
2. Grades for 1st semester are finalized.
3. Mrs. Zoulek and teachers are updating the course description guide. Registration for 2022-2023 will start in mid-February.
4. Teachers' work on curriculum mapping is nearly complete.
5. Thank you to GWAEA and Ms. Starr for organizing technology training sessions on January 16. The sessions I attended covered feedback and student choice.

Principal as Administrator

1. We have a winter submission for the state's portal. It is due at the end of January.
2. Work continues on our transition from JMC to Powerschool.
3. Proposals for the 2021-2022 school year calendar will be presented at the board meeting.
4. We continue to receive guidance from the State of Iowa on the School Security grant.
5. Enrollment Summary (1/20)
 - 7th – 78
 - 8th – 66
 - 9th – 58
 - 10th – 60
 - 11th – 58
 - 12th – 42
 - Total – 362

Principal as Communicator

1. The 7th and 9th grade Discover Regina Nights will be Thursday, February 2nd with 7th grade at 6:00 and 9th grade at 7:30. We have had meetings to go over the format. This is for those students, and their parents, who will be in 7th or 9th grade next school year.
2. 85 of our 6th-8th grade students qualified for College For Kids. Their nominations were sent in earlier this month.
3. Thanks to Jess Pizana for organizing training for staff on the Vari Quest equipment.

Catholic School Week 2022

January 29 - February 4

Souper Bowl Competition between grades

Monday, January 30

Dress-up day: Comfy clothes

Tuesday, January 31

Dress-up day: Color Day

Wednesday, February 1

Dress-up day: Regular dress code due to Mass

K-12 Mass at 2:00

Thursday, February 2

Dress-up day: Sports team

Friday, February 3

Dress-up day: School colors w/ jeans, sweats, or dress code bottoms

Alumni/Parent career presentations, faculty mini-courses, talent show

Director of Teaching and Learning

Kelly Starr

January 2023 - Board Report

EARLY CHILDHOOD CENTER:

During the month of December, a majority of my time was spent working as an Interim Preschool Director. Daily tasks were necessary in the area of staff management. In addition, I supported the preschool staff with leadership and coordination for our Preschool Christmas Program. At the start of January, I continue to work daily to onboard our new director. Discussions are taking place regarding hourly staff and hiring, schedules and protocols, and immediate and long-term curriculum goals. We would like to welcome Michala Cox to the Regina community. She has done an excellent job getting up and running to meet the needs of our program and brings a wealth of knowledge for continued growth.

TEACHER PROFESSIONAL LEARNING:

We would like to thank the Grantwood AEA team for providing an array of learning and resources to our teachers on Monday, January 16. Teachers were engaged in learning in the following sessions: "Fostering Independent Learners by Building Metacognition Skills", "Supporting ALL Learners: Building Choice, Varying Format, and Differentiating Learning", Supporting Student Learning Through Collaboration and Discourse", "Using Formative Assessment to Guide Learning", and "Feedback to Guide Learning". All teachers had the opportunity to attend two fifty-minute sessions during our morning in-service.

CURRICULUM MAPPING UPDATE:

During the second half of our in-service day, teachers continued their work related to curriculum mapping. As we continue this process, Glenn, Celeste, and I collaborated to discuss next steps and goals for our teachers. Continued focused discussions will take place with grade level teams and department teams to guide continued curriculum alignment progress. Teachers are continuing to put in tremendous effort related to analyzing and working through their curriculum.

TECHNOLOGY LEARNING PLAN:

In support of our district technology goal: *In order to increase my proficiency with integrating technology into my classroom to enhance student learning, I am going to try one new technology tool in my classroom each Trimester. (3 total during the year)*, there will be three remaining technology sessions with our Grantwood AEA technology support, Gina Rogers. Planning has begun for a culminating activity for teachers to share their learning and application in the classroom during our April in-service.

ASSESSMENTS:

Students in grades two-six will be completing the second round of FAST A-Math, as we continue to determine this assessment as a universal screener for elementary students in the area of Math. In addition, students in grade two-six will be completing FAST A-Reading to establish a more comprehensive look at reading skills. In collaboration with Celeste, discussions are taking place regarding a more comprehensive assessment plan for the upcoming school year in the areas of reading and math. Our goal is to continue looking at data this school year to determine what implementation steps will take place next school year.

Glenn and I continue to discuss and look at additional assessment options for grades seven and eight. Meetings will take place with the English and Math Departments to determine possible options for Spring.

Teachers have completed Test Security Training for ISASP. Additional planning for ISASP will take place in February.

CURRICULUM PURCHASE:

Grade level team meetings are currently taking place in the elementary to discuss Social Studies curriculum. Teachers have previewed three different options and a final decision will be made at the end of this week. Celeste and I will work on next steps for purchase and implementation.

Admissions
Pam Schowalter
January 2023 Board of Education Report

Enrollment Numbers for the 2022-2023 school year (this is a fluid document)

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
65	55	63	69	68	77	76	78	66	58	60	58	42	838

New students to Regina 22-23

K	1	2	3	4	5	6	7	8	9	10	11	12	total
65	5	5	3	5	1	7	10	4	5	2	5	0	52+ K

2022-2023—Elementary K-6: 473 students (-1/+1 students)
 Jr./Sr. High 7-12: 362 students (-4/+1 students)
Total: 835 students (-3 students)

2021-2022—Elementary K-6: 482 students
 Jr./Sr. High— 7-12: 352 students
Total: 834 students

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:

Preschool

2022-2023 preschool: 72 students--3 classrooms (-1)
 2021-2022 preschool: 61 students—3 classrooms

New student— We welcome a new 9th grade student from Shanghai. She will study at Regina for the next 3.5 years.

Tours—Tours continue—we are now accepting applications for the 23-24 school year, as well as our current school year.

Student Ambassadors met on January 17th. There are 46 service opportunities for them in January/February. They will be assisting with Kindergarten Round Up, Discover Nights, and Gala auction pick ups. They also will be helping out with the Mix It Up Lunch on January 25th and speaking at masses to celebrate CSW.

Kindergarten—Kindergarten Round Up will be held on February 16th starting at 6:00 PM. Elementary administrators, marketing and admissions are working together on this event. Regina Class of 2036 Crownie t-shirts have been ordered and delivered for this event.

Kindergarten Round Up--Area Preschools/Day cares will be visited and invites and posters for K Round Up will be shared with prospective kindergarten families the week of January 30th.

Word of Mouth Marketing Campaign for Kindergarten Round Up—K invitations will be in all elementary teacher's mailbox asking them to "share the news" of our K Round Up with someone in their community.

Parish Insert will be delivered to our parishes on January 23rd. They will be in Parish bulletins the weekend of January 28th and 29th for the kick off of Catholic Schools Week.

