

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, February 28, 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 – January 24, 2022 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
| II. NEW BUSINESS DISCUSSION | 15 minutes |
| a. BOE Retreat | |
| b. PISA By-Laws | |
| III. OLD BUSINESS UPDATE | 15 minutes |
| a. ESA Update | |
| b. HOS Update | |
| c. Staff Benefits Ad-Hoc Committee Update | |
| 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 |
| a. Administrator Contracts | |
| b. Nominating Committee for Executive Committee for next year
(beginning July 1, 2023) | |
| 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	473			
JR/SR	363	365	364	364	362	362	362			
PreK	83	72	73	75	67	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	\$2,465,133			
JR/SR	\$2,556,993	\$2,555,761	\$2,565,746	\$2,583,776	\$2,259,198	\$2,259,198	\$2,581,099			
PreK	\$358,500	\$27,354	\$57,004	\$109,494	\$162,434	\$206,231	\$269,867			

*Partial Month

I. UPCOMING DATES

Band Concert	Mar 1	7:00pm	Band Room
Kairos	Mar 2-5		Off Site
Vocal Concert K-2	Mar 2	7:00pm	Elementary Gym
Spring Activities Meeting	Mar 8	6:00pm	
Vocal Concert 3-5	Mar 9	7:00pm	Elem Gym
Spring Break	Mar 13-17	8:00AM	
JH Dance	Mar 24	6:30pm	Elem Gym
ICAN HS Transition 8 th grade	Mar 28	12:00pm	MPR
ICAN Junior College Readiness Seminar	Mar 28	1:00pm	MPR

II. PRAYER SERVICE/MASS SCHEDULE

Prayer Service 2-6	Mar 1	8:30am	Elem Gym
Reconciliation 2-6	Mar 1	9:00am	Elem Gym
Adoration	Mar 3	8:15AM	Chapel
Prayer Service 7-12	Mar 8	9:00am	HS Gym
Reconciliation 7-12	Mar 8	9:00am	HS Gym
Mass 7-12	Mar 22	2:20PM	HS Gym

III. Holy Days

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
Tuesday, January 24, 2023
REGULAR MEETING MINUTES

- I. Call to Order – 6:35 PM
 - a. Opening Prayer by Fr. Adam
 - b. Roll Call – (absent members in parenthesis):
 1. Anne Adam, Fr. Adam, Fr. Beckman, Julie Beard, (Chris Clark), Kim Cronk, Andy Cutter, Elizabeth Getachew, Lisa Gumper, 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, Kelly Starr, Kecia Boysen, Pam Schowalter, Carolyn Brandt, Julie Rhomberg, Michelle Goldsmith, Stacy Sueppel, Alan Opheim, Kady Hall
 - c. Chairperson Remarks – by Andy Cutter
Welcome to Lynne Devaney, Superintendent and HOS Search Committee Co-chair. Welcome to Jim Wichman, consultant working with Reinga administrators.
 - d. Approval of Minutes –
 - o Approve November 22, 2022 –Regular Meeting Minutes.
Motion to approve by Fr. Witt. Second by Udell. All in favor
 - e. Approval of Agenda –
 - o Motion to approve the Agenda made by Lynch. Second by Adams. All in favor.
 - f. Open to the Audience – NONE
- II. NEW BUSINESS DISCUSSION –
 - a. Discussion to move the April BOE calendar items permanently to the January calendar as outlined in Policy 220.0R. This is to aide in all future succession planning by identifying new executive committee members in advance of the positions being vacated and to prepare for identifying new board members that can fill specific needs on the board. Policy 220.0R does not require a vote by the BOE to be revised. This change will take effect immediately. Therefore, this year’s calendar of events for the BOE will trail by one month. The nominating committee will be appointed by the BOE Chair at the February meeting. The nominating committee will present a slate of candidates for the executive committee at the March meeting. The BOE will vote at the April meeting this year. After the vote, transition planning will occur.
 - b. Presentation by Jim Wichman, Celeste Vincent, and Glenn Plummer. Overview of work by Administrators and Mr. Wichman over the past couple of months. Much time spent identifying roles and areas of strength. Mr. Wichman identified a clear desire by the administrators to help Regina succeed.
 - c. Approval of the 2023-2024 school year calendar as presented by Glenn Plummer. Motion to approve by Fr. Witt. Second by Welsh. All in favor.
- III. OLD BUSINESS DISCUSSION –
 - a. Staff Benefits Ad-hoc Committee update/presentation by Anne Adams and Todd Kopecky. Identified multiple opportunities for aiding in retention and recruitment of staff. Some areas identified by staff included additional funds for classroom supplies, salary increases, tuition waivers, Regina spirit wear, increased retirement contributions, among others. Various possibilities will be forwarded to the Director of Finance to explore cost feasibility both in the near- and long-term planning of the budget. Committee will have further discussions with Administrators, Finance Committee, and other possible contributors such as the Regina Boosters. Many questions remain and will need to be further flushed out by finance.
 - b. Head of School Search ad-hoc subcommittee update by Ron Udell
The HOS search committee unanimously supports the presentation of a Head of School candidate recommended for hire by the Regina Board of Education. Details of the candidates resume and

discussion to occur in Executive Session. All staff contracts and personnel discussions are done in closed executive sessions.

IV. ADMINISTRATIVE REPORTS – see BOE packet

- a. Elementary Report – Additional comments by Mrs. Vincent.
 - 1. Center wide planning and budgeting for next year is underway.
- b. JH/SH Report –Additional comments by Mr. Plummer.
 - 1. Catholic Schools Week next week. There will be a K-12 mass with Fr. Adam on Wednesday that week. On Friday the JH/SR students will participate in career talks in the morning and in the afternoon, teachers will share their hobbies and interests with the students.
 - 2. Congratulations to Conner Ye for being named a Presidential Scholar Nominee and to Jack Tierney for receiving his Naval Academy acceptance.
- c. Director of Teaching & Learning – Additional comments by Kelly Starr.
 - 1. Excited for, Michala Cox, the pre-K Director who is off and running!
- d. Enrollment Report – Additional comments by Pam Schowalter.
 - 1. There will be students speaking at each parish during Catholic Schools Week.
- e. Business Office – Additional Comments by Alan Opheim and Kady Hall
 - 1. New Director of Finance, Kady Hall, introduced herself. Excited to be back at Regina.
 - 2. Each family will have to apply annually for the State of Iowa Educational Savings Account funding. This law just passed and there is much yet to be determined as far as the requirements for the families and the participating schools. Implementation process is still unclear.
- f. Religious Education – See BOE packet.
- g. Regina Foundation – See BOE packet.
- h. Boosters, PISA, Home & School – See BOE packet.

