

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION

MEETING TUESDAY, June 27, 2023

6:15 pm Outgoing Board Members Reception

6:30 pm Regular Board Meeting

**MPR**

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

- |  |                       |            |
|--|-----------------------|------------|
| <b>I. CALL TO ORDER – Board of Education</b>   | <b>Regular Agenda</b> | 10 minutes |
| a. Opening Prayer  |                       |            |
| b. Roll Call   |                       |            |
| c. Chairperson Remarks   |                       |            |
| d. Approval of Minutes – May 23, 2023  |                       |            |
| e. Approval of Agenda  |                       |            |
| f. Open to the Audience  |                       |            |
| <b>II. NEW BUSINESS DISCUSSION</b>   |                       | 15 minutes |
| a. Approval of revised Booster Club By-Laws  |                       |            |
| b. Input for administrator review – Superintendent Devaney                           |                       |            |
| <b>III. OLD BUSINESS UPDATE</b>  |                       | 0 minutes  |
| a. Work Summary/wrap-up for Jim Wichman  |                       |            |
| <b>IV. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>                                |                       | 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                                 |                       |            |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>  |                       | 10 minutes |
| a. <b>Policy/By-Laws Committee</b> – Conduct the Board of Education Self Evaluation. |                       |            |
| <b>VI. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>                                     |                       | 5 minutes  |
| <b>VII. CLOSING PRAYER</b>   |                       | 1 minute   |
| <b>VIII. EXECUTIVE SESSION</b>   |                       | 15 minutes |
| <b>IX. ADJOURNMENT</b>   |                       |            |

# 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	472	473	473
JR/SR	363	365	364	364	362	362	362	363	363	363
PreK	83	72	73	75	67	67	67	67	70	70
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	\$2,465,133	\$2,465,133	\$2,468,130
JR/SR	\$2,556,993	\$2,555,761	\$2,565,746	\$2,583,776	\$2,259,198	\$2,259,198	\$2,581,099	\$2,580,003	\$2,580,003	\$2,584,339
PreK	\$358,500	\$27,354	\$57,004	\$109,494	\$162,434	\$206,231	\$269,867	\$280,392	\$350,664	\$397,622

\*Partial Month

### I. UPCOMING DATES

IHSAA No Contact Week

July 23-30

Gym Floor Refinishing

July 24-28

### II. PRAYER SERVICE/MASS SCHEDULE

### III. Holy Days

**REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING**  
**Tuesday, May 23, 2023**  
**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, Elizabeth Getachew, Lisa Gumpfer, (Todd Kopecky), Amy Lynch, (Ron Udell), Fr. Sia, Angela Villhauer, Jason Wagner, Alaina Welsh, Fr. Witt.
    2. Ex-Officio Members Present –  
Celeste Vincent, Pam Schowalter, Kecia Boysen, Julie Rhomberg, Michelle Goldsmith, Kady Hall
  - c. Chairperson Remarks – by Andy Cutter  
Congratulations to the staff and students on the successful completion of another great year!
  - d. Approval of Minutes –
    - o Approve April 25, 2023 –Regular Meeting Minutes and May 16, 2023 – Special Meeting Minutes.  
Motion to approve by Clark. Second by Fr. Witt. All in favor
  - e. Approval of Agenda –
    - o Motion to approve the Agenda made by Clark. Second by Fr. Adam. All in favor.
  - f. Open to the Audience – NONE
- II. NEW BUSINESS DISCUSSION –
  - o Motion to approve the Angela Olsen as check signer, replacing Fr. Witt effective July 1, 2023. Motion made by Fr. Witt. Second by Lynch. All in favor.
- III. OLD BUSINESS DISCUSSION –
  - a. ESA Update – comments by Kady Hall and Pam Schowalter  
Applications available at 8 AM on May 31<sup>st</sup>. There will be online training available for families. Regina is in contact with all families who are eligible. To date there are 276 students eligible for ESA. Information also in the Regal Weekly and in the parish bulletins over the next four weeks. Families are being tracked as they apply. Those who have not applied will receive text and/or phone calls the last week. If the mobile/phone application is not user friendly, then Regina is planning on an evening event at the school for parents/guardians to use computers on campus. Mrs. Vincent noted that Regina will no longer get the State allocation for textbooks due to the creation of the ESA. It is possible that the busing reimbursement may also be removed by year three of the ESA program. This is an important revenue that will have to be made up through another means.
- IV. ADMINISTRATIVE REPORTS – see BOE packet
  - a. Elementary Report – Additional comments by Mrs. Vincent.
    1. Staff is evaluating the achievement of this year's building goals and is already starting to strategize on next year's goals.
    2. Special thank you to Shannon Lynch who worked as a long term sub this past school year as the elementary computer teacher.
  - b. JH/SH Report –see BOE packet.
  - c. Director of Teaching & Learning – see BOE packet.
  - d. Enrollment Report – Additional comments by Pam Schowalter.
    1. To date there are 80 new students registered for 1<sup>st</sup> – 12 grades for the next school year.

2. There were 68 Student Ambassadors this school year who completed a total of 592 service hours for Regina.
  - e. Business Office – see BOE packet. Additional Comments by Kady Hall
    1. A new Special Events Coordinator, Jen Hoeger, has been hired! She will start June 1<sup>st</sup> and will work approximately 30 hours a week.
  - f. Religious Education – See BOE packet.
  - g. Regina Foundation – See BOE packet. Additional comments by Kecia Boysen
    1. There were 79 scholarships awarded by the Foundation this May, the most ever.
    2. Reminder that the fiscal year closeout is June 30<sup>th</sup>.
    3. Encouraged all BOE members to contribute to the annual Excellence Fund. Last year we had 100% BOE participation.
  - h. Boosters, PISA, Home & School – See BOE packet.
- V. CALENDAR & DISCUSSION ITEMS-
- a. Chair will invite the new BOE members to the regular June meeting.
  - b. Reminder to all Committee Chairs to submit your year-end summaries to Michelle Winders for inclusion in the June BOE packet.
- 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. Adam
- VIII. EXECUTIVE SESSION – 7:08 PM
- o Motion to enter Executive Session by Clark. Second by Fr. Witt. All in favor
- IX. Open Session –
- o Motion to go back into Open Session by Fr. Adam. Second by Fr. Witt. All in favor
  - o Motion to approve elementary teaching contract for Colby Greene, sixth grade and elementary counselor contract for Samantha Giese. Made by Adams. Second by Welsh. All in favor.
  - o Motion to approve coaching contract for High School Head Boys Basketball Coach, Paul Rundquist. Motion made by Clark. Second by Fr. Witt. All in favor.
- X. Adjournment –
- o 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  
June 2023**

**FACILITATOR OF FAITH COMMUNITY**

**PRAYERS**

We are grateful for another successful school year.