Catholic Schools Week starts January 29th to February 4th. Regina students will be speaking at all Masses Jan. 28 and 29 to celebrate CSW with our parish schools (including our Spanish Mass). Regina banners are up at all parishes.

Parish Partners will receive treats and cards from our Regina students during CSW.

RETENTION:

ALL Regina Families will receive an informational letter regarding Catholic Schools Week, so they can celebrate with us.

Prospective Families will also be sent a CSW letter from Regina.

Parent Ambassadors--All of our 1st-12th grade new families have been paired with a seasoned Regina Family. Each month, the Parent Ambassadors will receive talking points from the Admissions Office to share Regina Happenings with our new families.

Mix It Up lunch will take place January 25th. This is where our 6th grade students learn about Regina Jr. High from a 7th grade student. 6th and 7th grade students will have a picnic lunch together in the gym, play some games together, meet some of our VIA teachers and conclude with ice cream sandwiches. 6th grade students will also meet their 11th grade buddy, as we revive our 6:11 program.

Discover Regina Jr. High will take place on Thursday, February 2nd at 6:00 PM. We have two student ambassadors sharing testimonials with our Class of 2029 students and their parents. A HUGE thank you to John Demory for silk screening t-shirts for our 6th grade students.

Discover Regina High School will take place on Thursday, February 2nd at 7:30 PM.

Business Office Board Report
Alan Opheim
January 23, 2023

Below are a couple of bullet points for your information since my report last month.

- As most of you already know, Kady Hall started December 5, 2022 since we last met. She is rapidly coming up to speed on the workings of Regina. My efforts have been to try to get Kady as involved as possible in the budget process, while also getting her the exposure she needs to all of the daily activities of the Business Office. This by itself would be a lot to handle, however, we also throw in the other activities of the time of year and Board related committee requests, so Kady has more than her hands full coming on board.
- Finance Committee
 - A decision was made that it was not practical this year to set a tuition amount in January. In part this stems from the current legislative dealings with the voucher system, time to evaluate recommendations from the benefits committee, needs from building and grounds, and well as our wage efforts that are an on-going challenge.
 - The agenda from our January 18 meeting is attached for your review.
- My main points of emphasis this month have been:
 - Working with Kady
 - A number of meetings with Kady and others in the school to introduce Kady and to spend time on questions / needs for the FY 24 budget prep.
 - Assisting others with their questions on a variety of topics
- Committee Involvement – Finance and Policy
- STO, Regina Financial Aid, Foundation Scholarships
 - Donations for your 2023 Iowa Tax Credit are now being accepted. For a donation form or to make credit card donations go to the Student Tuition Organization of Southeast Iowa (www.stoseiowa.org) web page.
 - Applications to be considered for the STO and Regina Financial Aid for the 2023-24 school year are now posted to the Regina website under the Admissions Tab, and then Financial Aid. Forms are due to the Business Office by April 17, 2023. NOTE: The 1st 2 pages of your Federal 1040 are required to be submitted with your application.
 - Information and Applications for the Regina Foundation scholarships may be found at the Foundation web page, or at the bottom of the Financial Aid page on the Regina web page.

This will likely be one of my last Board Reports as Kady will be doing the monthly Business Office and Finance Committee comments moving forward.

Regina Tri-Parish Religious Education
Carolyn Brandt, Director
Board Report
January 24, 2023

January 8, 2023

- First class since Christmas for 7th and 8th graders.
- They talked about the Epiphany.
- They are still discussing the Sacraments, and tonight they discussed Confirmation.

January 11, 2023

- Catechist in-service

January 18, 2023

- K-6 class was canceled due to weather. Sleet, icy and slushy

January 22, 2020

- 7th and 8th grade had class.
- Still discussing the Sacraments.

**Kecia Boysen
Executive Director Regina Foundation
Monthly Report
1/17/2023**

Capital Campaign Totals (as of 1/13/2023) – FINAL REPORT

Remaining original cash pledges to be fulfilled:	\$0
Cash on Hand:	\$14,693
Continuation pledges to be fulfilled (6 donors):	\$10,950
Continuation lead pledge/new Pre-K pledge to be fulfilled (1 donor):	\$443,400
Total:	\$469,043

*total reflects \$136,595 (60 donors) written off (1.47% of total raised)

***Pride in Our Past, Building the Future* Capital Campaign goals/totals:**

- **Original goal (October 2016): \$5,995,000 - total raised \$4.85 million***
- **Revised campaign goal (August 2019): \$7.8 million**
- **FINAL TOTAL of campaign funds raised (August 2022): \$9.13 million**

*source: campaign literature (Foundation website timeline: June 2017 - \$4.3 million raised)

One capital campaign invoice of \$150,870 remains to be reimbursed to the school.

2021-2022 Excellence Fund (officially closed out on 12/31/2022)

Outstanding FY 2021-2022: \$0 balance in pledges, \$325.00 in write-offs (see updated FY 21-22 summary attached)

2022-2023 Excellence Fund

- Excellence Fund total as of 1/13/2023: **\$395,424.81** (450 donors)
- Last year at this time: \$328,282.60 (457 donors)

Year-end historical perspective

- 2022-2023 Excellence Fund year-end (Dec. 31, 2022): **\$381,425.66**
- 2021-2022 Excellence Fund year-end (Dec. 31, 2021): **\$309,963.21**
- 2020-2021 Excellence Fund year-end (Dec. 31, 2020): **\$247,291.82**
- 2019-2020 Excellence Fund year-end (Dec. 31, 2019): **\$251,156.21**
- 2018-2019 Excellence Fund year-end (Dec. 31, 2018): **\$231,507.11**
- 2017-2018 Excellence Fund year-end (Dec. 31, 2017): **\$200,478.94**

EF2022-2023 gifts received in response to year-end letters and emails (by approach): \$224,212.64 as of 12/31/2021:
(246 donors)

EF2021-2022 gifts received in response to year-end letters and emails (by approach): \$185,356.70 as of 12/31/2021

EF2020-2021 gifts received in response to year-end letters and emails (by approach): \$105,469.81 as of 12/30/2020

Remainder of EF Timeline for 2023

- Wednesday, January 25 – Mail Grandparent/Valentines Appeal
- Monday, March 20 – Mail Business Partner Appeal (*new look in 2023*)
- Week of April 10 – Draft of FYE letter complete
- Week of April 17 – Determine segments and finalize mailing lists for FYE mailing
- Week of May 1 – Print, stuff & process FYE Letters
- Week of May 8 – Mail FYE Letters

- Sunday, May 21 – Parish insert?
- Friday, June 2 or 9 – *Regina Record* to print
- Friday, June 30 - END of Fiscal Year
- Friday, July 7 – Last donation accepted for FYE (unless dated June 30 or before)

Committee Meetings

- Stewardship Committee – Next Meeting: Noon, Tuesday, February 2
- Development Committee – Next Meeting: TBD
- Foundation Executive Meeting - Next Meeting: 10 a.m., Wednesday, February 8
- Foundation Board Meeting – Next Meeting: 4:30 – 5:30 p.m., Tuesday, February 14

Donor meetings & calls

- Visits/calls of note: MidWestOne (One Asks: major donors/event sponsors). Calls to year-end \$3000+ year-end donors (12).