V. CALENDAR & DISCUSSION ITEMS- None

*Note the change to the BOE annual calendar discussed in Section II (a) above.

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. This is the primary means of communicating your committee's work with the board.

VII. CLOSING PRAYER – by Fr. Beckman

VIII. EXECUTIVE SESSION – 8:02 PM

- o Motion to enter Executive Session by Fr. Sia. Second by Fr. Beckman. All in favor

IX. Open Session – 8:28 PM

- o Motion to end Executive Session by Fr. Witt. Second by Fr. Adam. All in favor
- o Motion to approve coaching contracts as presented by Glenn Plummer. Motion made by Fr. Witt. Second by Fr. Adam. All in favor. Contracts included the following:
 - Sean Beard - 7th boys assistant basketball
 - Bailey Gale - Head Track
 - Ryan Bell - Head Track
 - Ryan Wade - Head JH boys track
 - Keely Hinkel - Assistant JH boys track
 - Kimberly Martin - Head JH girls track
 - Kory Mattoon - Asst JH girls track

Carter Daniel - 9th boys basketball
Patrick Moeller - 8th boys basketball
Kevin Kahler - 8th boys basketball
Tanner Schultz - Assistant & JV wrestling
Kevin Kahler - Head girls golf
Jason Urdahl - Head boys golf

- Motion to offer a one-year contract to Angela Olson for the Regina Head of School position. Motion made by Udell. Second by Kopecky. All in favor.

X. Adjournment – 8:31 PM

- Motion to adjourn made by Fr. Witt. Second by Fr. Adam. All in favor.

Respectfully Submitted by
Alaina Welsh, BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
February 2023**

FACILITATOR OF FAITH COMMUNITY

LENT:

The Lenten theme this year is “God So Loved the World”.
We are looking forward to our Lenten journey together.

UPCOMING RELIGIOUS CELEBRATIONS:

Prayer Services:

March 1- Reconciliation Prayer Service at 8:30, Receive at 9:15

Adoration:

Friday, March 3rd

CATHOLIC SCHOOLS WEEK:

We had a great Catholic schools week this year! We are extremely proud to be an extension of the four parishes in the Iowa City/Coralville area. We had many wonderful events and lots of excellent support. Thank you to all of our support groups who helped make the week a tremendous success.

STANDARD #1 - VISION

KINDERGARTEN ROUND-UP:

Kindergarten Round-up was held virtually on Tuesday, February 21st. We had 52 families in attendance and will be following up on formal applications for admission.

REGISTRATION:

Registration for the 2023-2024 school year will be going home with all students at the beginning of March. We will keep the board updated on the enrollment numbers as they come in for the next year.

PLANNING:

Administrators have been in joint meetings on the following-

- Planning details for our Thursday professional development meetings for the rest of this academic school year.
- Planning/discussing ways to best support the new Head of School.

We have been helping to prioritize areas to assist her in learning about Regina.

- Planning professional opportunities for the use of existing title funds. This includes offering an opportunity with Professional Learning Communities this summer.

- Continuing the discussion of ESA and sharing what we learn as updates become available.

Kady Hall will be the point person for all ESA discussion/information.

- Continuing to have administrative reps join diocesan meetings for updates on Power School and planning for this new student information system for the 23-24 school year.

Work is being done “behind the scenes” to prepare for this transition.

- Meeting with the consultant on continuing discussion of roles/responsibilities.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

SECOND TRIMESTER:

Trimester report cards for all grades will be sent home on Friday, March 3rd.

FAST ASSESSMENTS FOR READING:

The winter universal screener has been completed. Our teachers, resource team, and administrators have been working diligently on analyzing/interpreting the data. Teachers will be working on targeted interventions within their classrooms.

MUSIC:

March is music appreciation month. We will be having our two spring musicals this month.

K-2, 7:00 p.m. elementary gym on March 2.

3-5, 7:00 p.m. elementary gym on March 9.

Thank you to Christina Pappalardo for preparing our students for these exciting evening performances.

STANDARD #3 - MANAGEMENT

ELPA21 TESTING:

Our ELL Teacher, Eliane Abdel-Malek, has been working to complete ELPA21 testing as required by the state, during this past month.

ISASPS (Iowa Statewide Assessment of Student Progress): These assessments will be given to our students during the last week in March.

STANDARD #4 - COLLABORATION

SUPPORT GROUPS:

We want to thank Home and School for supporting Catholic Schools Week for staff and students.

GALA:

Thank you to all the wonderful volunteers who helped with the GALA this year. We thank all supporters for their donations.

ICCSd:

Administrators attended a joint meeting on February 16 with Iowa City Public School administrators on title fund updates.

STANDARD #5 - ETHICS

EVALUATIONS:

We are in the second round of evaluations for this school year.

STANDARD #6 - LEARNING COMMUNITY

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
February 2023

Principal as Spiritual Leader

1. Upcoming celebrations
 - March 3: Eucharistic Adoration in the Chapel from 8:00-3:00
 - March 8: Prayer service & Reconciliation @ 9:00
 - March 22: 7-12 Mass @ 2:15
 - March 29: 7-12 Mass @ 2:15
2. Our Lenten theme this year is, "Treasures of the Church." It will be a time to focus on the things that can help us return to Christ and grow closer in our relationship with God. What are the treasures you can uncover and tap into to make Lent a truly fruitful time in your life? For some it will be prayer to help them hear and listen to the words of God. For others, it will be the treasure of forgiveness found in the Sacrament of Reconciliation which we will celebrate in a few weeks. For others, the treasure of service to others will lead them to new people and places of encounter. Eucharistic Adoration might be the treasure of the Church that some explore more deeply or frequently this Lent. What will your treasure in the Church be?
3. Catholic Schools Week highlights included aK-12 Mass, the Souper Bowl, mini courses, talent show, and Alumni/Parent Career presentations
4. This year's Kairos retreat is March 2-5.

Principal as Instructional Leader

1. Teachers continue to work on curriculum mapping and have started a book study during our professional learning time.
2. Planning for ISASP administration continues. Kelly Starr has taken on the bulk of the responsibility for ISASP's this year.
3. Teacher and staff observations and evaluations are underway.

