

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING  
TUESDAY, July 25, 2017  
6:30pm Annual Corporate and Regular Board Meeting  
MPR  
Vision: *To foster excellence with faith, knowledge, and community*

**ANNUAL CORPORATE MEETING AGENDA**

- I. CALL TO ORDER**
- II. BUSINESS**
  - a. Appointment of Board and Officers
- III. ADJOURNMENT**

**Regular Agenda**

- I. CALL TO ORDER – Board of Education** 10 minutes
  - a. Opening Prayer
  - b. Roll Call
  - c. Chairperson Remarks
  - d. Approval of Minutes – June 27, 2017
  - e. Approval of Agenda
  - f. Open to the Audience – Website Update by Jessica Murray
- II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS** 15 minutes
  - a. Elementary
  - b. Junior/Senior High
  - c. Enrollment Report
  - d. Business Office
  - e. Religious Education
  - f. Foundation
  - g. Boosters, PISA, Home & School – committee reports
- III. OLD BUSINESS UPDATE** 5 minutes
- IV. NEW BUSINESS DISCUSSION** 10 minutes
  - a. Executive Committee-Appoint committee chairs, and install new Board members. Note: This is part of the Regina Inter-Parish Catholic Education Center Annual Meeting (By-Laws Article V Section 1.)
- V. CALENDAR AND DISCUSSION ITEMS** 10 minutes
  - a. Distribute Attendance/Termination Policy 204.0R to Board Members
  - b. Update board member contact information
- VI. COMMITTEE REPORTS IN PACKET/QUESTIONS** 5 minutes
- VII. MEETING SCHEDULE (Refer to the Information Page)**
- VIII. CLOSING PRAYER** 1 minute
- IX. EXECUTIVE SESSION** 15 minutes
- X. ADJOURNMENT**

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting		8/29/17	6:30 PM	MPR
B. Executive Committee	2 <sup>nd</sup> Thursday	8/10/17	6:30 AM	Business Office
C. Finance Committee	3 <sup>rd</sup> Wednesday	8/16/17	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	8/10/17	9:00 AM	Business Office
E. SIAC/Education Committee	2 <sup>nd</sup> Tuesday	8/08/17	4:30 PM	HS Library
F. Catholic Identity Committee	3 <sup>rd</sup> Thursday	8/17/17	4:30 PM	HS Library
G. Building & Ground Committee	2 <sup>nd</sup> Monday	8/14/17	6:30 PM	Business Office
H. Strategic Planning Committee	3 <sup>rd</sup> Monday	8/21/17	6:30 AM	Business Office
I. Health & Safety	3 <sup>rd</sup> Tuesday	8/15/17	4:30 PM	HS Library

**II. ENROLLMENT**

2016-2017 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	450	450	448	448	449	448	448	447	446	446
<b>JR/SR</b>	387	382	383	383	382	383	381	381	381	382
<b>PreK</b>	82	80	80	80	80	80	80	80	80	80
<b>Total</b>	919	912	911	911	911	911	909	908	907	908

**I. UPCOMING DATES**

School Offices Closed	July 24-28		
International Student Breakfast	Aug 14	9:30 AM	Cafeteria
New Student Breakfast	Aug 15	9:30 AM	Cafeteria
In-Service Day New Teachers	Aug 15		
New Parent Welcome	Aug 15	7:00 PM	Elementary Gym
In-Service ALL Teachers	Aug 16-22		
Fall Fun Festival	Aug 18-19		
Picture Day 7-12	Aug 21	8:00 AM	
Prep Day 7-12	Aug 21	8:00 AM	High School
Open Hose Preschool	Aug 21	10:00 AM	Buddy/Bunny Room
Open House K-6	Aug 21	1:30 AM	Elementary
7 <sup>th</sup> Grade Orientation	Aug 21	1:30 AM	High School
School Offices Closed	Aug 22		
1 <sup>st</sup> Day of School	Aug 23		

**II. PRAYER SERVICE/MASS SCHEDULE**

Mass 7-12	Aug 23	2:15 PM	High School
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**III. Holy Days**

Assumption of Mary	Aug 15		
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, June 27, 2017