We are grateful for all the teachers, staff, parish staff, and volunteers who assist us in our mission.

We are grateful for all of our outgoing board members. We thank them for giving of their time and talent to assist us. Regina has benefitted from you and your commitment.

We are grateful for our parish partners. Thank you to Father Witt, Father Beckman, and Father Sia for sharing your faith with all of us.

We welcome back our returning members and our brand new board members.

We welcome our new parish partners- Father Symphorien Lopoke, Father Troy Richmond, and Father John Lamansky. We welcome back Father Chuck.

**RELIGIOUS CELEBRATIONS**

We had a wonderful sixth grade prayer service on May 25<sup>th</sup>.

Thank you to St. Wenceslaus parish who donated a Bible to each of our 6<sup>th</sup> graders.

**RELIGION CALENDAR 2023-2024**

We will be working on an outline for our religious calendar dates and will get this to pastors for approval.

**STANDARD #1 – VISION**

**HEAD OF SCHOOL**

We welcome Angela Olson as our new Head of School beginning in July. She is already setting up times to meet with persons when she arrives.

**HIRING**

Majority of June has been spent advertising, interviewing, and hiring.

Teach Iowa, the website where we have been posting openings, is changing to IowaWorks in July.

**ESA**

Working closely with admissions for acceptance of students and processing of their files. As of this report, we have accepted 71 new students for enrollment, grades 1-6.

Online admission was completed for Regina Elementary School to be recognized as an ESA accepting school. Thank you to Pam Schowalter who has been working on assisting families with ESA applications/tours.

## SUMMER PREPARATION

Administrators and administrative assistants are continuing to close out the past academic year and look at calendaring needs as we prepare for the 2023-2024 academic year.

## ADMINISTRATIVE TEAM/SUMMER PLANNING MEETING

Administrators attended the summer Diocesan Principal's meeting held on June 15<sup>th</sup> at Regina.

POWER SCHOOL- Standards work for the new report cards in Power School was held at JFK in Davenport on Friday, June 9<sup>th</sup>.

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

### PRESCHOOL SUMMER CAMP

Preschool summer camp began on June 5<sup>th</sup>. We welcome all of our summer campers. Thank you to Michala Cox and the preschool staff who have planned a summer of fun learning.

### CURRICULUM-

We will be having new social studies curriculum in the fall, as well as, updated religion curriculum.

### BUILDING GOALS

Administrators are working on building goals for the 2023-2024 school year. Professional development times will be spent on training in our new student information system, PowerSchool and viewing/implementing our new Diocesan Religion Standards.

## **STANDARD #3 – MANAGEMENT**

### SRI

The final report for the 2022-2023 school year has been submitted to the state.

### FINANCE MEETING

On June 7<sup>th</sup>, we had our finance committee meeting.

### SUMMER WORK

New carpeting is being installed in two kindergarten rooms and the media center. The swings purchased by Home and School are also being installed this month. Thank you to Rich and Tammy who are working hard on several projects.

## **STANDARD #4 – COLLABORATION**

TITLE FUNDS- We are working to close out the ordering for our title funds purchases this year. Thank you to Kelly Starr who has been working collaboratively with ICCSD on the ordering process.

JEN HOEGER- We welcomed Jen Hoeger, our new special events coordinator, this month. Jen had an opportunity to visit with administrators and others in the building during her onboarding process.

**STANDARD #5 – ETHICS**

SAFETY GRANT- Administrators and the tech director have been working on the SLFRF School Safety Improvement Grant during this month and hope to have all required applications done by the close of next week.

PHONES- Phones were replaced throughout the center during the month of June.  
Thank you to Jess for coordinating this needed change.

**STANDARD #6 – LEARNING COMMUNITY****OFFICE STAFF**

They are working on moving files, updating, files, and ordering materials.  
Thank you to Michelle Harney who has been preparing for the change in Power School behind the scenes with student computer files.

**OUTGOING STAFF MEMBERS-**

We say thank you to the following persons who have served Regina and will not be returning next year-  
Kelly Starr, Vanessa Kelley, Hannah Westcott, Brittyn Willhau, Christina Pappalardo, Jacob Leson, Cara Richmond, and Shannon Lynch.

We wish them the very best and thank them for their contributions to Regina.

**ENROLLMENT**

As of June 20, 2023

14 students leaving (3 ICCSD, 1 Solon, 1 Heritage Christian, 9 moving)

We welcome 70 new students grades 1-6.

We welcome 59 kindergarten students.

Projection at this time is 513 students.

**Regina Junior-Senior High School  
Board Report  
June 2023**

**Principal as Spiritual Leader**

- The Religious Celebration calendar for the 2023-2024 school year is nearly complete.

**Principal as Instructional Leader**

- AP results should be back in July.
- Our full ISASP results are expected in August. Individual results are in and were sent home with students.
- We have started to work on our professional development calendar for the 2023-2024 school year.
- Regina ranked 3rd in this year's AP Index. This is the ranking based on the ratio of number of tests taken per school and graduates.

**Principal as Administrator**

- Spring BEDS and Student Reporting in Iowa are complete.
- We will review our handbooks in the coming weeks.
- Our openings are orchestra, junior high art, and junior high English.

**Principal as Communicator**

- Thank you and good luck to Kelly and Vanessa. They have both worked to the bell in helping Regina transition to the next school year.



**Admissions  
Pam Schowalter  
June 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
64	56	63	69	68	77	76	79	66	59	60	56	43	836

**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: 363 students  
**Total: 836 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—preschool added a 4<sup>th</sup> classroom for this Fall. Many projects are underway to bring this new classroom to fruition. **Preschool is running a waitlist for the 23-24 school year.**

2023-2024 preschool: 96 students—4 classrooms/ Summer Camp 2023—49 preschoolers  
2022-2023 preschool: 67 students--3 classrooms /Summer Camp 2022—21 preschoolers  
2021-2022 preschool: 61 students—3 classrooms

Tours—tours continue. We have had a lot of interest due to to the Education Savings Accounts.

Student Ambassadors were sent acceptance letters at the end of May. We have 50 returning ambassadors and 34 new ambassadors for the 23-24 school year.. Student Ambassador Orientation will be on Thursday, August 10<sup>th</sup> from 9:30-12:00. Returning ambassadors will finish up at 11:00 and new ambassadors at 12:00.

Kindergarten—Currently, we have 59 students registered for kindergarten 2023. Kindergarten students received a “Happy Summer” card in June with a packet of sunflower seeds with the message “Looking forward to seeing YOU at Regina!”

New 1<sup>st</sup>-3<sup>rd</sup> grade students—received the same sunflower card and see packet.

Exit Surveys were sent out in June to families that are not returning next fall. This information will be shared with the BOE Executive Committee and administrators.