Principal as Administrator

1. The 7th and 9th Grade Discover Regina events went well. Thank you to everyone who helped make the night a success.
2. Registration for the 2023-2024 school-year is delayed due to our transition to Power School.
3. Winter reporting for the DOE is complete.
4. Work continues with Jim and the administrative team.
5. Enrollment Summary (2/24)
 - 7th – 78
 - 8th – 66
 - 9th – 58
 - 10th – 60
 - 11th – 57
 - 12th – 43
 - Total – 362

Principal as Communicator

1. *Grease* will be presented at the Coralville Center for the Performing Arts on February 24-26. Show times are 7:00 on Friday, 2:00 and 7:00 Saturday, and 2:00 on Sunday.
2. Students have competed in Math Counts (junior high), Math Team (high school), and National Science Bowl(junior high; high school did not go due to weather) within the past few weeks.

Director of Teaching and Learning

Kelly Starr

January 2023 - Board Report

EARLY CHILDHOOD CENTER:

-Interest remains high for our Early Childhood Center. Additional hiring is currently taking place. We have welcomed two additional part time staff to meet the opening and closing needs of the center.

-Plans have begun for summer camp. This year, we will be offering summer camp for nine, instead of eight weeks. Camp was opened internally and is now available for sign up via our Regina website.

-Thank you to Pam Schowalter for organizing an Open House for families to attend on February 13th. There was a great turn out and Michala was able to solidify additional summer and fall enrollment.

TEACHER PROFESSIONAL LEARNING OPPORTUNITIES:

After meeting with Glenn and Celeste, end of the year planning for professional learning has been determined.

Book studies, with the focus of instructional strategies began on February 23rd. K-12 teachers will be partaking in collaborative discussions to close out the year on the topics of: Differentiation, Movement/Engagement Strategies, Teacher Dispositions, and Assessments.

Administrators will be utilizing Title II funds to provide a professional learning opportunity over the summer for K-12 teachers. Two options for PLC Institutes are being offered and initial interest gathering is taking place. I will continue to coordinate with ICCSD to finalize the registration process and coordination efforts.

WEBSITE UPDATES:

Elementary curriculum profiles have been updated and posted on the Regina website. It is our plan to have secondary curriculum maps and elementary reading curriculum maps available on the website by the close of this school year. Additional evaluation and work to update the curriculum and instruction components on the website will take place towards the end of the school year.

ASSESSMENTS:

Winter FAST screening was completed and data reports pulled. Benchmark proficiency remains high around 89%. Regina Elementary is not seeing the "Covid Dip" that many other districts are experiencing. Celeste and I have discussed plans for utilization of resource teachers and homeroom teachers to continue a tiered approach of interventions to support our students below benchmark. In addition, we have talked about and begun planning ways to additionally support our higher-level learning students.

Initial phases of ISASP setup have begun. Practice sessions will begin in March, for students to practice not only the tests, but use of the application.

ROLES/RESPONSIBILITIES:

Administrators continue to discuss, reflect, and evaluate the current administrative structure to determine how to best manage tasks and service the school effectively. Good progress has been made to identify key components of the Director of Teaching and Learning role as it functions to support the building principals and center as a whole.

Admissions
Pam Schowalter
February 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	57	44	835

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	1	53 + K

2022-2023—Elementary K-6: 473 students

Jr./Sr. High 7-12: 362 students (+1/-1)

Total: 835 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—we have two additional preschoolers starting this spring.

2022-2023 preschool: 72 students--3 classrooms

2021-2022 preschool: 61 students—3 classrooms

New students— We welcomed a new 12th grade student. In addition, we have a new 7th grade student who will be starting February 27th.

Tours—Tours have increased—we are now accepting applications for the 23-24 school year.

Student Ambassadors met on January 21st. There are 35 service opportunities for them in February/March. They assisted with Kindergarten Round Up, Discover Regina Nights, Mix It Up Lunch and Gala auction pick ups. Upcoming service includes ushering at the Jr. High Play, helping out at the upcoming 6th/7th/8th grade dance on March 24th and cleaning preschool manipulatives for all three preschool classrooms.

Preschool Cupcake Party/Open House was scheduled for February 9th. Due to school being canceled due to weather, we pivoted and had our Preschool Open House on Monday, February 13th.

Kindergarten—Kindergarten Round Up was postponed due to weather and was rescheduled for February 21st. 52 families showed up for this event. We currently have 43 students registered.

We had four families miss this event and their packets were sent home.

Discover Regina Jr. High and Regina High School took place on February 2nd. A HUGE thank you to Jacob Lesan, along with his orchestra students and Travis Richter and the Regina Musical cast who shared their talents at the beginning of both of these events. Jack Tierney and Lily Santillan also did an awesome job on their student testimonial. In addition, Ryan and Colleen Bell gave us a wonderful Regina parent perspective regarding their Regina JH and HS experience.

Any families that missed this event had their packets sent home to them.

RETENTION:

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.

Our Mix it Up Lunch for our 6th and 7th graders took place on January 25th.. We received great feedback.

Financial Aid and Foundation Scholarships are now available. The deadline for interested families April 17th. Forms are available in both English and Spanish for the financial aid forms.

Regina Banners were on display January-February in our parishes. They were picked up this week.

Business Office
Board Report – February
Kady Hall
Director of Finance

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

- We are off to a hot start in 2023 working on our budget, taking a deep dive into staff benefits, keeping up-to-date on The Student First Act (aka ESA), and excitement around our new Head of School to name a few.
- Finance Committee
 - The Benefits ad hoc committee gave a very well put together presentation on their data findings and various recommendations which include but are not limited to Teacher Base Salary, Teacher Advance Degree Salary, Staff Tuition Discount, Retirement Contribution, consideration of additional personal days or restatement the use of sick days, and looking at health insurance options and pricing.
 - In response we are looking at all comments, and trying to determine the most fiscally responsible changes for both this year, and the start to establishing solid goals for future years.
 - More specific, here are the Next Steps as discussed at the Finance committee meeting; administrators will review and discuss the research gathered. Then we will evaluate recommendations based on administrator feedback, the ad hoc committee, and other budget items. The decided areas of opportunity will be presented at a supplemental finance meeting
 - The agenda from our February 15 meeting is attached for your review.
- My main points of emphasis this month have been:
 - A number of meetings with Alan and others in the school to introduce and to spend time on questions / needs for the FY 24 budget prep.
 - Tuition setting
 - The Student First Act / ESA (Educational Savings Account):
 - Parents who choose to enroll their eligible children in an accredited private school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation. (Source – Iowa Department of Education – Education Savings Accounts)
 - The application process is in development now and details, including the application start date, will be provided soon. Applications will be due on June 30, 2023, for the 2023-2024 school year. Applications are valid for one year; a family must apply annually to remain eligible for the program. (Source – Iowa Department of Education – Education Savings Accounts)
 - 2023-24 Eligible – All Kindergarten students, students currently enrolled in a public school, and those currently enrolled in a private school whose income is 300% or less of the poverty level.
 - Here is the website link for further information: <https://educateiowa.gov/pk-12/education-savings-accounts>
- Committee Involvement – Finance, Admin, Policy, Gala
 - Thank you to everyone who supported the Gala. We exceeded our net income budget and had a lot of fun doing it 😊

**Regina Tri-Parish Religious Education
Board Report
February 28, 2023**

January 25, 2023

- 3rd and 4th grade Mass with Father Steve Witt.
- Thank you, Father.