6:30 PM

Regina MPR

Regular Meeting Minutes

- I. Call to Order –Board of Education
  - a. Opening Prayer
    - i. Father Beckman provided opening prayer
  - b. Roll Call –
    - i. Voting Members (absent in parenthesis): Ellen Abusada, Fr. Beckman, Jason Dumont, Patrick Gavin, Chad Hageman, (Fr. Juarez), Anne Kelly, Sue Kloos, Scott Nibaur, Matt Pacha, (Fr. Page), Janan Rustan, Kathy Shey, Angela Villhauer, (Matt White), Fr. Witt
    - ii. Ex-Officio Members: (Kecia Boysen), (Carolyn Brandt), (Tim Foley), Michelle Goldsmith, (Katy Lincoln), (Jessica Mehegan), (Ryan O’Hearn), Alan Opheim, Glenn Plummer, (Stacy Sueppel), Pam Schowalter, Celeste Vincent.
  - c. Chairperson remarks- Welcome to Alaina Welsh, new board member from St. Wenceslaus. Thank you to executive committee for time this year. Thank you to committee chairs this year. Thank you to Kathy Shey and Father Page who are leaving the board. Thank you to Jason Dumont for work on Capital Campaign.
  - d. Approval of Minutes- Witt moved to approve, Kelly second, motion passed
  - e. Approval of Agenda – Witt moved to approve, Nibaur second, motion passed.
  - f. Open to Audience- none.
- II. Administration Reports
  - a. Elementary – Report in packet.
  - b. Jr/Sr High – Report in packet. Shelly Conlon led a group to Port Ministries.
  - c. Enrollment – Report in the packet.
  - d. Business Office – Report in packet.
  - e. Religious Education – no report
  - f. Foundation – Report in packet. As of today at \$4.5 million for capital campaign, \$448,000 for Annual Appeal.
  - g. Boosters, PISA, Home & School – none.
- III. Old Business Update
  - a. Campaign and Construction Update- Dumont provided update. 1<sup>st</sup> Avenue and front parking lot being done currently. Pre K will no longer be in the current 6<sup>th</sup> grade center. Plan to move 5<sup>th</sup> and 6<sup>th</sup> into that area. Pre K center will be in new addition. Hitting facility will now house wrestling and weight rooms. This frees up space in school. Able to take new addition down to 1 level, with ability to make a 2<sup>nd</sup> floor in the future as needed. Looking at pricing for new gymnasium.
- IV. New Business Discussion
  - a. Date for august 2017 Board Meeting- Change for August to August 29.

- b. Election of 2017-2018 Board Officers. They made a motion to approve following slate of officers for 2017-2018 school year: Matt Pacha, chair, Anne Kelly, vice chair, Angela Villhauer, treasurer and Janan Rustan, secretary. Seconded by Hageman. Motion carried.
- c. Hand out BOE self-evaluations- They will send out via email so they can be returned via email as well.

V. Calendar and Discussion Items

VI. Committee Reports

VII. Meeting Schedule:

a. Board Meeting	4 <sup>th</sup> Tuesday	7/25/17	6:30pm	MPR
b. Executive Committee	2 <sup>nd</sup> Thursday	7/13/17	6:30am	Business Office
c. Finance Committee	Wednesdays	7/19/17	4:30pm	HS Library
d. Policy/ByLaws	2 <sup>nd</sup> Thursdays	TBD	9:00am	Business Office
e. SIAC/Education	2 <sup>nd</sup> Tuesdays	no mtg	4:30pm	HS Library
f. Catholic Identity	3 <sup>rd</sup> Thursdays	7/27/17	4:30pm	HS Library
g. Building & Grounds	2 <sup>nd</sup> Monday	TBD	6:30pm	Business Office
h. Strategic Planning	3 <sup>rd</sup> Monday	no mtg	6:30am	Business Office
i. Health & Safety	3 <sup>rd</sup> Tuesday	TBD	4:30pm	HS Library

VIII. Closing Prayer – Fr Beckman provided closing prayer

IX. Executive Session

- a. 7:15 Fr Beckman moved to adjourn into Executive Session, Nibaur second, motion passed.
- b. EXECUTIVE SESSION

X. Reconvene from Executive Session – At 7:20 pm the board reconvened from Executive session. Motion by Kelly to approve following elementary contracts: Megan Glass, elementary band, Grant Lyons, HS vocal music, Allison Osweiler, HS social studies. Seconded by Witt. Motion approved.

XI. Adjournment – At 7:22pm Beckman moved to adjourn the meeting, Shey seconded, motion passed.

Respectfully submitted,  
 Kathy Shey  
 BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
July 2017**

**FACILITATOR OF FAITH COMMUNITY**

OPENING MASS: Our opening K-6 Mass for the school year will be Wednesday, August 30<sup>th</sup>, at 2:00 p.m. All are welcome to attend as we bless our new year.

DIOCESAN IN-SERVICES: We will have diocesan in-service for all principals on Tuesday, August 8<sup>th</sup>. Regina will be meeting for Diocesan in-service on Friday, August 18<sup>th</sup>, at St. Patrick Church for our beginning of the year in-service.