Other

- Visibility in the Regina community (goal = at least 2 events per month) – January: TBD
- The Foundation is the recipient of memorial gifts for John Allen (Mr. A). With these funds, his family has established The John and Margaret Allen Scholarship to honor their parents. 88 gifts have been made totaling \$13,747.
- Shelley is overseeing Alumni initiatives including class reunions, tours, an alumni survey, Alumni Career Day, and other alumni-related activities. Career Day will take place on Friday, February 3, and Shelley is currently recruiting presenters and developing a schedule in coordination with Lynn Zoulek and Glenn Plummer. The day will begin at 8:30 a.m. with a keynote presentation and then break into speaker sessions until 11:30 when the Foundation will host a luncheon for the presenters. The last Career Day was held in January 2020.
- Shelley has started a ***'Where Are They Now'*** Wednesday alumni spotlight which will be featured each Wednesday on our social media (Facebook & Instagram) to highlight Regina alumni and their current activities. The first feature was posted on Wednesday, Jan. 11. The Foundation also highlights Regina Business Partners on ***'Thank You Thursday,'*** and posts historic photos on ***'Flash Back Friday'*** as part of our social media initiatives.
- In collaboration with Glenn, the Foundation will host a Senior Breakfast on Wednesday, May 17 at 8:30 a.m. prior to the Awards Assembly. We will introduce seniors to their new alumni status and encourage them to keep in contact with their alma mater. This will be a very busy day as we also host the Scholarship Luncheon at 11:30 a.m.

Upcoming Events/Important Dates

- Alumni Career Day, Friday, February 3
- Regina Gala – Saturday, February 4, Courtyard by Marriott University Heights
- Memorial Mass – Wednesday, April 26
- Grandparent's Day – Friday, May 5
- 2023 Scholarship Recognition – Wednesday, May 17
- Class of 2023 Graduation – Sunday, May 21

**Health and Safety Committee Board Report
December 2022 & January 2023**

Health and Safety Committee did not meet.

POLICY/BY-LAWS COMMITTEE MEETING MINUTES
Meeting Dates: December 20, 2022 and January 12, 2023
Meeting Time: 9:00 AM

Committee Purpose: The primary function of the Policy/By-Laws Committee is to work with the administrators in developing and reviewing school policy for compliance with Diocesan Policies and to ensure continued applicability to the goals and needs of the school. The By-Laws are to serve as the framework and rules for the governance of the Regina Board of Education. All Regina policies are to be reviewed at least once every three years. The By-Laws are to be reviewed at least once every five years. This committee is chaired by the Secretary of the Board.

Strategic/Academic Year Goals for Committee:

- *Review Policies last dated May 2020 or earlier over course of this academic year.
- *Develop By-Laws for PISA and recommend to BOE for approval by the end of 2022.
- *Develop By-Laws for Home & School Association and recommend for approval by May 2023.
- *Continue to review Regina BOE By-Laws and seek guidance from the Diocese of Davenport on changes.

Committee Chair: Alaina Welsh

In Attendance

Celeste Vincent, Alan Opheim, Glenn Plummer, Taylor Hotek, Michelle Winders, Alaina Welsh, (addition of Kady Hall and Kathy Shey on 1/12/23)

Old Business

- 12/20/22 -Continued review of Policy 912.0R - Naming of Campus Facilities, Programs and Events. Finalized. 1/12/23 discussion with Alan Opheim concluded with the policy being “reviewed”, but not “updated”. Changes to the policy were not substantial enough to necessitate a BOE vote. The intent of the policy did not change. Clarification was added regarding the composition of the naming committee and the policy was updated to reflect current operational structures.

New Business

- 12/20/22 – Review of Policy 901.0R – Use of Buildings and Grounds. Policy language was changed from Director of Finance to Activities Director to reflect current and future operations.
- 1/12/23 – Discussion on policies regarding alcohol on campus.
- 1/12/23 – Review of Policy 101.0R – This policy will be removed as the Diocesan Policy 101.0 already addresses the topic. It is possible the Regina policy at some point had components that the revised Diocesan Policy now includes.
- 1/12/23 – Review of Policy 418.0R – Temporary Leave of Absence with Pay. No changes.
- 1/12/23 – Review of Policy 680.0R – Wellness Policy. This policy will be removed as Diocesan Policy 680.0 covers the requirements.
- 1/12/23 – Review of Policy 682.1R – PE Waiver. Minor modification to include 12th graders.
- 1/12/23 – Review of Policy 801.0R – Budgetary Adjustment. No changes.

Action Items

- The updated policies in Series 900 will be posted to the BOE Google Drive and the Regina website before the January BOE meeting.
- Will ask that Regina’s compliance with Policy 680.0 be reviewed by the BOE Health and Safety Committee this year and then at least once every three years thereafter.

Announcements

Anticipate bringing the PISA By-Laws to the BOE for approval at the February meeting. Still waiting for final comments from PISA.

Next Meeting

February 9, 2022, at 9:00 AM in the HS conference room

Agenda TBD

Minutes submitted by:

Alaina Welsh, Chair

Regina Athletic Booster Club Meeting
Wednesday November 9th, 2022 at 6:00 PM
Location: Regina High School Media Center

Prayer/Attendance: Sean Beard, John Crane, Annie Gavin, Ed Hinkel, Dan Hartzler, Betsy Hoffman, Taylor Hoteck, Erin Litton, Amy McLaughlin, Molly Peterson, Zach Ries, Chase Stafford, Todd Streb, and Chad Swope

Reports:

AD-Taylor Hoteck:

Boys Cross Country team are State Champs. The girls came in 13th. Both had a fantastic season. Football made it to the playoffs. Girls volleyball did well and are a young team showing promise for the future. Fall sports are wrapped up.

Dance team has a showcase at City High this week. Winter sports are starting this week. We need an 8th grade boys basketball coach.

Treasurer-Myrna Boyle:

Myrna approved an extra \$1,200 for the cables for the new spotlight. The spirit store on financials might look like we are losing money but since we are on a cash basis and have inventory, it is not.

President-Sean Beard:

Junior High Basketball uniforms have been ordered. They will work for the boys and girls teams and the total was \$4,400. Our executive board and the Foundation executive board met to go over what they are responsible for and how to work together in the future.

Wrestling Coach- Zach Ries:

Some of the equipment we bought is already in and the kids are using it. The junior wrestling program has 20-25 kids in it. There are 2 girls out for high school this year. Season starts on Monday. The bags tournament had a solid turnout for the first one. Looking at doing annually or as a league.