February 1, 2023

1st grade had a Baptism activity.

- They really enjoyed reenacting a Baptism using a doll themselves.

February 8, 2023

- Kindergarten and first grade had a class here at Regina.
- 2nd grade thru 8th grade had Reconciliation at St. Wenceslaus.
- Parents were encouraged to be role models and receive the sacrament along with their children. And they did!!
- Thank you to all the priests that were there.

February 12, 2023

- 7th and 8th grade was canceled due to a lack of students. It was Super Bowl Sunday.

February 15, 2023

- 3rd grade had a visit with Father Joseph Sia.
- Thank you, Father.

February 22, 2023

- Class was canceled due to weather and no school.

February 26, 2023

- 7th and 8th grade is still discussing the Sacraments.

Regina Foundation
Kecia Boysen, Executive Director
February 2023 Board Report

2022-2023 Excellence Fund

- Excellence Fund total as of 2/17/2023: **\$422,800.89** (509 donors)
- Last year at this time: \$363,300.80 (519 donors)

Grandparents Appeal: The Valentine's appeal was mailed to approx. 500 Regina grandparents on Tuesday, January 24. **As of 2/17/2022 the appeal has raised \$5,488.31 (38 total donors; 12 new donors).** In 2022 the Valentine Appeal raised \$9,620.00 (45 donors); in 2021 it raised \$15,170.00 (62 donors) as of fiscal year-end.

Remainder of EF Timeline for 2023

- 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 – Met via email, Thursday, February 2
- Development Committee – Met: 4 p.m., Wednesday, January 25
- Foundation Executive Meeting - Next Meeting: 10 a.m., Wednesday, March 8
- Foundation Board Meeting – Next Meeting: 4:30 – 5:30 p.m., Tuesday, March 21

Donor meetings & calls

- Visits/calls of note: Palmer Holden (Grandparent/scholarship & major donor).

Other

- Visibility in the Regina community (goal = at least 2 events per month) – February: 2 (Catholic Schools week events; Alumni & Parents Career Day & Luncheon, 2/3).
- In FY 2022-2023 Regina Foundation has been the recipient of beneficiary gifts from the following donors:
 - Mary Hurt: \$20,995 (endowed scholarship)
 - Patricia Ann Fisher: \$97,059.73 (endowed scholarship)
 - Bob Dostal: \$265,015.88 (currently in quasi-endowment). We have been notified of an additional gift to RCEC in Bob's will.
 - Sue Gordon: \$15,000 (family is determining where money should be directed)
- Kecia, Shelley, and Chris Klitgaard participated in the interview process with a Head of School candidate on 1/18. Following a comprehensive national search process, on 2/1 the Regina Board of Education announced that the next Head of School of Regina Catholic Education Center will be Angela Olson, current principal, and administrator at Xavier High School in Cedar Rapids.
- Kecia, Shelley, Pam Schowalter, and several other Regina staff members attended the funeral of John Baer, former husband of Joy Kelly, on Monday, Jan. 30, 2023.
- Kecia participated in the EIPCG quarterly board meeting on 2/2 via Zoom.
- Alumni & Parents Career Day 2/3/23: The 2023 Regina Alumni & Parents Career Day was held on February 3, in conjunction with Catholic Schools Week. 18 alumni and 12 parents representing 27 careers agreed to be presenters. 7-12 grade students chose four sessions to attend. The schedule had to be pushed back by two hours because of a weather delay. An assembly with kick-off speakers, Nate Kaeding and Luke Recker, and vocations

speaker, Fr. Joseph Sia, was canceled because of the schedule change. The Foundation hosted a luncheon for the presenters following the sessions.

- Kecia conducted Shelley's performance review on 2/6.
 - Planning for the 2023 Regina Record is underway. Kecia & Shelley met on 2/14 to review the content, content responsibilities, and 2023-24 calendar. The tentative drop date is in June.
 - Capital Campaign report:
 - Remaining original cash pledges to be fulfilled: \$0
 - Cash on Hand: \$17,693
 - Continuation pledges to be fulfilled (5 donors): \$7,935
 - Continuation lead pledge/new Pre-K pledge to be fulfilled (1 donor): \$443,400
 - **Total:** **\$469,028**
- *total reflects \$136,595 (60 donors) written off (1.47% of total raised)

Capital campaign invoices totaling \$282,743.05 remain to be reimbursed to the school.

Upcoming Events/Important Dates

- Memorial Mass – Wednesday, April 26
- Grandparent's Day – Friday, May 5
- 2023 Scholarship Recognition – Wednesday, May 17
- Class of 2023 Graduation – Sunday, May 21

Teacher Recruitment and Retention Committee Report

The committee has met and compiled data in the form of salaries, retirement and benefits collected from area schools similar in size to Regina. This included other parochial schools nearby in another diocese and within our diocese. The committee also surveyed Regina staff about Regina and current salary, retirement, and benefits as well as other building climate items. Based on the review of the data and examination of the survey the committee created and presented its findings in the form of a presentation to both the board and the Finance committee. Currently the committee is preparing to make a final presentation to the Regina board on 2/28/2023 with our final recommendations as given to the finance committee.

Regina Athletic Booster Club Meeting
Wednesday January 11,2022 at 6:00 PM
Location: High School Media Center

Prayer/Attendance: Sean Beard, Myrna Boyle, Annie Gavin, Ed Hinkel, Betsy Hoffman, Taylor Hoteck, Erin Litton, Sarah McLaughlin, Molly Peterson, Chase Stafford, Todd Streb, and Hilary Wilken

Reports:

AD-Taylor Hoteck:

Winter sports are about halfway through: Girls basketball is 12-1, boys basketball is 6-6, and wrestling had 3 wins last night. Girls wrestling regionals will be later in January and hope to have one to compete. The dance team will be performing at the games on January 17th and January 24th.

Treasurer-Myrna Boyle:

Youth tournament did very well. Building up our funds even with the purchase requests. Look into a way to invest the money we have in the account. Still working on reconciling the end of the year. Concessions were really strong In December.

President-Sean Beard:

Great job to Ed and Keely on a great youth basketball tournament. Micky's event went really well. Annie is able to keep her position as Vice President on the board. Seventh grade basketball has started and going well.