**STANDARD #1 - VISION**

FAST INTEGRATION- Administrators and resource team will be working on requirements with the new reading assessment vendor (FastBridge).

CHROMEBOOK USAGE- Thanks to a donation by Home and School, all three sixth grade classrooms will have access to Chromebook usage during the academic day. The purpose is to provide students exposure to this tool, prior to moving into their seventh grade year.

WEBSITE- Administration is cooperatively working with Jessica Murray on website updates in preparation for the new website rollout.

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

BOOKS AND MATERIALS: Classroom supplies and other materials are arriving daily. Thanks to office staff for checking in all of these materials.

NEW TEACHERS: New teachers will have their first meeting for our diocese on Tuesday, August 15<sup>th</sup> at the diocesan office. They will be attending the Iowa City Chamber of Commerce luncheon for new teachers later in the week.

RETURNING TEACHERS: All faculty members will report to in-service on Wednesday, August 16<sup>th</sup> for Regina in-service. Diocesan in-service for teachers will continue on Thursday.

Monday, August 21<sup>st</sup>, will be our open house day.

In-service topics for the beginning of the year include: Social Studies updates from the state, teacher Google sites, allergies/diabetes health presentation, blood borne pathogens training, and other important topics.

OPEN HOUSES: All board members are invited to join us for beginning of the school year open houses.

August 21<sup>st</sup>, 10:00-12:00, Preschool Open House

August 21<sup>st</sup>, 1:30-3:00, K-6 Open house

FIRST DAY OF SCHOOL: Our first day of school will be Wednesday, August 23<sup>rd</sup>.

FIRST STEPS: There will be "First Steps" offered for kindergarten parents on the first two days of the school at 8:30 a.m. This will give kindergarten parents a smaller setting to ask more questions and receive details on how to start the year in a positive way for their child.

### **STANDARD #3 – MANAGEMENT**

REGISTRATION: On-line registration will go live on Tuesday, August 1<sup>st</sup>. Special thanks to Michelle W. and Jess for coordinating components for on-line registration. Thanks to Michelle and Lisa who will be stuffing packets for pick up at the school beginning August 1<sup>st</sup> also.

HIRING-The summer continues with interviewing and hiring.

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

HOME AND SCHOOL: Home and School's first meeting of the school year will be held on August 3<sup>rd</sup> at 6:30 p.m.

HOME AND SCHOOL CHOCOLATE SALES: Chocolate will be delivered the week of August 14<sup>th</sup>. We will have our chocolate assembly on Thursday, August 24<sup>th</sup> at 1:00 p.m. Profits from this fundraiser go to sponsor programming for the students and staff.

TAKE PRIDE IN YOUR SCHOOL WORKDAY: Take Pride in your School Day is scheduled for Saturday, August 12<sup>th</sup>. Special thanks to our support groups for sponsoring this day from 8:00 a.m. - 12:00 p.m. Home and School will be working on the playground area and spreading mulch.

PTO: They will hold their first meeting of the year on Thursday, September 14<sup>th</sup> at 11:30. PTO will be moving to night meetings for the academic year.

PISA: Parents in Support of the Arts held their opening meeting this past week. Next meeting is August 14<sup>th</sup>.

BOOSTERS: Kinnick seat installation will take place on Saturday, August 5<sup>th</sup>

### **STANDARD #5 – ETHICS**

NEW PARENT ORIENTATION: Regina Elementary and Junior/Senior High will have a new parent welcome session on Tuesday, August 15<sup>th</sup>, at 7:00 p.m., in the elementary gym. Thank you to Ann Larew for coordinating the speakers and format.

HANDBOOKS – Thanks to Michelle Winders for newly updated Diocesan handbooks and Regina handbooks. New handbooks will be distributed to staff members during in-service.

ADMINISTRATOR TRAINING- Kelly Starr will be attending a new administrator workshop at Grantwood AEA on July 27<sup>th</sup>.

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

PRESCHOOL SUMMER CAMP: Our last day for preschool summer camp is July 28<sup>th</sup>.

FOSS KITS- Teaching staff have been busy this summer attending trainings for Science FOSS Kits. We will be utilizing these kits for enhancing our Science program for the upcoming year.

**PROJECTED ENROLLMENT AS OF JULY 19<sup>TH</sup>**

K – 76 (1 on waiting list)

1 – 64

2 – 67

3 – 67

4 – 66

5 – 59

6 – 79

TOTAL – 478

\*This time last year we were at 453.

**Regina Junior-Senior High School**  
**Board Report**  
**July 2017**

**Principal as Spiritual Leader**

1. The Religious Celebration Calendar for the 2017-2018 school year has been sent by Shelly Conlon. It is attached below.