Assistant Football Coach-Ed Hinkel: Guys are working hard in the off season in the weight room, some are doing two times a day. Shoulder pad racks are in and will look at the quality of our pads as putting them away for the season. Pads might be a future needs as they are beat up.

Cross Country Coach-Chad Swope:

Great season with both boys and girls cross country. The girls this year ran 2 minutes faster than last year. The girls were 6th last year and 13th this year, shows the strong competition they had this year.

Old Business:

Review/approval of minutes from October 12th, 2022: Any questions or comments? Sean Beard made a motion to approve, Sarah McLaughlin second, all in favor, motion carries.

Volunteers and Committees:

Committee updates were emailed before the meeting. Molly Peterson reported that Blackstone is no longer an option for the December event. She is going to see if we can do it at Mickeys.

Memorial Stones:

We are waiting for the company to get back to us on a quote. Need to figure out if we can do another one for Coach D or what we want to do in his honor. Taylor meeting tomorrow with school about name sake.

New Business:

Booster Club App:

Sean has been researching different apps that other booster clubs have used and could possibly work with other clubs at Regina. Also discussed making our social media presence more prominent.

Outdoor Refresh Project:

We have a lot of big upcoming athletic expenses at the school: track, lights, softball field, signs, concession stand, and ticket stand. Want to put together a letter showing what our needs are and what the boosters have donated so far. We need to raise awareness, so we can help get this done.

New Member:

Jeff Harey is interested in joining the Booster Club but wasn't able to make the meeting.

Booster Club Membership

Annie Gavin saw an example of what other schools are doing with businesses and families to get them more involved and raise money. Annie is going to work with Sarah on this and see what they can come up with.

State Champions:

Going to have an exclusive t-shirt made that Regina State Champions get. Will start this academic year 2022-2023. Annie, Erin, and Sarah will be on the committee to design and get them to the students.

No other business, Sean Beard makes a motion to adjourn, Erin Litton second, all approve, motion carries.

Regina Athletic Booster Club Meeting
Wednesday December 14,2022 at 6:00 PM
Location: Zoom Meeting

Prayer/Attendance: Sean Beard, Myrna Boyle, John Crane, Annie Gavin, Dan Hartzler, Ed Hinkel, Keely Hinkel, Betsy Hoffman, Taylor Hoteck, Sarah McLaughlin, and Hilary Wilken

Reports:

AD-Taylor Hoteck:

Winter sports have begun and are going well. Memorial rock for Brendan Fisher is in and they will put out with the rest. They will be able to use our proceeds from the Coach D fundraiser to order a rock for him. There is an approval process through the board that we will need to go through.

Treasurer-Myrna Boyle:

Financials this year so far have had more expenses but our income is still strong. Not all of the basketball tournament money is in there yet.

President-Sean Beard:

Sent someone out from Slager Appliance to look at the third fryer to get fixed before fish fry is in full swing. Shouldn't be too expensive it is just an ignitor.

Old Business:

Review/approval of minutes from November 9th, 2022: Any questions or comments? Sean Beard made a motion to approve, Betsy Hoffman second, all in favor, motion carries.

Volunteers and Committees:

There were no committee updates emailed before the meeting. Looking forward to our next event on December 29th at Mickys.

T-Shirts for State Champs: Shirts are close to being done, going to do them after the holidays. Working with students to see what they want and going to be yellow.

New Business:

Basketball Slam Fundraiser:

John Crane talked about the different options of the fundraiser we can do. We will need to get the word out more and start to get going quicker than we did last year. The group seemed to want to do our own with our school winners.

Sean Beard made motion to approve, Sarah McLaughlin seconded, all in favor, motion carried.

Teacher Discount at Spirit Store and Concession Stand:

Different options of percentages or amounts off for Regina staff at the spirit store and concession stand were discussed. Ten percent off and need to show school id.

Sean Beard made motion to approve, Ed Hinkel seconded, all in favor, motion carried.

503C:

Sean talked to the board about the possibility of becoming our own 503c. We discussed what that looks like. We would need to get our own EIN. Myrna did mention that she would need help with the end of year tax portion of it. It can take about six months to get an application approved. Sean is going to start to work on that piece, so we can start it at the beginning of our fiscal year, which would be July 1st. Sean is going to talk more with Chris Clark and Alania Welsh about it.

Drop Safes for Concessions:

Drop safes were purchased for both the concession stands. Sean will get with Rich to get them bolted down. Myrna will have a key to get the funds out from the different events.

No other business, Sean Beard makes a motion to adjourn, Sarah McLaughlin second, all approve, motion carries.

REGINA HOME AND SCHOOL ASSOCIATION

January 5th, 2023

6:30 pm

AGENDA

Happy New Year!

A. Opening Prayer

B. Introductions

1. Sam Kaeding
2. Amanda Gavin
3. Celeste Vincent
4. Vanessa Kelley
5. Shannon Olney
6. Lauren Walker
7. Ashley Campbell
8. Kimberly Cronk
9. Stacie Grimm
10. Sofia Livorsi
11. Jen Hoeger
12. Anne Adam

C. Approval of November Minutes

- a. Minutes approved

D. Principal's Report

- a. Celeste welcomes everyone back and Happy New Year!
- b. Catholic Schools Week is coming up at the end of this month
- c. Kindergarten roundup will be in February

E. Teacher Representative Report

- a. No teacher recap

F. Treasurer's Report

- a. See treasurer report
- b. Collected money from chocolate sales and transferred Venmo balance to the H&S bank account.
- c. Stacie will send 1 more round of letters and/or emails to parents who have not paid their chocolate sales dues; if payment is not received they will be unable to participate next year.
- d. Book balance on 12/31/22: **\$52,257.34**

G. Committee Reports:

1. Family Fun Night update- Molly/Laura
 - a. Saturday, January 28th 6-8pm in the Elementary Gym
 - b. The theme will be 90's
 - c. Pizza and treats will be provided
 - d. DJ, games, prizes, and possibly inflatables (depending on liability)
 - e. Suggestion to promote the spring musical by having cast members sing 1-2 songs from the musical "Grease"
2. Catholic Schools Week update- Kim/Laura
 - a. "Building our Faith Together" Lego theme
 - b. The chapel will be decorated for the week
 - c. Looking into canvas "Regina" bags to gift the elementary students
 - d. Treats/snacks will be provided for the staff lounge
 - e. Looking into a catholic musician or artist to come perform
 - f. West Bank will be providing lunch for the staff on Friday, Feb. 2
3. SAW Wrap up- Anne/Sofia
 - a. Surveyed the staff on thoughts about SAW and compiled responses
 - b. Gathered feedback on likes and dislikes such as the catered food options, donated supplies, and gifts. They will make note of these comments when planning next year's SAW week.
 - c. Idea to dedicate 1 of the days to Specials Teachers so they don't get overlooked.
 - d. There were quite a few supplies on their wish lists that were not received so they will share that list and H&S can possibly donate some of those items with leftover funds in the budget.