Old Business:

Review/approval of minutes from December 14th, 2022: Any questions or comments? Sean Beard made a motion to approve, Annie Gavin second, all in favor, motion carries.

Volunteers and Committees:

Committee updates from the fish fry and spirit store were sent over with agenda.

T-Shirts for State Champs:

Shirts for state champs will be done next Tuesday. We ordered 40 of them. They will be given to the Cross Country team at halftime when they are announced.

Staff Discount at Spirit Store:

Ten percent off, need to show school id, apparel only, and can only be utilized in person.

Basketball Slam:

John Crane has received the marketing materials for the basketball slam. We need to get the information out to everyone. Also hoping to sell at basketball games and fish frys.

New Business:

Fish Fry:

Discussed possibility for beer sales at the fish fry. Discussions started last year with the last head of school and now would need to go to the board but didn't sound like it would be feasible. Paper composite plates to use at the fish fry so it fits all of the food on them.

New Member:

We are looking for one more member for the Boosters. Hilary Wilken or Annie Gavin are going to talk to Karen Tracy, as she was looking to get more involved.

Softball Field:

Taylor mentioned that softball might be raising money and they might have a big chunk of the \$30k. West Liberty just redid their track (\$100k) and the lights (\$400k). Just a ballpark on what we will be looking at.

Polar Plunge:

Erin Litton mentioned that there has been some interest in possibly doing one. Betsy was going to look into how much insurance would cost for the event. Taylor was going to look into if that is something the school would be okay with. Thinking about doing coaches from different sports.

BINGO at Birch:

Erin Litton was going to look into her schedule to see if she can chair the event. Sarah McLaughlin is going to help her. We are shooting for April 14th as a thank you for supporting us during the fish fry season.

Junior High Basketball Uniforms:

Might need to supplement some of the smaller sizes as there were not enough.

Concession Stand Menus:

Discussions came about to order a couple of monitors or be able to use the monitor above the concession stand for the menu.

Also discussed having table tents out on the tables for different Booster events.

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



Finance Committee

February 15, 2023

Committee Members

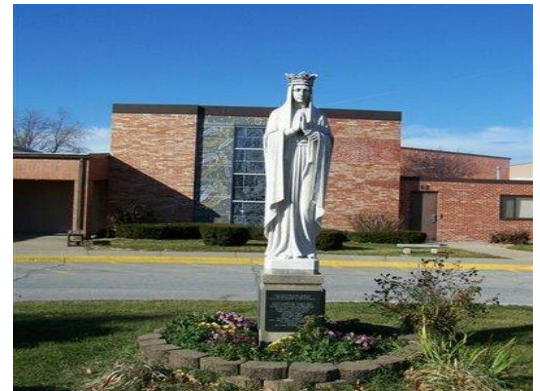
(Voting and Ex-Officio)

Present in Bold – 2/15/2023

- **Alaina Welsh**
- Amy Lynch -
- **Andy Cutter**
- **Angela Villhauer**
- Anne Adam -
- **Chris Clark**
- **Todd Kopecky- Benefits Committee Chair**
- **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**
- **Kris Rutt- Benefits Committee**
- **Lisa Rummelhart- Benefits Committee**
- **Steph Foley- Benefits Committee**

AGENDA – February 15, 2023

- Opening prayer
- Angela -- Opening Comments
- Benefits ad hoc committee presentation
- ESA Information
- FY 24 Budget; see next steps slide
- Closing Prayer
- Next Meeting – March 22 (scheduled); 4:30 HS Media Center



FY 23/24 Budget process

- Next steps:
 - Administrators will review & discuss research gathered-lead by Kady
 - We will evaluate recommendations/options based on administrator feedback, benefit ad hoc committee report, and other budget items
 - Areas of opportunity will be presented at a Supplemental finance meeting before March 22
 - Potential date of March 8
 - March 22 meeting: Confirm final budget/tuition recommendation from Finance Committee for the board (Board meeting March 28)

FY 23/24 Budget

- Our Goal is to build a realistic, affordable, and sustainable set of options.

Education Savings Account (ESA)

- **Parents** who choose to enroll their eligible children in an accredited private school will receive an amount equal to the per pupil funding allocated to public school districts for the same budget school year. Funds will be deposited into an education savings account (ESA) to be used for tuition, fees, and other qualified education expenses as specified in the legislation. (Source – Iowa Department of Education – Education Savings Accounts)
- The application process is in development now and details, including the application start date, will be provided soon. Applications will be due on June 30, 2023, for the 2023-2024 school year. Applications are valid for one year; a family **must apply annually** to remain eligible for the program. (Source – Iowa Department of Education – Education Savings Accounts)
- 2023-24 Eligible – All Kindergarten students, students currently enrolled in a public school, and those currently enrolled in a private school whose income is 300% or less of the poverty level.
[Is income eligibility based on gross income shown on our 2022 federal tax return, 2022 state tax return, or something else?](#)
 - A: The ESA application process will require proof of income for families whose children are currently enrolled in an accredited private school and applying for an ESA for the 2023-2024 or 2024-2025 school years. Details regarding how applicants will verify income will be provided before the application period opens in the coming months.
- Iowa Governor Kim Reynolds, who signed the legislation into law, touted the ESA approach by stating Iowa will be “funding students instead of a system.”
- This is NOT a Voucher Program.
- ESA’s are granted for a full year – No partial year entrants are accepted.
- Impact to Regina will be monitored closely, however, **at this time this should be considered as a resource of income for the parent, not a new source of income to Regina.**
- Today there are more questions than answers to the ESA Program.