#### 1<sup>st</sup>-12<sup>th</sup> grade new students to Regina

	K	1	2	3	4	5	6	7	8	9	10	11	12	total
<b>accepted</b>	59	13	11	17	7	16	7	17	6	9	2	1	0	<b>106+K</b>
<b>pending</b>	0	3	0	0	2	0	0	0	1	2	0	0	0	<b>8</b>
<b>Rec. req.</b>	0	0	0	0	0	0	1	1	0	0	1	0	0	<b>3</b>
<b>pipeline</b>	1	1	0	0	0	0	0	1	2	2	1	2	0	<b>10</b>

#### RETENTION

Elementary registrations for 23-24—we have 11 students leaving –most are due to moves.

ESA—administrative team and admissions meet weekly to stay updated. All incoming Kindergarten Families, NEW families and families that financially will qualify for this program for the 23-24 school year have been sent initial information and the link to the Department of Education website to assist them. The program will open May 31<sup>st</sup> and close June 30<sup>th</sup>.

Qualifying families have received 4 personal emails regarding signing up for ESA. Many families have been assisted in this process. June 18<sup>th</sup> Regina hosted an ESA sign up at St. Patrick’s Parish after Masses.

Parent Ambassadors were sent a small gift and thank you for welcoming our new families to Regina for the 22-23 school year. They reached out to all of our new families to keep them updated on Regina happenings from August through May.

**BOARD REPORT JUNE 2023**  
**BUSINESS OFFICE**  
**KADY HALL – DIRECTOR OF FINANCE**

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

- Special Events
  - Fun Fest 2023 is currently on hold for a variety of reasons;
    - No alcohol on school grounds, especially with children present (direct instruction from the Diocese)
    - Insurance Policy issues and changes from the Diocese
    - Timing & transitional period for the organization; new HOS starting July 1, new Special Events Coordinator who started on June 1, etc.
  - What we have done so far;
    - Advised Admin and Fun Fest 2022 Committee volunteers
    - Explored new and different options for a community building event
    - Investigated options for FFF 2024
  - Benchwarmers tickets sales are underway!
  - Run For The Schools preparation and meetings happening
- Summer planning/needs for Facilities & I.T.
  - Buildings & Grounds; rooms being re-carpeted, playground needs & attention, pavement repairs, elementary gym, roof/windows/doors/paint
  - Chromebooks and smart panel
  - Cutover to new phone system on June 14
  - School safety initiatives
- Students First Educational Savings Account update
  - Regina applied to be an accredited nonpublic vendor on the Odyssey marketplace and have been accepted
  - There is not a way for schools to see who has applied, or is applying, in order to guide families through the process right now so that they don't miss the deadline
  - Nonpublic textbook money is no more
  - ESA application for all eligible students' deadline is June 30
- Attached are the May financials.

**Regina Foundation  
June 2023 Board Report  
Kecia Boysen Executive Director**

**2022-2023 Excellence Fund**

- Excellence Fund total as of 6/19/2023: \$564,213.92 (649 donors)
- Last year at this time: \$522,678.28 (665 donors)

<b>Original Appeal Components</b>	<b>Realized Appeal Components</b>
\$200,000.00 Regina Operating Budget	\$194,538.15 (Regina)*
\$155,000.00 Regina Foundation Operating Budget	\$155,000.00 (Regina Foundation)
\$ 5,000.00 Foundation Sponsorships	\$ 5,000.00 (Foundation Sponsorships)
\$ 55,000.00 Estimated Regina Special Projects/Programs	\$109,805.62 (Restricted – Special Projects/Programs)
\$ 60,000.00 Teacher Endowment Growth	\$ 99,870.15 (Teacher Endowment)
<b>\$475,000.00 TOTAL GOAL</b>	<b>\$564,213.92 TOTAL REALIZED</b>

***\*We have already exceeded our Excellence fund goal of \$475,000, but still need to raise \$5,461.85 in unrestricted gifts (\$569,675.77 TOTAL RAISED) to fulfill the Regina component.***

**Committee Meetings**

- Stewardship Committee – Set up for Scholarship Luncheon, Wednesday, May 17.
- Development Committee – Met: 4 p.m., Thursday, May 25 (minutes attached).
- Foundation Executive Meeting - Next Meeting: 10:00 a.m., Wednesday, July 12.
- Foundation Board Meeting – No July Board Meeting. Next Meeting: 4:30 – 5:30 p.m., Tuesday, August 15 (in person for new board photo)

**Donor meetings & calls**

- Visits/calls of note: Kecia is making FYE calls to major donors \$1,000k and above thru the end of June. The Development Committee is making calls to donors of \$250 - \$999.

**Other**

- Visibility in the Regina community (goal = at least 2 events per month) – June: school not in session
- Regina Record will go to print on Tuesday, June 20. Mailing to approx. 3500.

**Upcoming Events/Important Dates**

- Foundation summer office hours: Mon. – Thurs., 7:30 a.m. – 4:30 p.m.
- Regina Catholic Education Center summer office hours: Mon. – Thurs., 9 a.m. – 3 p.m.
- Regina VIP Golf Tournament – Friday, August 17
- Family Fun Festival – Friday, & Saturday, August 17 & 18
- 2023-34 School Year begins – Wednesday, August 23
- Alumni Awards Luncheon & Recognition – Friday, September 15

# Board of Education Report on Work Summary of Jim Wichman for AY 22/23

Prepared by Chris Clark, Vice-Chair Regina Board of Education

June 20, 2023

# Overview of Hiring Process

In August 2023, Joy Kelly, Regina Head of School resigned a week before the start of the school year due to exceptional personal circumstances. The Regina Board of Education debriefed this unfortunate change and voted unanimously to proceed forward with the Head of School model and attempt to find a temporary Head of School until a permanent replacement could be found.

The executive committee in cooperation with the Diocese of Davenport Superintendent, contacted a wide range of licensed administrators in Iowa, Illinois and southern Minnesota about our interim role, and were unable to secure a full-time interim administrator as a Head of School. During the search process, Jim Wichman, a retired school administrator with experience in Bettendorf, Clinton and Ankeny indicated he would be interested in working part time with Regina to assist with some specific areas the executive committee was focused on.

After an interview and vetting with the Diocese and RBOE Executive Committee, the Regina Board of Education approved hiring Jim Wichman as an administrative facilitator and coach in October 2022. Jim was given limited specific direction for his work, with the executive committee asking for his assistance in providing professional development and facilitating the work of the Regina administrative team in the absence of a Head of School.