**Principal as Instructional Leader**

1. We will be finalizing our Professional Development Calendar for the 2017-2018 school year over the next few weeks.

**Principal as Administrator**

1. The master schedule for next school year is complete. There may be a few changes made in order to fix some scheduling issues.
2. Handbook review is nearly complete. Coaches Handbook has a little work left to finish.
3. I created a Code of Christian Conduct for Parents & Guardians that was shared with Policy Committee. It will be included in the back to school packets and parents & guardians will have to sign off on the handbook prior to the start of the school year. It is attached below.

**Principal as Communicator**

1. The 2017 AP Report is attached below.
2. Chromebook information sessions are scheduled for 7-8 pm on 8/8 and after the new parent meeting on 8/15. Attendance at one of these sessions is mandatory for each student and one parent or guardian.



## 2017 AP Awards 17 Total AP Scholars

**AP Scholar (7):** *Receive grades of 3 or higher on 3 or more AP Exams.*

Nourah Abusada	Katelyn Murhammer
Robert Beck	Ian Ochoa
Clare Dunne	Anastasia Scholze
Hunter Liebermann	Brian Schomer
Morgan Louvar	Annabelle Stimmel
Allison Meyer	Nicholas Yowell
Nathan Meyer	

**AP Scholar with Honor (4):** *Average grade of at least 3.25 on all AP Exams taken, and grades of 3 or higher in 4 or more of these exams.*

GaYeon Choi	Oliver Emery
Mary Crompton	Carolina Icardi

**AP Scholar with Distinction (2):** *Average grade of at least 3.5 on all AP Exams taken, and grades of 3 or higher of 5 or more of these exams.*

Ryan Bonthius  
David Keffala-Gerhard

**National AP Scholar (1):** *Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on 8 or more of these exams.*

## 2017 AP Results

(65 students took 114 AP exams)

### Interpretation of AP Scores with Grade Equivalents in Parentheses

- 1: No recommendation
- 2: Possibly qualified
- 3: Qualified (C)
- 4: Well qualified (B)
- 5: Very well qualified (A)

	5	4	3	2	1	AVG.
<b>Biology</b>	0	1	8	2	0	2.91
<b>Calculus AB</b>	2	2	4	4	1	3.00
<b>Calculus BC</b>	0	0	1	1	0	2.50
<b>Chemistry</b>	0	1	0	0	1	2.50
<b>Computer Science A</b>	0	0	0	0	1	1.00
<b>Computer Science Principles</b>	0	1	0	0	1	2.50
<b>Economics Macro</b>	1	1	1	1	0	3.50
<b>English Language</b>	1	5	14	3	1	3.08
<b>English Literature</b>	0	1	5	5	0	2.64
<b>European History</b>	0	0	1	0	0	3.00

<b>Government U.S.</b>	0	2	3	2	0	3.00
<b>Psychology</b>	0	2	3	1	1	2.86
<b>Spanish Language &amp; Culture</b>	0	0	1	0	0	3.00
<b>Statistics</b>	0	1	0	0	0	4.00
<b>Studio Art: 2-D Design</b>	0	1	2	2	0	2.80
<b>Studio Art: 3-D Design</b>	0	0	0	1	0	2.00
<b>Studio Art: Drawing</b>	0	0	0	1	0	2.00
<b>U.S. History</b>	1	3	2	1	1	3.25
<b>World History</b>	3	4	3	2	0	3.67
<b>TOTAL</b>	8	25	48	26	7	3.01
<b>Percentage of Total</b>	7	22	42	23	6	
<b># of AP Students</b>	8	20	36	22	7	

## Grade-By-Grade Report

	5	4	3	2	1
9 <sup>th</sup> &<(0)	0	0	0	0	0
10 <sup>th</sup> (13)	3	6	2	2	3
11 <sup>th</sup> (32)	4	15	31	8	3
12 <sup>th</sup> (19)	1	3	15	16	1
Unknown (1)	0	1	0	0	0

## AP Equity and Excellence

**10<sup>th</sup> Grade** – 12.5%      **11<sup>th</sup> Grade** – 39.2%      **12<sup>th</sup> Grade** – 26.4%

\*Percentage of students enrolled in each grade that scored a 3 or higher on at least 1 AP test this year.

**Graduating Class Summary** – 30.2%

\*Percentage of 12<sup>th</sup> Graders that scored a 3 or higher at any point in high school.