Profit & Loss

July 2022 through January 2023

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change	% Change
Income				
40000 · Tuitions	3,015,616.53	2,670,566.37	345,050.16	12.9%
41000 · Assessments	976,443.38	965,399.00	11,044.38	1.1%
42000 · Foundation Funding	551,935.63	415,440.05	136,495.58	32.9%
44000 · Nutrition Income	253,742.54	256,932.39	-3,189.85	-1.2%
45000 · Other Incomes	426,566.08	769,597.77	-343,031.69	-44.6%
46500 · Bus Route Income	18,949.06	37,974.19	-19,025.13	-50.1%
Total Income	5,243,253.22	5,115,909.77	127,343.45	2.5%
Gross Profit	5,243,253.22	5,115,909.77	127,343.45	2.5%
Expense				
60000 · Salaries & Wages	2,813,496.46	2,734,816.89	78,679.57	2.9%
60145 · Benefits	610,583.72	575,416.32	35,167.40	6.1%
61000 · Educational Supplies	279,054.62	361,385.20	-82,330.58	-22.8%
61040 · Computer Technology	53,841.10	81,822.95	-27,981.85	-34.2%
62000 · Facility Expenses	477,584.15	758,700.06	-281,115.91	-37.1%
63000 · Operating Expenses	78,694.10	58,390.48	20,303.62	34.8%
64000 · Building Upkeep	181,296.02	80,298.02	100,998.00	125.8%
65000 · Nutrition	140,677.50	135,521.31	5,156.19	3.8%
66000 · Income Offsets	35,137.51	55,383.51	-20,246.00	-36.6%
66500 · Busing - Routing	175,344.00	196,700.97	-21,356.97	-10.9%
66900 · Reconciliation Discrepan...	0.00	-1,311.02	1,311.02	100.0%
68000 · Interest Expense	11,116.76	10,529.14	587.62	5.6%
69000 · Depreciation Expense	297,134.00	298,004.00	-870.00	-0.3%
Total Expense	5,153,959.94	5,345,657.83	-191,697.89	-3.6%
Net Income	89,293.28	-229,748.06	319,041.34	138.9%

Balance Sheet

As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Operating Cash	1,053,013.57	973,311.18	79,702.39	8.2%
11000 · Restricted and Designated C...	3,733,165.63	3,379,814.74	353,350.89	10.5%
Total Checking/Savings	4,786,179.20	4,353,125.92	433,053.28	10.0%
Accounts Receivable				
12000 · Tuition Receivables	1,810,925.64	1,666,700.03	144,225.61	8.7%
Total Accounts Receivable	1,810,925.64	1,666,700.03	144,225.61	8.7%
Other Current Assets				
12200 · Prepaid Computer Contracts	4,493.00	3,111.25	1,381.75	44.4%
12208 · Other Receivable - REC Rela...	38,908.05	411,157.00	-372,248.95	-90.5%
Total Other Current Assets	43,401.05	414,268.25	-370,867.20	-89.5%
Total Current Assets	6,640,505.89	6,434,094.20	206,411.69	3.2%
Fixed Assets				
13000 · Long Term Assets	8,746,490.49	9,256,470.49	-509,980.00	-5.5%
13019 · Construction in Progress	1,367,307.68	130,134.00	1,237,173.68	950.7%
Total Fixed Assets	10,113,798.17	9,386,604.49	727,193.68	7.8%
TOTAL ASSETS	16,754,304.06	15,820,698.69	933,605.37	5.9%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20001 · Accounts Payable	4,264.14	91,951.20	-87,687.06	-95.4%
Total Accounts Payable	4,264.14	91,951.20	-87,687.06	-95.4%
Other Current Liabilities				
20000 · Current Liabilities	2,281,564.22	2,675,878.66	-394,314.44	-14.7%
Total Other Current Liabilities	2,281,564.22	2,675,878.66	-394,314.44	-14.7%
Total Current Liabilities	2,285,828.36	2,767,829.86	-482,001.50	-17.4%
Long Term Liabilities				
26000 · Long Term Loans	390,239.07	425,532.79	-35,293.72	-8.3%
Total Long Term Liabilities	390,239.07	425,532.79	-35,293.72	-8.3%
Total Liabilities	2,676,067.43	3,193,362.65	-517,295.22	-16.2%
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	14.4%
Net Income	89,293.28	-229,748.06	319,041.34	138.9%
Total Equity	14,078,236.63	12,627,336.04	1,450,900.59	11.5%
TOTAL LIABILITIES & EQUITY	16,754,304.06	15,820,698.69	933,605.37	5.9%

PISA (PARENTS IN SUPPORT OF THE ARTS)

BOARD MEETING AGENDA

Meeting Date: January 25, 2023

Meeting Time: 6:00 PM

PISA Objectives:

- Ensure that all Regina K-12 students have the opportunity to participate in Fine Arts.
- Provide teachers/directors resources to enhance student learning in the area of Fine Arts.
- Encourage servant leadership through parent participation in support of PISA.
- Promote communication about the arts among parents/guardians, teachers and administrators.
- Direct and coordinate parental support to the school through specific assistance for Fine Arts at all levels.
- Develop and review long range plans for supporting PISA.

In Attendance: Mary Michael Pontzer, Brandi Campbell, Mark Santillan Donna Santillan, Shane Schemmel, Tim Schemmel, Taylor Hotek, Karina Smith, Kara Houser, Sofia Livorsi

Opening Prayer & Introductions -

Dear God, Thank you for making all things new. Thank you for all that you've allowed into our lives this past year, the good and the hard things that have reminded us how much we need you and rely on your presence filling us every day.

We pray for your Spirit to lead us each step of this New Year. We ask that you will guide our decisions and turn our hearts to deeply desire you above all else. We ask that you will open doors needing to be opened and close the ones needing to be shut tight. Give us ability beyond what we feel able, let your gifts flow freely through us, so that you would be honored by our lives, and others would be drawn to you. Amen

Old Business:

New Business:

- **Teacher Areas/Director Reports** (see pages 4-5)
 - Activities Director - Taylor Hotek
 - Speech team competed in large group districts
 - 2 groups qualified for State in Improv
 - Genevieve Burger and Braxton Houser
 - Kaeden Houser and Beth Poe
 - 2 groups received a II rating:
 - Kaeden Houser and Beth Poe in Short Film
 - Braxton Houser and Genevieve Burger in Radio News
 - Donna will create goody bags for state qualifiers
 - Discussed providing treat bags for other qualifying fine arts events in addition to State
 - Spring activities meeting: March 8th @ 6:00 pm in the H.S, gym
 - **Jr/Sr High Choir & HS Spring Musical - Travis Richter**
 - Parent meeting: Monday, January 30th at 7:00 pm in the choir room
 - **Elementary Band - Megan Glass**
 - Stipends can be used to pay for expenses like honor band/orchestra/choir registration fees
 - JH Spring Play - Kristin Fuhrmann
 - Elementary Music - Christina Pappalardo
 - Elementary/JH Art - Emily Hartzler
 - Elementary/Jr/Sr High Orchestra - Jacob Lesan
 - HS Art - John Demory
 - HS Speech - Kristin Fuhrmann
 - Jr/Sr High Band - Tom Nelson
- Spring Chocolate Fundraiser Interest?
 - Tim Schemmel will chair this year. Brandi Campbell was last year's chair
 - Almonds \$8, bunnies \$7, 40% profit, delivery should be the week of March 27th in time for Easter on April 9th
 - The chair will need to work with Dave Bibby to determine the timeline for ordering and delivery.
 - Once delivered, items need to be organized/labeled and distributed.
 - Flyers to go home with elementary school students, pending approval from Celeste Vincent.
 - Trader Joe's donated paper bags last year.
- Art Departments Stipend Process – Mary Michael
 - Old process: PISA Visas
 - New process (summary):
 - Staff obtain written approval from their school principal for the item(s)
 - The item(s) are purchased using a Regina purchase order

- The written approval, cost estimate/invoice and other supporting details are submitted to the PISA Treasurer
 - PISA reimburses Regina for the purchase
 - If staff have a stipend for more than one category, purchases can't overlap.
 - Next step: PISA will send a letter to each staff member with their stipend amount, the detailed process they need to follow, and suggestions for stipend use items (completed 1/30/2023).
- CSW - Thank you Cards from Elementary Students
- Shared with PISA members in attendance
- Other new business?