E. Old Business

1. Update on Defy Fundraiser- Jen
 - a. Regina will be hosting a fundraiser at Defy trampoline park
 - b. Monday, February 20th 10am-12pm (Presidents' Day no school)
 - c. We will get 20% of tickets sales during that time frame
 - d. It does not cost us anything to host the fundraiser
2. Wish list from Chocolate Sales
 - a. Waiting to order recess supplies until spring when weather is better
 - New playground balls and rolling cart bin are top on the list.
 - b. Chick-fil-a party will be scheduled soon
 - c. Mad Scientist party will be scheduled soon
 - d. Reaching out to teachers/students for a wish list of supplies or items requested that we can purchase with the funds.
 - e. Please direct any requests or wish list items to Shannon Olney.

F. New Business

1. Gala auction item donation

- a. Last year we contributed an ice skating party, we will be donating a family friendly party again this year

2. Budget

- a. We will start planning the 2023-2024 budget in February so we can vote in April, we have room to make adjustments and allocate funds differently if we feel areas need more/less funds.

4. Sam proposed the idea to push February meeting to Thursday, Feb. 9 to avoid conflict with Discover Regina night.

- a. The group approved
- b. Lauren Walker cannot attend on the 9th so someone else will need to fulfill secretary duties.

J. Adjourn

Next Meeting: Thursday, February 9th @ 6:30pm

NO MEETING IN MARCH

Upcoming Dates:

Family Fun Night- Saturday, January 28th, 6-8 pm

Catholic Schools Week- Jan 30- Feb 3

Mass on Wednesday, Feb 1

Regina Gala- Saturday, Feb 4th



Finance Committee

January 18, 2023

Committee Members

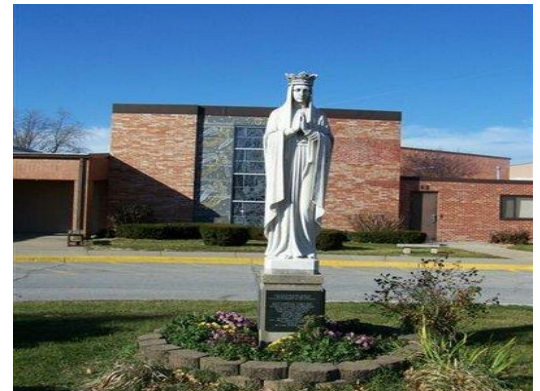
(Voting and Ex-Officio)

Present in Bold – 1-18-2023

- **Alaina Welsh**
- **Amy Lynch**
- **Andy Cutter**
- **Angela Villhauer**
- **Anne Adam**
- Chris Clark
- Todd Kopecky
- Father Joseph Sia
- **Father Steve Witt**
- **Jason Wagner**
- Matt Pacha
- Melinda Shetler
- **Celeste Vincent**
- **Glenn Plummer**
- **Kecia Boysen**
- **Mary Rockafellow**
- **Michele Goldsmith**
- **Pam Schowalter**
- Stacy Sueppel
- **Kady Hall**
- **Alan Opheim**

AGENDA – January 18, 2023

- Opening prayer – Father Witt
- Angela -- Opening Comments
- Alan – Comments on STO
- School vouchers / ESAs
- Updates by Benefits Committee
- Alan – Quarter 2 Financial Handout
- Closing Prayer – Father Witt
- Next Meeting – February 15; at 4:30 in the HS Media Center



Regina Inter-Parish Catholic Education
Center
Balance Sheet
As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Operating Cash	842,687.80	1,229,600.70	-386,912.90	-31.47%
11000 · Restricted and Designated Cash	3,788,554.84	3,232,060.36	556,494.48	17.22%
Total Checking/Savings	4,631,242.64	4,461,661.06	169,581.58	3.8%
Accounts Receivable				
12000 · Tuition Receivables	2,231,267.96	2,049,163.32	182,104.64	8.89%
Total Accounts Receivable	2,231,267.96	2,049,163.32	182,104.64	8.89%
Other Current Assets				
12200 · Prepaid Computer Contracts	4,493.00	3,111.25	1,381.75	44.41%
12208 · Other Receivable - REC Related	38,908.05	411,157.00	-372,248.95	-90.54%
Total Other Current Assets	43,401.05	414,268.25	-370,867.20	-89.52%
Total Current Assets	6,905,911.65	6,925,092.63	-19,180.98	-0.28%
Fixed Assets				
13000 · Long Term Assets	8,788,197.49	9,299,042.49	-510,845.00	-5.49%
13019 · Construction in Progress	1,276,230.68	130,134.00	1,146,096.68	880.71%
Total Fixed Assets	10,064,428.17	9,429,176.49	635,251.68	6.74%
TOTAL ASSETS	16,970,339.82	16,354,269.12	616,070.70	3.77%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20001 · Accounts Payable	5,846.31	27,191.48	-21,345.17	-78.5%
Total Accounts Payable	5,846.31	27,191.48	-21,345.17	-78.5%
Other Current Liabilities				
20000 · Current Liabilities	2,688,984.32	3,024,041.57	-335,057.25	-11.08%
Total Other Current Liabilities	2,688,984.32	3,024,041.57	-335,057.25	-11.08%
Total Current Liabilities	2,694,830.63	3,051,233.05	-356,402.42	-11.68%
Long Term Liabilities				
26000 · Long Term Loans	392,533.23	428,013.22	-35,479.99	-8.29%
Total Long Term Liabilities	392,533.23	428,013.22	-35,479.99	-8.29%
Total Liabilities	3,087,363.86	3,479,246.27	-391,882.41	-11.26%
Equity				
30000 · Opening Balance Equity	4,972,571.19	4,972,571.19	0.00	0.0%
32000 · Unrestricted Net Assets	9,016,372.16	7,884,512.91	1,131,859.25	14.36%
Net Income	-105,967.39	17,938.75	-123,906.14	-690.72%
Total Equity	13,882,975.96	12,875,022.85	1,007,953.11	7.83%
TOTAL LIABILITIES & EQUITY	16,970,339.82	16,354,269.12	616,070.70	3.77%