	<b>10th</b>	<b>11th</b>	<b>12th</b>	<b>Graduating Class Summary</b>
<b>2008</b>	NA	25.3%	28.3%	31.7%
<b>2009</b>	8.6%	25.8%	19.4%	31.9%
<b>2010</b>	5.8%	31.0%	27.9%	37.7%
<b>2011</b>	7.9%	30.1%	42.6%	58.8%
<b>2012</b>	13.0%	29.4%	32.9%	41.4%
<b>2013</b>	25.0%	29.3%	31.3%	39.1%
<b>2014</b>	12.3%	39.1%	35.7%	41.1%
<b>2015</b>	4.4%	29.8%	36.6%	43.7%
<b>2016</b>	23.3%	21.6%	36.2%	46.6%
<b>2017</b>	12.5%	39.2%	26.4%	30.2%

**Iowa AP Index (Number of AP Tests Given Divided by Graduates in the Given Year)**

Year	Index	Rank
2006	2.20	2 <sup>nd</sup>
2007	2.14	3 <sup>rd</sup>
2008	2.19	1 <sup>st</sup>
2009	1.69	3 <sup>rd</sup>
2010	1.32	7 <sup>th</sup>
2011	2.05	3 <sup>rd</sup>
2012	2.93	2 <sup>nd</sup>
2013	2.38	3 <sup>rd</sup>
2014	2.72	3 <sup>rd</sup>
2015	2.87	3 <sup>rd</sup>
2016	2.17	6 <sup>th</sup>
2017	2.14	7 <sup>th</sup>
2018	2.15	NA

### Five-Year Trend for Average Scores

	2013	2014	2015	2016	2017
Biology	2.733	2.632	3.13	3.56	2.91
Calculus AB	3.273	2.583	2.56	3.20	3.00
Calculus BC	4.667	3.833	3.00	2.92	2.50
Chemistry	3.000	2.600	3.00	3.17	2.50
Chin. Lang	0.000	3.000	0.00	0.00	0.00
Comp. Sci. A	0.000	0.000	0.00	5.00	1.00
Comp. Sci. Prin.	0.00	0.00	0.00	0.00	2.50
Econ-Macro	3.500	3.333	3.44	4.50	3.50
Econ-Micro	4.000	4.200	3.50	4.67	0.00
Eng. Lang	3.417	3.440	3.37	3.20	3.08
Eng. Lit	3.211	3.455	3.29	3.27	2.64
Env. Sci.	5.000	0.000	0.00	0.00	0.00
Eur. Hist.	0.000	0.000	3.50	0.00	3.00
Gov. Comp.	0.000	2.500	0.00	0.00	0.00
Gov. U.S.	3.167	3.500	3.38	2.50	3.00
Human Geo.	0.000	0.000	0.00	3.00	0.00
Japan. Lang.	5.000	0.000	0.00	0.00	0.00

<b>Physics B</b>	4.500	0.000	0.00	0.00	0.00
<b>Psychology</b>	2.353	2.857	2.07	2.62	2.86
<b>Span. Lang</b>	3.000	2.600	3.00	0.00	3.00
<b>Statistics</b>	3.500	3.600	4.00	0.00	4.00
<b>Studio Art: 2D</b>	0.000	0.000	0.00	3.00	2.80
<b>Studio Art: Drawing</b>	0.000	0.000	0.00	5.00	2.00
<b>U.S. History</b>	3.714	3.714	2.69	3.11	3.25
<b>World Hist.</b>	3.091	3.143	3.00	0.00	3.67
<b>TOTAL</b>	3.167	3.184	3.05	3.16	

### Five-Year Trend for % of Total AP Students with Scores 3+

	<b>Regina</b>	<b>Iowa</b>	<b>Global</b>
<b>2013</b>	67.1	62.9	60.9
<b>2014</b>	78.1	63.0	61.3
<b>2015</b>	69.4	64.5	60.6
<b>2016</b>	71.0	61.9	60.2
<b>2017</b>	80.0	63.1	60.3



### Comparison Groups (Average Score)

	REGINA	IOWA	USA	GLOBAL
<b>Biology</b>	2.91	3.08	2.89	2.89
<b>Calculus AB</b>	3.00	3.00	2.91	2.93
<b>Calculus BC</b>	2.50	3.79	3.78	3.78
<b>Chemistry</b>	2.50	2.60	2.63	2.67
<b>Computer Science A</b>	1.00	3.48	3.13	3.15
<b>Comp. Science Principles</b>	2.50	3.03	3.16	3.17
<b>Economics Macro</b>	3.50	3.63	2.84	2.89
<b>English Language</b>	3.08	2.84	2.77	2.77
<b>English Literature</b>	2.64	2.87	2.68	2.69
<b>European History</b>	3.00	2.77	2.80	2.81
<b>Government U.S.</b>	3.00	2.91	2.58	2.58