Sub-Committee Reports

- Cake Auction: Friday, February 3rd
 - Amy Nibaur is the chair
 - Sign up for cakes and volunteers has been in the Regal Weekly
 - 18 cakes currently on the sign up. There were ~40 donated last year
 - More auction volunteers also needed
 - Stacy Sueppel, FCS teacher, will provide IOU valentine's day cakes - winners can choose cake shape/frosting and PISA will deliver.
 - Sign up will run in the Regal Weekly one more time
 - Shane will put on social media to generate interest
 - Payment:
 - Venmo no longer allowed / cash accepted
 - Shane will reserve the credit card swipe from Jess Pizana
 - A laptop will be available for payment entry as a backup
- Pops Concert
 - Committee: Sofia Livorsi, Mark Santillan, and Ellen Franklin
 - Sofia has met with City High jazz showcase coordinator to gather ideas
 - Traditionally held on a Friday night in the H.S. gym - could it follow a Fish Fry?
 - Tentatively to be held later in April, pending teacher availability
 - Need to avoid conflicts with other events also going on in April such as Prom and Senior Trip
 - Suggestion to coordinate the concert with the art show
 - Next month the committee will have more information to share
- Treasurer Report: Mary Michael
 - PISA paid their portion of the stage lighting today: \$32,000
 - Important to encourage staff to use their stipends
 - See Treasurer's report for more details

Action Items

- Cake Auction Promotion
 - Social media and Regal Weekly
- Pops Concert Planning
 - Committee will meet to plan details
- Parent Volunteer Sign-Up for Musical
 - Will be ready for the parent meeting on Monday, January 30th
- Speech T-shirts funding request
 - Purchased - Taylor to submit receipt
- Elementary Honor Band registration funding request
 - Approved - This will come out of the Band stipend
- Spring Concerts & JH Play Promotion/Dates
 - Shane will have dates at next PISA meeting

Announcements

2022-23 Future Meeting Schedule: (reminder Feb. meeting will be on a Tues due to Ash Wednesday)

Feb. 21 March 22 April 26 May 24

Motion to adjourn was made at 7:07 pm and was passed unanimously.

Minutes submitted by: Karina Smith

Next Meeting: Feb. 21 | 6:00 pm, Regina Elementary Library

Teacher Areas/Director Reports

Jr/Sr High Choir & HS Spring Musical - Travis Richter

We are off to a solid start for the musical. I don't want to give too much away, but we will be adding some stunning technical tricks for the show. We have staged all of Act 1 and will begin staging Act 2 today. We have the most students we've had in a musical in recent years with almost 80 signed up for lead parts, ensemble, and tech crew.

Our parents meeting will be Monday, January 30th at 7 p.m. in the choir room.

For 6th grade general music we are doing bucket drumming once again. This helps teach keeping a steady beat, read and play accurate rhythms, and play different rhythms at the same time. Junior High is working on a similar rhythmic unit based on the popular group Stomp. We are also singing Mass songs and will be starting a Disney themed concert to be scheduled soon.

Elementary Band - Megan Glass

5th and 6th grade band students are working on new skills and concepts for 2nd semester. We're also working on music for the spring concert, but teaching the skills and concepts required by the National and Iowa Standards for Instrumental Music Education is the priority. I think of our concert more as an opportunity to show what our students have learned, and less like a performance to prepare for. I choose performance music that reinforces the skills and concepts that each grade level is learning.

I will be nominating some of our elementary band students for either Coe College Honor Band on Saturday, April 1 or SEIBA (Southeast Iowa Bandmasters Association) Elementary Honor Band on Saturday, April 29. There is a \$15 fee for participation in the Coe College Honor Band and the SEIBA honor band will likely have a similar fee. I have contacted the families of 11 elementary band students to find out if their student would want to participate, if accepted. So far, 6 families have replied that their student would want to participate and I'm waiting to hear back from the other 5. Typically, 60-80% of the students I nominate are accepted at an honor band. So at the maximum, we might have 11 students participate. **Would PISA consider paying the registration fees for these students?**

Some of the 6th grade band students have been working on playing duets with me. If there is a dessert concert, or other opportunity to perform, there might be some 6th graders interested.

P.I.S.A. - Parents in Support of the Arts Bylaws

Article 1: Name

The name of the organization shall be known as Regina's Parents in Support of Arts, hereafter called PISA.

Article 2: Goals

- A. To hold annual fundraisers to support Regina's Fine Arts endeavors, teachers, students, and families.
- B. To host activities that will bring teachers, students and families together to celebrate the arts and our Catholic faith.
- C. To distribute funds and property of PISA for the benefit of Regina Catholic Education Center's Fine Arts K-12 programs.

Article 3: Objectives

- A. Ensure that all Regina students have the opportunity to participate in Fine Arts.
- B. Provide teachers resources to enhance student learning in the area of Fine Arts.
- C. Encourage servant leadership through parent participation in support of PISA.
- D. Promote communication about the arts among parents/guardians, teachers and administrators.
- E. Direct and coordinate parental support to the school through specific assistance for Fine Arts.
- F. Develop and review long range plans for supporting PISA.

Article 4: Basic Policies

- A. PISA is expected to adhere to financial accounting practices established by the Regina Director of Finance.
- B. PISA is expected to operate in a manner consistent with Regina's mission, vision, and goals.
- C. PISA members must avoid negative or inappropriate comments and/or behaviors regarding students, directors, advisors, teachers, administrators, or opponents.
- D. PISA may be asked for input and advice on various fine arts related issues. However, PISA members do not have decision making authority in areas such as hiring and evaluating, scheduling of events, use of facilities, and other decisions that are the responsibility of school administration.
- E. PISA 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 logos 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 name or logo is approved any change in graphic or wording requires new approval prior to production and distribution.