# Mr. Wichman's Employment and Supervision

Chris Clark provided supervision and guidance for Mr. Wichman throughout his employment at Regina. Jim provided over 30 days of onsite visits to Regina between October 1 and June 20, 2023 and interacted regularly with Chris summarizing work efforts at Regina and occasionally bringing in the executive committee to engage with the admin team on specific topics. A summary of work from Mr Wichman, and accomplished is below:

- 30 onsite work days averaging 4 visits/month (Complete May 2023)
- Individualized Coaching (Complete May 2023)
  - Elem Admin
  - HS Admin
  - K-12 Asst Admin
  - Director of Curriculum
- Roles and Responsibilities Chart
  - Admin Team
  - HofS
- Admin team coaching
  - Meeting Process
  - Common Language, Experience, Vision
  - Discussion of building leadership team capacity
  - Navigating hard conversations
  - Professional Growth Process

# Takeaways from Executive Committee

## Pluses

- Provided coaching for Executive Committee on engaging with school administrators
- Challenged each of our admin team members in different ways, bringing a different, albeit temporary lens to the table
- Provided communications consultation during LaCose issue
- Began inventorying work roles for new Head of School, identifying gaps in service and occasional redundancies.
- Encouraged engagement with Board of Ed at appropriate times
- Efforts and challenges informed Head of School search process
- Shared numerous stories of “administrator successes” with executive team, highlighting the work of our administrators.

## Deltas

- The Executive Committee could have been better coordinated with the administrative team in preparation for Jim's work.
- A clear path to transition from Jim's facilitative work to our new head of school was not established.





Finance Committee

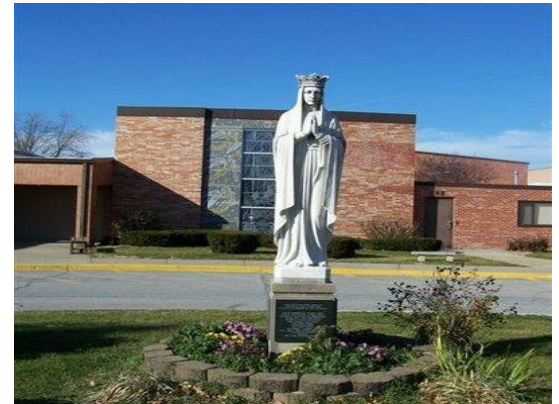
June 7, 2023

Committee Members  
(Voting and Ex-Officio)  
**Present in Bold – 06-07-2023**

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

# AGENDA – JUNE 07, 2023

- Opening prayer – Father Witt
- Angela -- Opening Comments
- Kady –
  - Comments on current status of STO / Efforts to Raise \$\$
  - Comments on ESA
    - Pam – Expected NET student impact
  - Bank / Loan Updates
  - B&G Summer Project Update
  - New Special Events Coordinator
- Closing Prayer – Father Witt
- Next Meeting – TBA But Likely July 19, 2023; 4:30 HS Media Center

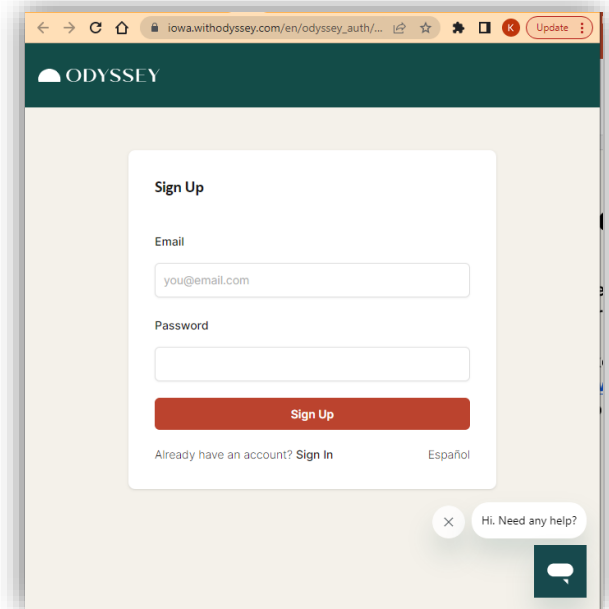


# STO update from Roling Tax

- Finalizing allocations now and will let us know about individual amounts and the total distribution when finished, hopefully this week <of 06/05>
- Using their historical methodology in computing financial need and making allocations without consideration of ESA benefits.
- Fundraising goals for 2023 should also be out same week

# ESA update

- <https://esasforiowa.org/>
- Applications are now available on the Iowa Department of Education website for parents/guardians:
- On June 15, 2023, the school administrator of each Iowa accredited nonpublic school will receive an email from Odyssey with a registration link. (Source: Iowa Dept. of Edu 5-26-23)
- Payments will begin July 15, 2023



# School Responsibilities\*

## One-Time

- Complete and submit school application.
- Connect bank account for payment processing.
- Assist with student verification.
- Confirm initial student enrollment.

## Ongoing

- Confirm transactions.
- Communicate with prospective parents.
- Confirm student enrollment and attendance.
- Comply with reporting requirements.



# Thank you, Father Steve & Angela Villhauer!

Both of you have served on Finance Committee as the Treasurer & member of our Board of Education for over 8 years! You have guided with grace & strength, you will be missed, but are always welcome 😊 Thank you for everything you've done and accomplished over the years, we are blessed to have had you.

God Bless,  
*The Regina Finance Committee*

## **Regina Athletic Booster Club Bylaws**

### **Article I: Regina Athletic Booster Club**

The name of this organization is the Regina Athletic Booster Club and is associated with Regina Inter-Parish Catholic Education Center in Iowa City, Iowa.

### **Article II: Articles of Organization**

The articles of organization of this organization include (a) the bylaws of such organization and (b) the certificate of incorporation or articles of incorporation of such organization: REGINA ATHLETIC BOOSTER CLUB, INC (effective September 6, 2020).

### **Articles III: Purposes**

#### **Section 1.**

The purpose of the Regina Athletic Booster Club is to:

1. Ensure that all Regina students have the opportunity to participate in athletics.
2. Encourage servant leadership through parent participations in support of Athletics.
3. To promote communication among parents, teachers and administrators. (Diocesan Policy 830.0)
4. To promote good will and cooperation between and among parents/guardians, faculty, administration, board of education, and parishes. (Diocesan Policy 830.0)
5. To direct and coordinate parental support to the school through specific assistance for athletics. (Diocesan Policy 830.0)
6. Support and coordinate fundraising efforts for athletics.
7. Develop and review long range plans for supporting the Regina Athletics Master Plan.
8. Review accomplishments of the Regina Athletic Booster Club annually.

#### **Section 2.**

The general fund of the club will provide financial support to activities approved by the Booster Club board. The funds raised by the Booster Club are not intended to cover expenses typically included in the school's annual operating or capital budgets. Through social events and fund-raising activities, the Regina Athletic Booster Club contributes to the needs of the school community and intends to promote service of its members as active participants in the basic Catholic Christian philosophy of the Regina Inter-Parish Catholic Education Center. These funds will be used for, but not limited too; capital improvements, recognition banquets & receptions, equipment replacement and maintenance, team travel expenses, senior athlete gifts, athletic signage & banners, field or court scoreboards, and concession stands operations.