<b>Psychology</b>	2.86	3.34	3.05	3.06
<b>Spanish Lang. &amp; Culture</b>	3.00	3.39	3.60	3.61
<b>Statistics</b>	4.00	3.01	2.70	2.72
<b>Studio Art: 2-D Design</b>	2.80	3.38	3.52	3.53
<b>Studio Art: 3-D Design</b>	2.00	3.22	3.14	3.15
<b>Studio Art: Drawing</b>	2.00	3.47	3.55	3.56
<b>U.S. History</b>	3.25	2.66	2.64	2.65
<b>World History</b>	3.67	3.13	2.76	2.76

# Regina Catholic Education Center



Code of Christian Conduct for  
Parents and Guardians

## **Mission**

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

## **Vision**

To foster excellence with faith, knowledge, and community

## **Values**

- Learn and live our Catholic faith
- Build community
- Educate each student to his or her potential
- Provide vast opportunities for growth
- Develop strong moral character

This Code of Conduct applies to all parents/guardians and visitors who interact with our schools and are present at the school and school sponsored activities, meetings, and functions within and outside of school hours. As parents/guardians and visitors there is an expectation of support for the Mission, Vision, and Values of Regina Catholic Education Center.

At Regina Catholic Education Center we are very fortunate to have a dedicated and supportive school community. We recognize that the education of our children is a partnership between us.

As a parent/guardian, celebrate that you play a formative role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are the primary educator for your child and one of their most influential role models. Let us all strive to build a harmonious community where students can flourish.

This Code of Conduct is designed to guide parents/guardians in their dealings with staff, other parents, students, and the entire Regina community. The staff and students at Regina Catholic Education Center are guided by similar codes.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. We understand that misunderstandings can cause frustrations and have a negative impact on our relationships. When issues arise or misconceptions take place, please contact your child's teacher or coach who will be able to meet with you to hopefully resolve the area of concern. Where issues remain unresolved, please follow Regina's complaint procedure.

#### **Your Rights as a Parent/Guardian:**

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in regards to your child
- To have confidentiality over sensitive issues
- To be treated in a caring and polite manner
- To have a timely response to concerns raised

#### **Your Responsibilities as a Parent/Guardian:**

- Value and champion Regina and its reputation. Be mindful of the hurt and damage gossip and social media may cause to staff members, students, and other parents
- Respect the rights of staff members, students, and other parents
- Respect the reputation of teachers and coaches and be mindful of communications, especially social media and the tone of emails
- Follow the correct procedures to resolve a complaint
- Respect staff members' time and make an appointment for discussions at a mutually convenient time. Do not expect a staff member to be available to meet unless a meeting is pre-arranged
- To protect our children, do not discuss any concerns or perceived failings in front of them regarding the school
- Participate appropriately in school sponsored events

**What Regina Asks of You as a Parent/Guardian:**

- To work courteously and cooperatively with the school to assist our students in meeting the academic, moral, and behavioral expectations of the school
- Adhere to the school's policies outlined in the Parent Student Handbook
- Model resilience and encourage healthy problem solving
- Help your child to understand that giving your best effort is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child, but remember that the event may be interpreted differently by others
- Understand the importance of a healthy parent-student-teacher/coach relationship and communicate any concerns in a constructive and appropriate manner, not in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive
- Support Regina in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating with the school
- Maintain a positive, cooperative attitude and interact positively with other parents and members of the Regina community

**Behavior That Will Not Be Tolerated:**

- Disruptive behavior which interferes or threatens to interfere with any of the normal operations or activities at the school.
- Any inappropriate behavior on school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, staff members, visitors, students, or other parents.
- Damaging or destroying school property.
- Sending abusive or threatening emails, text messages, voicemails, or other written communication (including social media) to anyone within the school community.
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, Board members, or staff members on Facebook, Twitter, Instagram, or any other sites or apps.
- The use of physical, verbal, or written aggression toward another adult or child. This includes physical or verbal punishment of your own child on school grounds.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child toward your own child.
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises. (Alcohol may only be consumed at authorized events.)

If any of the above actions take place at school or a school-related event the school may take action by contacting the appropriate authorities and/or consider banning the offending adult from entering school premises.

**Actions to be Taken for Code Violations:**

Regina reserves the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. If the inappropriate actions are repeated or in cases of severe nature, immediate action without a warning and/or without an intermediate step leading to withdrawal may be taken.