Regina Inter-Parish Catholic Education Center

Profit & Loss

July through December 2022

	Jul - Dec 22	Jul - Dec 21	\$ Change	% Change
Income				
40000 · Tuitions	2,525,109.63	2,263,179.08	261,930.55	11.57%
41000 · Assessments	791,155.04	850,170.00	-59,014.96	-6.94%
42000 · Foundation Funding	551,935.63	346,440.05	205,495.58	59.32%
44000 · Nutrition Income	145,051.74	179,762.92	-34,711.18	-19.31%
45000 · Other Incomes	376,692.36	709,431.90	-332,739.54	-46.9%
46500 · Bus Route Income	18,949.06	37,924.19	-18,975.13	-50.03%
Total Income	4,408,893.46	4,386,908.14	21,985.32	0.5%
Gross Profit	4,408,893.46	4,386,908.14	21,985.32	0.5%
Expense				
60000 · Salaries & Wages	2,409,459.58	2,333,838.71	75,620.87	3.24%
60145 · Benefits	513,847.35	436,477.73	77,369.62	17.73%
61000 · Educational Supplies	267,450.30	323,407.48	-55,957.18	-17.3%
61040 · Computer Technology	53,178.62	71,511.23	-18,332.61	-25.64%
62000 · Facility Expenses	424,178.23	524,196.65	-100,018.42	-19.08%
63000 · Operating Expenses	73,448.92	50,927.77	22,521.15	44.22%
64000 · Building Upkeep	207,106.33	70,690.87	136,415.46	192.98%
65000 · Nutrition	124,176.09	113,722.97	10,453.12	9.19%
66000 · Income Offsets	34,757.51	43,954.96	-9,197.45	-20.93%
66500 · Busing - Routing	142,467.00	137,164.16	5,302.84	3.87%
66900 · Reconciliation Discrepancies	0.00	-1,318.12	1,318.12	100.0%
68000 · Interest Expense	9,363.92	8,962.98	400.94	4.47%
69000 · Depreciation Expense	255,427.00	255,432.00	-5.00	-0.0%
Total Expense	4,514,860.85	4,368,969.39	145,891.46	3.34%
Net Income	-105,967.39	17,938.75	-123,906.14	-690.72%

Search Overview for Regina Head of School

January 2023

Executive Summary

The Regina Head of School (HOS) Search Committee conducted a month-long national search to identify suitable candidates for the Regina HOS role. The search committee unanimously recommends Candidate A for hire as the next HOS at Regina. We believe this candidate's expertise in continuous instructional improvement, demonstrated managerial and leadership skills, and strong Catholic faith and proven faith leadership make her the ideal candidate for Regina. To provide confidentiality in documentation, Candidate A will be identified and personnel materials reviewed in a closed board session. This document provides a comprehensive overview of the search process.

Search Committee Members

The HOS Search Committee is comprised of the following individuals:

- Lynne Devaney, Search Co-Chair, Superintendent of Schools, Diocese of Davenport
- Chris Clark, Search Co-Chair, Vice-Chair Regina Board of Education, parent
- Fr. Chuck Adam, Pastor, St Thomas More
- Fr. Joseph Sia, Pastor, St Patrick
- Erin Baker, parent, ICCSD educator
- Guadalupe Canahuate PhD, parent, UI engineering faculty
- Andy Gahan, alumnus, parent, ICCSD principal
- Lisa Gummper, parent, board member, UIHC Instructional Designer
- Megan Foley-Nicpon PhD, alumna, parent, UI Belin-Blank Center director
- Matt Pacha, alumnus, grandparent, former BOE chair, Business Executive
- Patrick Tierney, parent, Ed-Tech Executive
- Ron Udell, parent, board member, Human Resources Consultant

Chronological Overview of Search Process

Initial Meeting and Advertisement

The Head of School search committee convened on November 14th, 2022, to review a search timeline, job profile and to discuss advertising strategies. Regina and the Diocese of Davenport began advertising the HOS position nationally at that time with postings on catholicjobs.com, NCEA.org, and Teach Iowa.

The search committee at this point began refining a Key Knowledge, Skills, and Abilities list (appendix 1) based on priorities identified by Meitler/Catholic School Management for the previous HOS search, with moderate revisions based on input from board members, school administrators, and the search committee.

A job profile was posted on Regina's website and announcement to the Regina community made on the Regal Weekly. Job materials (appendix 2) were revisions of materials from Catholic School Management for a previous HOS search, edited to reflect changes in priorities from the Key Knowledge, Skills, and Abilities document.

Recruiting Push

During the initial advertising push, committee members also contacted over 50 Catholic School administrators, pastors, and administrators in educational leadership programs at regional Catholic universities, and other interested parties via email, telephone, and LinkedIn. A majority of this outreach was focused on candidates from within the state of Iowa and the large Catholic school job markets in Omaha, St. Louis, Chicago, Milwaukee, and Minneapolis.

At the same time, the Diocese of Davenport contacted the Dominican Sisters of Mary Mother of the Eucharist in Michigan to explore whether that order could provide resources as a HOS and what considerations would be required to form a relationship between the diocese and the order. In the latter regard, it was made clear that the Dominican Sisters had no availability to provide this service to Regina for the 2023-2024 academic year. The diocese continues discussions with the Dominican Sisters in regard to other potential instructional service.

Selection Process

Superintendent Lynne Devaney met with each of six applicants for the HOS position to determine whether each candidate could meet both church and state requirements to be administrators at Regina before meeting with the larger search committee.

On January 4th, 2023, the search committee reconvened and reviewed the six candidates for HOS. Three candidates were removed from consideration at that point due to lack of educational administrative experience. The superintendent also informed the committee that, of the three finalists, two candidates from out of state lacked the credentials necessary for immediate reciprocal licensure with the Iowa Board of Educational Examiners (BOEE), and thus she had begun working with those candidates and her contact in the Iowa BOEE on their licensure options.. During this meeting, the committee agreed to remotely interview the three remaining candidates who possessed educational administration experience with the understanding that licensure potentially could be a limiting factor in eventual hiring.

Online Interviews

The search committee interviewed candidates January 10th and 11th for approximately 80-90 minutes each on Google Meet before reconvening late January 11th to deliberate. Appendix 3 includes the preliminary interview questions developed by the committee.

The search committee identified two priority candidates from online interviews and began efforts to schedule campus visits for each candidate to meet with faculty. The third candidate subsequently withdrew his application from consideration.

Campus Visit

Candidate A was invited to visit campus on January 18th and in preparation for that interview, reference checks were conducted by Chris Clark, Fr. Chuck Adam, and Fr. Joseph Sia from the search committee. This group had five conversations with current and former colleagues, supervisors, and teacher/administrator direct reports of Candidate A. Those reports were shared with the search committee for review on January 17th prior to Candidate A's visit.

On January 18th, Candidate A visited the Regina campus and met a variety of constituents, who provided helpful input to the search committee. Feedback from the visit was collected via email and Google Forms. Appendix 4 includes a full itinerary for Candidate A's visit.

Committee Consensus and Recommendation

On January 19th, Board co-chairs followed up with Candidate B on licensure status and learned that to be a licensed administrator, this candidate would need to complete at least 75% of a qualifying master's level program to receive provisional licensing for school administration.