### **Article IV: Basic Policies**

The following are basic policies of the REGINA ATHLETIC BOOSTER CLUB, INC:

#### **Section 1.**

The organization shall be noncommercial and nonpartisan.



**Section 2.**

The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose(s) of the organization.

**Section 3.**

The Regina Athletic Booster Club is accountable to the Regina Board of Education in all areas related to governance and policy. (Diocesan Policy 830.0)

**Section 4.**

The Regina Athletic Booster Club is expected to operate in a manner consistent with the mission, vision and goals of the Regina Catholic Education Center.

**Section 5.**

Booster Club members must avoid negative or inappropriate comments and/or behaviors regarding students, coaches, advisors, teachers, administrators or opponents.

**Section 6.**

The Booster Club may not use any Regina logo without written permission from The Regina Marketing and Communications Director or designated administrator. Additionally, no other graphic or art work may be used in association with the Regina name or Regina team without written permission from the Regina Marketing and Communications Director or designated administrator to in part ensure consistency of branding and appropriateness of message. Each time the use of the Regina logo is approved any change in graphic or wording requires new approval prior to production and distribution.

**Section 7.**

The organization shall not, directly, or indirectly, participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

**Section 8.**

This organization shall not use any EIN (tax number) other than its own in accordance with Regina Inter-Parish Catholic Education Center.

**Section 9.**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

**Section 10.**

The Booster Club may be asked for input and advice on various school athletic decisions. However, the Booster Club members do not have decision making authority in areas such as the hiring and evaluation of coaches, scheduling of events, use of facilities and/or other decisions that are the responsibility of school administration.

**Section 11.**

This organization may vote by proxy.

**Section 12.**

No part of the membership roster of this organization shall be sold to any entity or exchanged for any services or products without the full approval of the board.

**Section 13.**

Dissolution of this organization:

1. Shall cease and desist from the further use of any name that implies or connotes association with REGINA ATHLETIC BOOSTER CLUB, INC; and
2. Carry out promptly, under the supervision of the Regina Inter-Parish Catholic Education Center, all proceedings necessary or desirable for the purpose of dissolving this organization.

**Section 14.**

This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by its members, the Regina Board of Education and any requested audits.

**Section 15.**

Any expenditure under \$500 can be approved by a member of the Executive Board. Any expenditures between \$500-\$5000 needs approval by the Treasurer. Expenditures over \$5,000 will be voted on by the board.

**Article V: Membership**

**Section 1.**

All alumni, parents of past, current or future students, faculty and friends of Regina Inter-Parish Catholic Education Center are considered eligible for membership. A member is defined as any person who had made a monetary donation to the Regina Booster Club in the current school year.

**Section 2.**

Membership consist of 2 (fiscal year) commitment July 1<sup>st</sup>-June 30<sup>th</sup>. At large board members may serve an indefinite number of terms, as long as the criteria in section one is current.

**Section 3.**

Written notice of resignation is required by March 31<sup>st</sup> for the end of the current fiscal year.

**Article VI: Representation**

**Section 1.**

The Regina Athletic Booster Club operates under the governance of and is responsible to the Regina Inter Parish Catholic Education Center Board of Education.

**Section 2.**

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The Regina Athletic Booster Club Board of Directors is the decision-making body of the Regina Booster Club and will consist of no more than 15 members including an elected Executive Board. The executive board shall consist of the President, Vice President, Secretary and Treasurer.

#### **Article VII: Voting**

##### **Section 1.**

Only members of the Board of Directors will have voting power on all Booster Club policies and decisions.

##### **Section 2.**

Each member of the Executive Board shall have one vote. The Principal and Activities Director may be non-voting members of the Executive Board.

##### **Section 3.**

All decisions impacting the operation of the school are subject to the approval of the Regina Inter Parish Catholic Education Center's Board of Education.

##### **Section 4.**

A quorum of Board members must be present to conduct official business. A quorum shall consist of seven voting members of the Board of Directors. A majority vote of the quorum present shall carry a decision.

##### **Section 5.**

A two-thirds vote of the entire voting membership of the Board of Directors and approval by the Regina Board of Education is required for adding to or changing the bylaws of the organization.

##### **Section 6.**

Incoming members of the Executive Board will have the voting rights in the August meeting following the election of officers by the outgoing Executive Board.

#### **Article VIII: Officers**

##### **Section 1.**

All members of the Executive Board must have a son or daughter currently enrolled as a student at Regina Inter Parish Catholic Education Center. Members of the Executive Board may complete a term after a child graduates from Regina High School.

##### **Section 2.**

No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his family members.

### Section 3.

Officers and their election

1. The officers of this organization shall consist of a President, President-Elect, Vice President(s), Past President, a Secretary, and a Treasurer.
2. The president serves a two-year stint at the helm. The immediate past president (IPP) serves one additional year following his/her presidency.
- 1-3. President Elect will serve one year term under current President's last year for an efficient transition of leadership.
- 2-4. Officers shall be elected by ballot in the month of February or March. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.
- 3-5. An individual must be a member of the Board of Directors prior to taking office.
- 4-6. Officers shall assume their official duties following the close of the school year and shall serve a term of two years or until their successors are elected.
- 5-7. No officer shall serve on the executive board in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

**Commented [BH1]:** The foundation structure: President 3 years, 2 years as president and then is the IPP(intermediate past president)  
Executive Board: President, Immediate Past President, President Elect, Executive Director (serves as secretary also) and Treasure

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### Section 4.

Vacancies

1. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given.
2. In case a vacancy occurs in the office of president, the aide to the president shall serve notice to the executive board of the election.

### Section 5.

Reason to remove:

By two-thirds (2/3) vote of the executive board an officer or chairman shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

## ARTICLE IX: Duties of Officers

### Section 1.

President:

The president shall:

1. Coordinates the work of the officers and committees of the association.
2. Confirms that a quorum is present before conducting any business at any meeting of the association.
3. Presides at all meetings of the association.
4. Appoints chairman of special committees subject to approval of the executive board.
5. Be authorized to sign on bank accounts (two of three authorizations shall be required on all checks; authorization via e-mail is appropriate);
6. Call a meeting of the newly elected officers within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairmen and such other business as becomes necessary;

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7. Is a member ex-officio of all committees except the nominating and audit committees.
8. Submit a copy of its bylaws and standing rules to the Regina Inter Parish Catholic Education Center; and
9. Submit to Regina Board of Education all required documents when requested.

## **Section 2.**

### **President Elect Vice-President:**

The President Elect Vice-President shall:

1. Act as aide-to-the-president, and
2. Presides in the absence of the president; and
3. Reconcile and sign-off monthly bank statements.