Article 5: PISA Board Membership

- A. Active Members: Parent/guardian(s) of currently enrolled students at the Regina Catholic Education Center.
 - a. Executive Committee: President, Vice President, Treasurer, Secretary, Committee Chairpersons
 - b. General Membership
 - c. For a member to be considered “active” he/she must have been present for at least two meetings within one calendar year prior to the meeting in which a vote is cast.
- B.. Associate Members:
 - a. The principals of Regina Elementary & Jr/Sr High School will be permanent associate members of PISA for the duration of his/her-employment.
 - b. The vice principals and Activities Director of Regina Elementary & Jr/Sr High School will be permanent associate members of PISA for the duration of his/her-employment.
 - c. Regina Elementary & Regina Jr/Sr High Fine Arts faculty.
- C. Associate members may not vote or hold office.
 - 1. Exception: If members have currently enrolled Regina student(s) the Associate Member may join as an Active Member while student(s) enrolled and will be eligible to vote.
- D. Member enrollment can occur at any time, but a new member may not vote until they have attended at least two meetings.

Article 6: Officers and Manner of Elections

- A. The officers of PISA will be as follows: president, vice-president, secretary, treasurer.
 - a. Exceptions: The president & vice-president may have co-president titles & duties if they so choose and the PISA board votes to approve.
- B. The term of office will be two years and begin in August.
- C. In the event of a vacancy in the office of president the vice-president/co-president will become president.
- D. In the event of a vacancy in any other elected position PISA will elect a new officer.
- E. Volunteers and nominations for the four officer positions will be solicited at the March regular meeting from the active members. The election will be held at the

regular meeting in April. All active members may vote at the April election, but must be present at the meeting to vote.

Article 7: Duties

A. **President/Co-Presidents**- The (co)president will be the chief executive officer(s) of PISA and will preside at all meetings, following Robert's Rules of Order; appoint committees; maintain a roster of all members and committees and report to the Regina Catholic Board of Education on the activities of PISA; and conduct all official correspondence of PISA.

B. **Vice-president**- The vice-president will perform the duties of the president in his/her absence or serve as co-president.

C. **Secretary**- The secretary will keep the minutes, including meeting attendees, of PISA's monthly meetings; submit a copy of the minutes to the Regina Catholic Board of Education.

D. **Treasurer**- The treasurer will have charge of all funds of PISA; endorse checks and other orders for the payment of bills; disburse funds as authorized by PISA and/or in accordance with the authorized budget; deposit funds; maintain full and accurate accounts; submit monthly trial balances to PISA; and complete a full balance of the accounts annually and prior to the transfer of treasurer responsibilities. The treasurer will also provide current copies of the accounting records and budget to the Director of Finance monthly and as requested.

E. **Active members** - Active members will attend regular meetings; actively participate on committees; attend PISA activities; and annually recruit new members for PISA.

Article 8: Meetings

A. Regular meetings for PISA will be held monthly from August through May of each year. A written agenda must be provided in writing 48 hours prior to any meeting.

B. Special meetings for PISA may be called by the president or co-president with 24 hour notice given by phone, email, or written mail.

C. Four active members, with at least 2 being Officers, will constitute a quorum at any meeting of PISA. A quorum must be present for any voting to be conducted.

D. In lieu of a meeting, expenditures not to exceed \$1,000 may be approved by consensus of all four officers.

E. All PISA meetings will be conducted at Regina Catholic Education Center or online through Google Meet.

Article 9: Committees and Chairs

A. The standing committees of PISA will include, but are not limited to: Mum Sale, Pumpkin Sale, Coffee/Tea Teacher Appreciation, Greenery/Butter Braid Sale, Cake Walk, High School Fall Play, Spring Musical, Junior High Fall Play, and POPS Concert.

- B. Special committees may be appointed by the PISA board.
- C. Each standing and special committee will be chaired by an active member and co-chaired as needed.

Article 10: Fiscal Year and Budget

- A. PISA fiscal year shall begin July 1 and end June 30.
- B. Annual budget will be voted on and approved in the regular April meeting.
- C. Annual budget must be submitted for review and approval by the Regina Board of Education by the third Tuesday in May each year via the Director of Finance.
- D. An additional check signer must be assigned to a school employee who is not a member of PISA.

Article 11: Amendments

- A. Amendments to these by-laws can be proposed by an active member at any regular meeting.
- B. The (co)president shall give written notice of the proposed amendment to all active members of PISA prior to the next regular meeting.
- C. Approval of the amendment shall be by a majority vote of the active members at the next regular meeting.
- D. The Regina Board of Education must approve all amendments for adoption prior to implementation by PISA.

Approved by the Regina Board of Education on _____, 2023

Approved by PISA on _____, 2023

Policy & By-Laws Committee Update

The February 9th Policy Committee meeting was cancelled due to Regina classes being cancelled due to a winter storm.

The next meeting is scheduled for March 2, 2023, at 9 AM in the HS conference room. Anticipated review of Policy 615.1R, Acceptable Use Policy, and Jess Pizana has been invited to participate in the meeting.

There will NOT be a meeting on March 9th.

Name	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	01/24/22	Key:
Andy Cutter	X	X	X	X	X	X	X	X	X	X	O	X	X=Present
Amy Lynch	X	X	X	X	X	O	X	X	X	X	O	X	O=Absent
Angela Villhauer	X	X	X	X	O	X	X	X	X	O	X	X	NA=Not a Member
Lisa Gumpfer	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	O	X	
Ron Udell	N/A	N/A	N/A	N/A	N/A	N/A	X	O	X	X	X	X	
Julie Beard	X	O	X	X	X	O	X	X	O	O	X	X	
Alaina Welsh	X	X	X	O	X	X	X	X	X	X	X	X	
Anne Adam	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	X	X	
Chris Clark	X	X	X	X	X	X	X	X	X	X	X	O	
Jason Wagner	X	X	X	O	X	X	O	O	X	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	X	X	
Todd Kopecky	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	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	O	X	
Fr. Sia	X	X	X	X	X	X	X	X	X	X	X	X	
Fr. Beckman	X	X	X	X	O	X	X	X	X	O	X	X	
Fr. Witt	X	X	X	X	X	X	X	X	X	X	O	X	
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	O	O	X	X	X	O	N/A	N/A	N/A	N/A	N/A	N/A	
Ellen Abusada	X	O	X	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A	
Sue Kloss	X	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A	
Todd Waikel	X	X	X	X	O	X	X	N/A	N/A	N/A	N/A	N/A	
Ryan Wade	X	O	X	X	O	X	X	X	X	X	N/A	N/A	
Lisa Dutchik	X	X	X	X	X	X	O	O	X	X	N/A	N/A	