### **Social Media Conduct**

We ask that social media (public or private) not be used to fuel campaigns and voice complaints against the school, school staff, Board members, students, or parents. Inappropriate use of social media to publicly humiliate, criticize, or threaten another individual is taken very seriously. Parents should follow the complaint procedure given if they have any concerns about their child. Parents should not use social media as a medium to air any concerns or grievances.

Online activity considered inappropriate:

- Identifying or posting images/videos of children other than your own or without the parent's permission
- Abusive or personal comments about staff, Board members, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the staff
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

### **Appeal and Complaint Procedure for Parents/Guardians**

We encourage you to provide us with insight and suggestions throughout the year. A Regina objective is to help parents, teachers, administration, and board of education members to develop into a "family." Family is defined as a group of people united by a common philosophy, a common set of beliefs and common goals. At Regina, the beliefs are encompassed in the Catholic faith. The philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

Clearly, open communication is fundamental to a healthy school family. However, a family is more than a group of people who can converse in a civil manner. The Catholic school family is bound together by Christian love. This love allows family to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

A family promotes love and goodwill through a continual series of simple gestures, such as greetings, compliments, concerns for one another, sharing, listening, and helping. When conflict arises in these settings, there is concern for individuals and a willingness to resolve the conflict without harm.

"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:15

The following is the suggested format to resolve such conflicts.

#### Complaints Against a Teacher/Coach/Staff Member

In summary, parents who have a concern about the classroom should go directly to the classroom teacher to resolve the issue.

1. The initiator shall first discuss the matter with the person against whom the complaint is made -- with the objective of resolving the matter formally at the point of origin.
2. If the problem remains unresolved, the initiator has another meeting with the respondent this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may refer the complaint to the principal/program director who will:
  - Name a conciliator (principal may assume this task or name another agreeable to the concerned parties)
  - Meet initiator and respondent individually
  - Meet with initiator and respondent together; endeavors to facilitate, enable and/or guide them to a peaceful solution of their problem.
4. If complaint is not resolved, formal arbitration may be necessary.

#### Complaints Against an Administrator

1. The initiator first discusses the matter with the administrator with the objective of resolving the matter formally.
2. If the problem remains unresolved, the initiator has another meeting with the administrator. This time clearly stating the complaint in writing including specifics such as evidences for complaint, sources of information, etc.
3. If the problem remains unresolved, the initiator or the administrator may request a conciliator for informal conciliation.
4. If the problem is resolved in the informal conciliation, the conciliator shall prepare a summary statement of the problem and its resolution and shall affix the signature of the three participants. Each participant is to receive a copy of the signed statement of agreement.
5. If no agreement is reached in the informal conciliation, any one of the three parties may request of the Diocesan School Office a professional evaluation of the problem under consideration.
6. The professional evaluator(s) writes a brief report and presents it in meeting with the initiator, the administrator and the conciliator who serves as chairperson.
7. If agreement is reached in step 6 (above), the conciliator and professional evaluator(s) write a brief report including the problem and terms of agreement. The report is signed by all parties present, is given to each participant and a copy is provided the Diocesan School Office.
8. If complaint is not resolved, formal arbitration may be necessary



### Complaints Against a Board Member

1. The initiator shall first discuss the matter with the board member concerned (respondent) with the objective of resolving the matter informally at the point of origin.
2. If the problem remains unresolved, the initiator has another meeting with the respondent, this time clarifying in writing the complaint including specifics such as evidences for complaints, sources of information, etc.
3. If the problem remains unresolved, the initiator or the respondent may request the assistance of the pastor or the board president in the process of informal conciliator.
4. If the problem remains unresolved, any one of the above parties may take the problem to the board of education for decision.
5. Before proceeding with the problem, the local board president may arrange for a professional evaluation of the matter.
6. The local board president prepares for and chairs the decision-making meeting. The following data may be requested of initiator and respondent:
  - Initiator's written description of the problem including specifics such as evidences of the problem, sources of information, etc.
  - Respondent's written response to problem under discussion
  - Professional evaluator's written report.
7. The president and board involve the initiator and respondent in discussion and in movement toward decision. Finally, the board, after dismissing the parties involved in the problem, and the professional evaluator, bring the problem to decision. The decision, in writing, is given to both parties.
8. If the decision is unacceptable to either party, appeal may be made to the Diocesan School Committee. The procedure at that level is similar to step #6 (above). The decision of the Diocesan School Committee is final.
9. If complaint is not resolved, formal arbitration may be necessary.