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## **Section 3.**

Secretary:

The secretary shall:

1. Record the minutes of all meetings of the association.
2. Maintain a compilation of the organization's minutes.
3. Submit Booster Club meeting minutes monthly to the Regina Board of Education.
4. Is responsible for correspondence with the school, parishes, parent reps, and board members.
5. Monitor Booster Club's webpage.
6. Promote and market Booster Club events and newsletters.
7. Follow and maintain the Booster Club master calendar.
- 4-8. Maintain documented procedures for various committees and events.
- 5-9. Have a current copy of the bylaws; and
- 6-10. Maintains a current membership list.

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## **Section 4.**

Treasurer:

The treasurer shall:

1. Have custody of all the funds of the association.
2. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years.
3. Makes disbursements in accordance with the budget adopted by the organization.
4. Sign on bank accounts (two of three authorizations shall be required for the issuance of all checks);
5. Presents a financial report, both written and verbal, at every meeting of the unit and monthly to the executive board, the Regina Board of Education or the organization.
6. Make a full report at the annual meeting.

7. Be responsible for the maintenance of such books of account and records as conform to the requirements of Article V, Section 4 of these bylaws; and
8. Submits books to the audit committee annually and as requested.
- ~~8-9.~~ Ensure cash policy is in place and executed.

#### **Section 5.**

All officers shall:

1. Attend all meetings of the association.
2. Perform the duties outlined in these bylaws and those assigned from time to time; and
3. Deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

#### **Section 6.**

If an officer is unable to fulfill his/her term, a replacement shall be elected by the Executive Board. The replacement shall be chosen from the remaining Executive Board members.

### **Article X: Meetings**

#### **Section 1.**

The Executive Board typically meets the second Wednesday of each month. Individual Booster Committees may meet at times as scheduled by their Chairperson.

#### **Section 2.**

Special emergency meetings may be called by the President or by a majority of the Board of Directors, at least three (3) days notice being given.

#### **Section 3.**

All members are welcome to attend the open portion of the Executive Board meetings. Only topics relating to the "Purpose" of the Regina Athletic Booster Club shall be placed on the agenda. School/Parish Administrative governance items and Board of Education governance items shall not be allowed on the agenda or discussed at the Booster Club Meeting.

#### **Section 4.**

The ordinary agenda for the Booster Club regular monthly meetings shall be set by the executive officers.

#### **Section 5.**

In the event that a committee chairperson cannot attend a Board meeting, he/she may designate another member of the relevant committee to present the committee report. However, the designated individual shall not have voting rights.

### **Article XI: Financial Support**

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### **Section 1.**

The financial support of the Regina Athletic Booster Club shall consist of an annual membership drive and Booster Club fund-raising activities. The fiscal year shall run July 1<sup>st</sup>-June 30<sup>th</sup>.

### **Section 2.**

The expenditures of the Regina Athletic Booster Club funds shall be determined by the Regina Athletic Booster Club Board of Directors. At the beginning of each year, the Board shall prepare and decide upon a budget of proposed expenditures not to exceed the allocated amount and submit it to the Board by the August meeting. Any proposed expenditure not included in the budget must go through a separate approval process as outlined in Section III (below). The Board shall maintain sufficient assets in savings equal to the previous years allocated budget once sufficient assets have been raised.

### **Section 3.**

Non-budgeted requests shall follow the following procedure:

Initial presentation of request is made to the Board verbally and in writing.

1. Discussion takes place
2. Request is tabled for one month to allow further research and discussion.
3. The request is voted on at the following meeting.

The President of the Executive Board has the authority to request that a vote take place earlier than the following meeting if there is a compelling reason for an earlier vote that does not involve lack of planning.

Budgeted team requests shall follow the following procedure:

Initial presentation of request is made to the board verbally and in writing by the Athletic Director prior to the meeting the vote will take place.

1. Fall sport requests: August meeting
2. Winter sport requests: October meeting
3. Spring/Summer requests: February meeting

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## **ARTICLE XII: Fiscal Year**

### **Section 1.**

The fiscal year of this organization shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

### **Section 2.**

An audit committee consisting of not less than three (3) members shall be appointed by the executive board at least thirty (30) days before the last meeting of the fiscal year. The audit committee shall not be comprised of any of the authorized check signers

### **Section 3.**

The audit committee shall meet annually, no more than thirty days (30) after the end of the fiscal year.

The audit committee shall:

1. Review the listing of cash receipts and disbursements.
2. Review all monthly bank reconciliations and bank statements for the year then ended 3.  
Randomly select a number of disbursements and review the following:
  - a. Proper approval
  - b. Proper signature
  - c. Match against the invoice or receipt substantiating the disbursement.
4. Randomly select a number of deposits and review for the following:
  - a. Deposit in proper account or for donor designated project
  - b. Match against deposit slip and backup substantiating the deposit.
5. Report annually to both the Regina Athletic Booster Club and the Regina Board of Education the results of annual Audit Committee reviews.

#### **Section 4.**

The audit committee report shall be adopted by the organization.

### **ARTICLE XIII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* may govern the organization or may be governed by the direction of the executive officers in all cases in which they are applicable and in which they are not in conflict with these bylaws.

### **ARTICLE XIV: Amendment**

#### **Section 1.**

These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or twenty (20) days prior to the meeting at which the amendment is voted upon.

Each amendment to the bylaws shall be provided to the membership through the regular publicity channels at least twenty (20) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a majority vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

After adoption by a two-thirds (2/3) vote at a meeting of the organization, a copy of bylaws (and standing rules) as amended or revised and dated shall be sent to the campus principal.

#### **Section 2.**

This organization shall review and if necessary amend its bylaws at least every three (3) years.





# **PISA (PARENTS IN SUPPORT OF THE ARTS)**

## **BOARD MEETING MINUTES**

**MAY 24, 2023 AT 6:00 PM**

**Introductions of Members In Attendance: Shane Schemmel, Mary Michael Pontzer, Sofia Livorsi, Brandi Campbell, Kara Houser, Donna Santillan, Mark Santillan, Tim Schemmel, Ellen Franklin, Karina Smith, Harren Yeh, Zeffa Yeh**

### **Opening Prayer**

*Heavenly Father,*

*As we come to the end of the school year, we thank you for giving us the opportunity to be a part of the lives of our students; may they be mindful that their steps make an impact and their words carry power. For the nurturing and growth of our school, both in and out of the classroom, we give thanks to all who have contributed. Bless this group as we come to you today asking for guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion, be generous in our outlook, courageous in the face of difficulty and wise in our decisions. We ask these in your name, Amen.*

*~ Shawn Schuler*

### **Old Business:**

### **New Business:**

- **Teacher Areas/Director End of Year Reports**
- Activities Director - Taylor Hotek
- Jr/Sr High Choir & HS Spring Musical - Travis Richter
- JH Spring Play/HS Fall 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
- Elementary Band - Megan Glass
  - Discussion of ways to encourage audience members to stay in their seats during the performances.
    - Ambassadors by the door
    - During opening announcements an administrator requests that people wait for an intermission to leave
    - Schedule orchestra and choir concerts at a church
  - Count attendance at each event so we know approximately how many people usually attend a given event/performance.