With this information in mind, the search committee unanimously elected not to bring Candidate B to campus. This decision was concluded after the review and deliberation of the experience with Candidate A after completion of a strong online and campus interview, receipt of positive feedback during the visit to campus, and strong endorsements from references.

Subsequently, the search committee unanimously endorsed Candidate A to be hired as the next Regina Head of School.

Search Challenges

The committee deliberated extensively regarding the decision to recommend Candidate A given she was the sole finalist visiting Regina. Candidate A was easily the strongest finalist after the online interviews, but there was widespread desire within the search committee to bring two competitive candidates to campus in a short time frame to allow for comparison.

Additionally, it became apparent during the timeframe of the search that our timeline needed to be aggressive. We discovered in our conversations that other schools were developing administrator and teacher contracts in January and early February to better prepare for any staff turnover in the summer ahead. The search committee did an admirable job with evening availability, with one evening session stretching four hours in length to ensure that the search was moving as fast as possible.

Appendix 1 – Key Knowledge, Skills, and Abilities for Head of School

- Charismatic and persuasive leader and collaborator
 - Culture-builder
 - Demonstrated ability handling sensitive and difficult issues in school
 - Strong collaborator with foundation, diocese, AEA and others
 - Ability to blend new innovations with past traditions and practices
- Strong managerial skills
 - Performance management and accountability
 - Leadership development and coaching
 - Process and data management - systems thinker
- Faith-filled leader
 - Demonstrated expertise strengthening theology\RE instruction
 - Catholic leader who lives their faith and exemplifies a vocational response
 - Expertise building/maintaining faith communities
 - Demonstrated expertise in Catholic Social Teaching
- Strategic communicator
 - Strong skills in working with demanding families
 - Strong skills in developing communications plans across a variety of media (web, social, print, etc)
- Instructional expertise
 - Expertise overseeing curricular alignment and instructional improvement efforts
 - Expertise implementing best practices in serving students with a variety of educational needs (504, ESE, ELL etc)
- Operational expertise
 - Facilities management, budget experience



Head of School Job Profile



REGINA
CATHOLIC EDUCATION CENTER

Pre-K through 12th Grade • Iowa City, Iowa



Mission

Regina is committed to preparing tomorrow's leaders through a comprehensive educational experience focused on excellence and anchored in the teachings of the Roman Catholic Church.

Core Values

- *Educating to the academic potential of each student*
- *Developing strong moral character*
- *Learning and living our Catholic faith*
- *Building community*
- *Providing vast opportunities for additional growth*

"Regina truly is a community. Every single teacher knows your kid, and the students know each other."

About Regina Catholic Education Center

Regina Catholic Education Center, in the university town of Iowa City, is in search of a Head of School to lead our school into the future. This is an extraordinary opportunity to take a robust, established institution and bring it to the next level of excellence.

- Regina Catholic is the third ranked school in Iowa on the Iowa AP index and will graduate two national merit-semifinalists and a commended scholar this spring out of a graduating class of 44.
- Regina's standardized test scores consistently rank among the top schools in Johnson County and in the state.
- Interactive classroom technology, 1:1 computing K-12, Project Lead the Way, championship athletic programs and activities, and small class size contribute to an unparalleled experience of academic excellence and faith formation.

Home of the Regals, this pre-K through 12th grade school (PK-12) is blessed with dedicated faculty and staff, involved parents, and four supporting parishes (St. Thomas More, St. Patrick, St. Mary, and St. Wenceslaus). Having four parish pastors, and a fifth pastor serving as school chaplain, who are all actively engaged is unique in Catholic education today and offers tremendous benefits to the Regina community.

Founded in 1958 in the Diocese of Davenport, Regina is recognized as a "Catholic jewel." Students at Regina not only have a clear sense of who they are but, also, whose they are. This is reflected in their interactions with faculty, staff, other students and is a point of pride throughout the school. The family friendly environment creates a culture of safety, respect, and dignity for every member of the school community.

The PK-12 model allows for dynamic programming and amazing relationships between the students. Younger children look up to their junior and senior high counterparts who serve as enthusiastic examples of the Holy Spirit at work at Regina.

Fundraising is managed by the Regina Foundation, a nonprofit organization established in 1973 to support the school. A recent capital campaign for Regina exceeded a goal of \$7.8 million and provided for numerous improvements including a new Education Wing and the Regina Athletic Training Facility. Following that effort, Regina completed a \$1.2 million expansion of Regina's Early Childhood Center and improvements to the school's intercom/security system.



Role of the Head of School

The Head provides inspirational, confident, growth-minded leadership to carry out Regina’s mission and continually build on its strengths, particularly the PK-12 model. The Head is the academic and faith leader, working cooperatively with the Board of Education, Superintendent of the Diocese of Davenport, the four supporting parishes, administration/faculty/staff, students, and parents. Direct reports to the Head include the elementary and junior/senior high principals, and directors of teaching and learning, admissions, communications, finance, and facilities. The Head of School reports to the Diocesan Superintendent and Board of Education.

As the “face” of Regina, this position serves as the chief communicator, relationship builder, and partner with a wide variety of stakeholders. The Head develops the brand, sells the school to current and prospective families, manages operations and, working with faculty and staff, ensures that graduates depart filled with faith, purpose, and capability for the next chapters in their lives.

Priorities

Priorities for the Head of School at Regina Catholic Education Center include:

- **Academic Rigor and Innovation:** expand on existing assets; introduce educational advances; maximize impact of and benefits from the PK-12 model.
- **Enrollment/Marketing:** increase enrollment and diversity; define brand and value proposition; attract and retain new families; increase percentage of students remaining through 12th grade.
- **Staffing:** recruit and develop top-notch teachers; build and manage collaborative teams.
- **Strategic Plan Execution:** Lead school efforts to deliver portions of the Regina 2022-2027 Strategic Plan.

<div>910</div> <div>Students</div>	 <div>Certified Nature Explore Classroom</div>
 <div>16 AP Courses</div>	<div>Recognized Community Service Programs</div>
<div>+</div> <div>Weekly Religious Celebrations</div>	 <div>Choir, Band, Orchestra, Drama and Fine Arts</div>
 <div>100% College or Military Service</div>	 <div>12-month Early Childhood Center</div>
<div>95%</div> <div>Activities Participation</div>	 <div>Championship Athletics</div>



Qualifications

The Head of School for Regina Catholic Education Center will be a:

- Practicing Catholic, strong in faith.
- Visionary educator adept in design thinking and able to envision an education model to advance students' ability to learn, grow, and serve in next generation settings.
- Mission-driven decision maker.
- Dynamic face of the school, representing Regina to all constituent groups, able to bring people together and empower them to action.
- Effective team builder who will engage with the faculty and staff for the betterment of the school in a collaborative, yet decisive manner.
- Relational leader comfortable moving from the boardroom to the pre-K classroom.