Teachers not returning for the 2023-2024 school year: Jacob Lesan, Christina Pappalardo, and Emily Hartzler

- **PISA Rising Star Senior Scholarships**
  - **Lily Santillan and Kaeden Houser 2023 recipients.**

- Recognized at the Awards Ceremony on 5/17/2023
- Cards signed by PISA members and check to be given to Lily and Kaeden

- **Sub-Committee Reports**

- **Pops Concert: Mark Santillan, Sofia Livorsi, Ellen Franklin, Shane Schemmel**

- Event Recap - Sofia
      - Went well, many different groups performed.
      - Many leftover desserts
      - Need more time and/or volunteers to plate the desserts before the show for those who are seated at tables.
        - Suggestion to ask people to select pies when tickets are bought so we know in advance what pies to plate.
        - Need additional helpers to deliver desserts to tables.
      - Dan and Joe Maley were the MCs
      - Appreciated the band introducing/giving context to each song.
      - Promotion ideas for next year, especially to encourage more students to attend:
        - Take home flyer
        - Mailed invite
        - Preview for the elementary students
        - Play contemporary songs
        - Advertise in church bulletins
        - Choose an earlier time to encourage younger kids to attend
        - Schedule after the Fish Fry
        - Choose a date sooner – need to avoid AP testing, sports and other events
        - Advertise at Back-to-School Night
      - Improvements for next year: publicity, scheduling, fan/lighting, order of songs played and what is in the program should match, more help preparing pies before the intermission
      - Art show:
        - Suggestions to schedule for the same night so parents don't have to come back the next night, display more art in easels/tables and not against the wall (wires are used at other schools), provide volunteers to help the art teachers set up/take down.

- **Volunteer Chair Report: Donna Santillan**

- **Parade of Homes Opportunity –**

- It will be a National Honor Society fundraiser this year, coordinated by Beth Hill.
        - All Parade of Home volunteer slots are currently filled, but PISA will be on the Parade of Homes volunteer contact list for next year.
        - Profit for PISA is \$250-\$500, depending on the number of days worked.

- **Treasurer Report: Mary Michael Pontzer**

- Income:

- Pops Concert: \$955
  - Grease Program Ads: \$1000
  - Grease Shout Outs: \$290
  - Grease Donations: \$1177
- Expenses:
  - Stipends: \$4436
  - Pops Concert: \$388
  - Piano Tuning: \$130
- **Stipend Discussion**
  - Funds available: \$12,500
  - Funds utilized: \$4,637
  - Percentage of funds utilized to date: 37%
  - PISA sets aside \$12,500 for departmental and event stipends yearly.
  - The only non-activity area that requested money is K-5 music.
  - The musical and JH play used all of their allocations.
  - HS play used 50%
  - Speech used 30%
  - The rest did not use any of their stipend.
  - Multiple reminders to use the stipends have been sent to teachers and administrators with a June 1 deadline to submit for reimbursement.
  - Proposal to decrease the stipend to each area and use the additional money for larger items at the end of the year.
  - PISA will meet with each art teacher this summer to discuss their projects, short- and long-term goals, how PISA can support them, etc.
  - Invite one arts teacher to give a brief (5 to 10 minutes) update at each monthly PISA meeting: what they have been doing, what they plan to do, and how PISA can support them.
  - Activity fees will help cover the costs for some areas that have reduced stipends (plays and musicals).
  - Costumes/props purchased with PISA money to stay with the school, not the student, after the event concludes.
  - Need to have a costume/prop/equipment inventory: potentially a comprehensive inventory on a Google doc.
  - We want to avoid duplicate purchase of items.
  - Question about income vs expenditure – tickets sales no longer a source of income.
  - Future proposal to reduce the stipends and fund larger projects:
    - This will go on the August agenda.
    - Pending conversation with administration about the ticket sales, shout outs and activity fees impact.
    - Pending conversation with art teachers about their needs.
    - Require all teachers to use their stipends by April 1.
    - Any unused stipend money will be allocated for larger projects.
    - Teachers can apply to request funding for larger projects.
    - All allocated PISA budget money for the school year to be spent by the end of the year.

- Submit a tentative budget to Regina until we decide on the new stipend proposal.
- **PISA Exec Team Officer Elections for 2023/24 School Year**
  - President Candidate: Mark Santillan  
Moved, seconded and unanimous approval of Mark Santillan as President
  - Vice-President: Tim Schemmel  
Moved, seconded and unanimous approval of Tim Schemmel as Vice President
  - Secretary Candidate: Ellen Franklin  
Moved, seconded and unanimous approval of Ellen Franklin as Secretary
  - Mary Michael will remain as Treasurer

Meeting times: Change from Wednesdays to the 4<sup>th</sup> Thursday of the month, 6:00 pm.  
Moved, seconded and unanimous approval to change the meeting date to the 4<sup>th</sup> Thursday of the month at 6:00 pm, starting August 2023.

### **Action Items:**

Schedule meetings with the art teachers to discuss needs and PISA support: PISA Executive Committee  
Thank you letters to businesses for POPS concert pie donations: Sofia

### **Announcements**

Next Meeting: August 24th, 6:00 pm | Regina Elementary Library

Meeting adjourned at 7:30 pm

**Minutes submitted by:** Karina Smith

## ***Elementary Band, May 2023 PISA Report: Megan Glass***

Band (grades 5-8) and orchestra (grades 4-12) had a concert on May 3. There were many families in attendance. On May 10, several of the 4-8 orchestra students and two 6th grade band students played small ensembles in a chamber music recital. That's why the elementary and junior high orchestras only had one piece each for the orchestra/band concert. The orchestra classes spent part of their class time working on small ensemble pieces for the chamber music recital. The chamber music recital was volunteers from the 6th grade band, that's why there were only two performers - students who were working on duets in their band lesson.

I noticed some things I want to remember for future concerts and recitals. It would be nice to create an atmosphere that shows appreciation and respect for the performing students, and gives them a positive experience.

There is a vent fan right behind where we set up the stage. It's very loud, but it can be turned off. I need to ask an administrator or custodian to show me how to turn it off. I requested that it be turned off for the band/orchestra concert, but Celeste didn't know how.

We had reserved seating for students and the band/orchestra concert and at the chamber music recital, some in chairs and some on the bleachers. I need to require students to sit in the lowest two rows of bleachers because climbing up and down the bleachers is quite noisy and disturbed the performance. I also need to remind students to use the stairs built into the bleachers, not just climb up wherever there is a path, climb over people's instruments, etc.

I'd like to come up with a respectful way of asking audience members to stay seated during the performance, to keep small children seated next to their supervising adult, and to enter/exit the gym during the transition times between groups. This was particularly problematic at the choir concert and the band/orchestra small ensemble recital. It detracted from the performance. During the choir concert, audience members were walking behind the black curtain to access the Events Entrance while the choirs were singing. At the small ensemble recital, we blocked that path with stand racks and chair racks to prevent that from happening. With so many distractions from the performances, it left me feeling disappointed and frustrated. Perhaps this announcement would be received best coming from an administrator during the initial welcome to the concert.

I've been to orchestra concerts at St. Patrick's in previous years, and the audience didn't let their small children run around the room like they do at the gym, and there wasn't the issue of noisy fans, people entering/exiting during the performance, or people climbing up and down bleachers. Perhaps choir and orchestra concerts are better scheduled there. Band concerts would be too noisy in the acoustics of the churches.

**Question** - is this a realistic possibility, or is this kind of audience behavior at concerts just something I need to accept as something that the Regina community sees as normal? My expectations might be way off base, and I appreciate your thoughts on this.

**Suggestion** - I know we have stage lights on portable light trees somewhere. I don't know where, but Tammy Rutherford might know. Whitney Giller used them for her last Christmas concert here - in 2018. I think those could be perfect for the pops concert, and maybe all concerts. If the room is dimmed, it creates more of a concert-like atmosphere and might encourage people to remain seated. With lights up on light trees shining down at an angle, it might not be as hard on the eyes of the performers. The spotlight for the vocal solo portion of the pops concert worked well. For the orchestra/band portion, it created a few issues. It was just above ground level, not hung from the ceiling like an auditorium spotlight. The spotlight shone on the back of the orchestra conductor, so his face and baton were in shadow, making it hard for us to see his conducting gestures. The glare in our eyes made it difficult to see the music on the stand. That's why we had to ask for it to be turned off. Next year, I can plan to have stand lights ready to go - I didn't know they were going to be needed and I didn't have the right kind of batteries for them on the night of the Pops Concert.

**Thank you!** A big thank you goes to all of you volunteers! I thought the Pops Concert was a lot of fun, and I would love to see that continue and grow. Let's get a date on the calendar ASAP for next year! Thank you for all the fundraising you do to support the fine arts teachers. The financial support is needed and helpful. Thank you for all the efforts you put into all the different fine arts programs at our school. Having a village to work with makes everything easier, makes everything run more smoothly, and it helps remind me that there are many people in our school community who care about the work that I and the other fine arts teachers do.

***Jr/Sr High Choir/ HS Musical, May 2023 PISA Report: Travis Richter***

We had a wonderful year for both choir and the musical. On Friday I will be taking two students, Beth Poe and Lily Santillan, to rehearse for the Iowa High School Musical Theater Association showcase in Des Moines. The Grease Lighting scene won an award from the IHSMTA. We also had Melia Pursley and Beth Poe win awards from that organization. Kaeden Houser and Leah Zimmerman won the Star Performer Award given by the Keeley family.

In choir James Nguyen and Lily Santillan won awards as outstanding seniors. The students also voted James as their choice for outstanding choral student.

Looking ahead to next year we will have 3 or 4 students try out for All State choir and we will have another trip to the RVC Honor Choir. And a number of students from 6th to 8th grades will be working on auditions for Opus Honor Choir, the All State of junior high.

Thank you for all you have done this year and have a great summer.

**Regina Catholic Education Center  
Catholic Identity Committee  
Meeting Minutes May 16, 2023**

Opening prayer.

Artwork throughout the school. Discussion on taking inventory and determining the best spot for each item. Pillars of faith may be outdated due to new standards coming. Keep this in mind to determine if we can provide new art for this. Ideas: Pamphlet to explain the meaning of each display, Wall of Vocations, provide a resource of artwork for teachers to use in classrooms, promote art inside and outside the school.

Community involvement: Some parents want to help and don't know how to. CI committee to promote areas for involvement. A Regal Weekly or section on the Regina website. Spring clean-up, grounds committee item or can we organize? Need to work with other committees to know if there is a way to promote Catholic identity through other areas. Promote more activities being done at the supporting churches or even churches in the area such as Totus Tuus.

Regina book fair: This should be a collection put together by Scholastic for religious schools. However, there have been some books found by parents that do not represent our faith. It can be difficult for parents to know which books to allow their children to read without reading every book themselves. Are there resources that can be provided to parents to assist in choosing books during the fair or at other times?

No meeting will be held during the summer. Emails will be sent out periodically to keep us together and gather information to prepare for the new school year. There will be a get together and invite the new priests before school starts.

Closing prayer.

**Attendees**

Lisa Gumpfer, Kimberly Cronk, Anna Daniel, Debbie Hellwig, Matt Staab, Christine Wissink

**Absent**

Katherine Weiner, Stephanie Zeising, Fr. Stephen Witt, Celeste Vincent, Glenn Plummer, Fr. Joseph Sia, Christine Ney, Shelly Conlon,



Name	5/24/22	6/28/22	7/28/22	8/23/22	09/27/22	10/25/22	11/22/22	01/24/23	2/28/23	3/28/23	4/25/23	5/23/23
Andy Cutter	X	X	X	X	X	X	O	X	X	X	X	X
Amy Lynch	X	O	X	X	X	X	O	X	X	X	X	X
Angela Villhauer	O	X	X	X	X	O	X	X	X	X	X	X
Lisa Gumpfer	N/A	N/A	X	X	X	X	O	X	X	X	X	X
Ron Udell	N/A	N/A	X	O	X	X	X	X	X	O	x	O
Julie Beard	X	O	X	X	O	O	X	X	X	X	X	X
Alaina Welsh	X	X	X	X	X	X	X	X	X	O	x	x
Anne Adam	N/A	N/A	X	X	X	X	X	X	X	X	X	X
Chris Clark	X	X	X	X	X	X	X	O	X	X	X	X
Jason Wagner	X	X	O	O	X	X	X	X	X	O	O	X
Kimberly Cronk	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	X	X
Todd Kopecky	N/A	N/A	N/A	N/A	X	X	X	X	X	X	X	O
Elizabeth Getachew	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	O	X
Fr. Sia	X	X	X	X	X	X	X	X	X	X	X	X
Fr. Beckman	O	X	X	X	X	O	X	X	X	O	O	O
Fr. Witt	X	X	X	X	X	X	O	X	X	O	O	X
Fr. Adam	X	X	X	X	X	X	X	X	X	O	O	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	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ellen Abusada	X	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sue Kloss	X	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Todd Waikel	O	X	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ryan Wade	O	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A	N/A
Lisa Dutchik	X	X	O	O	X	X	N/A	N/A	N/A	N/A	N/A	N/A

Key:

X=Present

O=Absent

NA=Not a  
Member