Ideal Candidates

Ideal candidates will possess the following:

- Master's in Educational Administration (or equivalent).
- Iowa Administrative Licensure (or equivalent).
- Experience at multiple grade levels.
- Ability to market the school for enrollment.
- Business and financial acumen, facility management experience.

"Just look at the quality and caliber of Regina graduates. Generations of strong citizens and successful community and business leaders. Regina is well recognized by all long-term residents for graduating great kids year after year."

Salary / Benefits

The Head of School position is available immediately, but Regina Catholic Education Center is willing to negotiate the official start date given that the ideal candidate may be committed for the 2022-23 school year. This is a full-time position with a three-year renewing contract. Salary and benefits are competitive and commensurate with experience and qualifications.

Application Procedure

Interested and qualified candidates should submit a letter of introduction, a resume and five professional references (names, email addresses and telephone numbers) via email to:

Lynne Devaney,
Superintendent of Schools
Diocese of Davenport
Regina Head of School Search
devaney@davenportdiocese.org

Application materials must be issued no later than January 6, 2022.



Appendix 3: Interview Script for Head of School

Online Interviews

Part I - Introduction of Search Committee

Part II - Interview Questions

1. What attracted you to this position? (*Chris*)
2. Tell us what you see as the value of a Catholic education to be. What makes that different from a private or public education? (*Lynne*)
3. Tell us about how you embody the role of a faith-filled leader in your school. What does it mean to be a Catholic school leader? (*Fr. Sia*)
4. Could you tell us about how you have supported diversity efforts in your past school employment. (*Megan*)
5. Describe how you develop, lead and coach your staff in a school. How do you regularly interact with your direct reports and with faculty and staff inside the school. What have you found to be most successful? (*Patrick*)
6. Tell us about an important educational process improvement effort you've led or contributed to. What was the end result? (*Andy*)
7. Describe a time when you had to lead your school through a sensitive or difficult situation? How did you find a path forward? (*Lisa*)
8. Describe how you have overseen instructional improvement in a school setting previously. What organizational changes were made? How did you approach faculty and solicit buy-in? (*Erin*)
9. Tell us about a time where you had to prioritize competing facilities or budget priorities in your educational career? How did you go about that effort? What was the end result? (*Matt*)
10. Regina offers a comprehensive PK-12 Catholic educational experience. Please describe the different educational approaches you have undertaken to find academic success with different educational levels. (*Ron*)
11. Describe your experience implementing a strategic plan or leading a strategic plan initiative. What worked? What didn't work? (*Guadalupe*)
12. Tell us about your work experience with school support organizations and parish communities (alumni, foundation, fundraisers, parishes, etc). What strategies have you employed to find success? (*Fr Sia*)
13. Presenting information in a highly charged situation and to a variety of groups is a part of a Head of School's job. Give an example of how you have encountered opposition and how you dealt with the resulting situation. (*Ron*)
14. Describe how you have implemented or overseen a multi-tiered system of support in your school (MTSS/RTI). (*Lynne*)

15. Describe what a school culture is and how you have worked to shape school culture in your previous role(s). (*Erin*)
16. Tell us about the most difficult personnel situation you've ever dealt with? How did you resolve the situation? (*Fr. Chuck*)

Part III - Candidate Questions

Appendix 4 – Head of School Visit Itinerary

9:30a - 10:00a	Meet with Search Committee Chairs (Lynne Devaney, Chris Clark)
10:05a - 11:05a	Meet with Senior School Administrators (Celeste Vincent, Glenn Plummer, Kelly Starr, Vanessa Kelley)
11:05a - 11:30a	Tour of Regina Facility with Principals (Celeste Vincent, Glenn Plummer)
11:30a - 12:00p	Meet with Regina Finance Team (Kady Homewood, Alan Opheim, Michelle Winders, Angela Villhauer)
12:05p - 1:05p	Lunch with Iowa City Pastors at Regina
1:05p - 1:35p	BREAK: Session break to recharge in Head Of School office
1:35p - 2:20p	Meet Regina Administrative Team (Taylor Hotek, Lynne Zoulek, Shane Schemmel, Pam Schowalter, Jess Pizana, Michaela Cox, Amy Kron)
2:25p - 3:00p	Meet with Regina Foundation (Kecia Boysen, Shelley Rublaitus, Chris Klitgaard)
3:00p - 3:30p	Break - Session break to recharge in Head Of School Office and Prepare for Presentation
3:30p - 4:10p	Presentation “Lessons Learned: My Journey in Educational Leadership” to Regina Faculty, Student Leaders, Administrators, Board, Search Team
4:10p - 4:40p	Meet with Faculty Building Leadership Team (Elem. and J/HS Building Leadership Teams)
4:45p - 5:45p	Meet with Search Committee (HOS Search Committee)
5:45p - 6:00p	Wrap up with Search Committee Chairs (Lynne Devaney, Chris Clark)

Name	11/23/21	1/25/22	2/22/22	3/29/22	4/26/22	5/24/22	6/28/22	7/28/22	8/23/22	09/27/22	10/25/22	11/22/22	Key:
Andy Cutter	X	X	X	X	X	X	X	X	X	X	X	O	X=Present
Amy Lynch	X	X	X	X	X	X	O	X	X	X	X	O	O=Absent
Angela Villhauer	X	X	X	X	X	O	X	X	X	X	O	X	NA=Not a Member
Lisa Gumper	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	O	
Ron Udell	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	O	X	X	X	
Julie Beard	X	X	O	X	X	X	O	X	X	O	O	X	
Alaina Welsh	X	X	X	X	O	X	X	X	X	X	X	X	
Anne Adam	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	X	
Chris Clark	X	X	X	X	X	X	X	X	X	X	X	X	
Jason Wagner	X	X	X	X	O	X	X	O	O	X	X	X	
Kimberly Cronk	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	x	
Todd Kopecky	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	
Elizabeth Getachew	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	O	
Fr. Sia	X	X	X	X	X	X	X	X	X	X	X	X	
Fr. Beckman	X	X	X	X	X	O	X	X	X	X	O	X	
Fr. Witt	O	X	X	X	X	X	X	X	X	X	X	O	
Fr. Adam	X	X	X	X	X	X	X	X	X	X	X	X	
Glenn	X	X	X	X	X	X	X	X	X	X	X	X	
Celeste	X	X	X	X	X	X	X	X	X	X	X	X	
Scott Nibaur	X	O	O	X	X	X	O	N/A	N/A	N/A	N/A	N/A	
Ellen Abusada	O	X	O	X	X	X	X	N/A	N/A	N/A	N/A	N/A	
Sue Kloss	X	X	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A	
Todd Waikel	X	X	X	X	X	O	X	X	N/A	N/A	N/A	N/A	
Ryan Wade	O	X	O	X	X	O	X	X	X	X	X	N/A	
Lisa Dutchik	X	X	X	X	X	X	X	O	O	X	X	N/A	