**Regina Catholic Education Center  
Parent/Guardian Code of Conduct 2017-2018**

*“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty to collaborate very closely with parents, who are to be heard, willingly and for whom associations or meetings are to be established and highly esteemed.”  
Canon Law 796*

I therefore pledge to be responsible for my words and actions and shall conform my behavior to the Regina Catholic Education Center Code of Christian Conduct for Parents and Guardians. This includes, but is not limited to:

- Showing respect to all members of the Regina community and visitors
- Refraining from inappropriate language and actions
- Stopping rumors and working to eliminate them
- Using social media appropriately, not as a tool to threaten individuals, spread discontent, or create divisiveness

With the help of God, I endorse and accept the Regina Catholic Education Center Code of Christian Conduct for Parents and Guardians. I hereby agree that if I, or anyone associated with my family, fail to conform my conduct as stated above, I will be subject to disciplinary action, including but not limited to the following consequences: conference with the principal and/or Board of Education, ban from school premises, or family removal from Regina.

**Parent/Guardian Name (Printed & Signature):** \_\_\_\_\_

**Parent/Guardian Name (Printed & Signature):** \_\_\_\_\_

**Date Signed:**

This form must be signed and returned prior to August 23, 2017 (the 1st day of school). There will be a drop-off box for this form at Open House on August 21.

## 2017-2018 Mass/Prayer Service Calendar

Day	Month	Time	Mass/PS	Grade Level	Parish	
Wed	8/16/17	8:00a	K-12 PS Chapel	Campus Minister	X	
Thursday	8/17/17	8:45a	Staff Inservice Mass @ St. Pats	Campus Minister	St. Pats	
Wed	8/23	2:15p	7-12 Mass	Campus Minister	St. Mary	
	8/30	2:00p	K-6 Mass	6th	St. TM	
		2:30p	7-12 PS-RTL Commissioning	12th	X	*= Multiple priests
	9/6	2:15p	7-12 Mass	11th	St. Wenc	
	9/13	2:00p	K-6 Mass	4th	St. Marys	
		2:30p	7-12 PS	9th	X	
	9/20	2:15p	7-12 Mass	10th	St. Pats	
	9/27	2:15p	7-12 Mass	9th	St. TM	
	10/4	2:15p	7-12 Homecoming Mass	Campus Minister	St. Wenc	
		2:30p	K-6 PS	1st	X	
	10/11	2:15p	7-12 Mass	VIA Boland	St. Marys	
	10/18	2:00p	K-6 World Hunger Mass	3rd	St. Pats	
		2:30p	7-12 Prayer Service	ART	X	
	10/25	2:15p	7:12 Mass	VIA Coffin	St. TM	
	11/1	9:30a	K-12 All Saints Day Mass	5th	St. Wenc	
	11/8	2:15p	7-12 Mass	VIA Conlon	St. Mary	
	11/15	2:15p	7-12 Mass	VIA Mehegan	St. Pats	
Tuesday	11/21	9:30a	K-12 Thanksgiving Mass	4th	St. TM	
	11/29	2:15p	7-12 Mass	VIA Sprengelmeyer	St. Wenc	
Monday	12/4	2:30p	K-6 Prayer Service	2nd	X	

	12/6	8:30a Prayer Service 9:15 Confessions	3-6 Advent Reconciliation Service	3rd	*		
Friday	12/8	9:30a	K-12 Immaculate Conception Mass	Campus Minister	St. Marys		
Monday	12/11	2:30p	K-6 Prayer Service	1st	X		
	12/13	8:30a Prayer Service 9:00 Confessions	7-12 Reconciliation	VIA Coffin	*		
		2:00p	K-6 Mass	6th	St. Pats		
Monday	12/18	2:30p	K-6 Prayer Service	K	X		
	12/20	11:00a	CBP Prayer Service	12th	*		
	1/17	2:15p	7-12 Mass	VIA Welter	St. TM		
		2:30p	K-6 Prayer Service	K	X		
	1/24	2:15p	7-12 Mass	9th	St. Wenc		
	1/31	9:30a	K-12 CSW Mass	Campus Minister	St. Mary		
	2/7	2:15p	7-12 Mass	10th	St. Pats		
	2/14	2:30p	K-6 Ash Wednesday Prayer Service	3rd	X		
		2:30p	7-12 Ash Wednesday Prayer Service	Campus Minister	X		
	2/21	8:30a Prayer Service 9:15 Confessions	2-6 Reconciliation Service	2nd	*		
		2:30p	7-12 Prayer Service	VIA Boland	X		
	2/28	2:15p	7-12 Mass	11th	St. TM		
	3/7	8:30a Prayer Service 9:00 Confessions	7-12 Lenten Reconciliation	VIA Sprengelmeyer	*		
		2:30p	K-6 Prayer Service	K	X		
	3/21	2:15p	7-12 Mass	VIA Boland	St. Wenc		

Thursday	3/29	1:15p	K-6 Holy Thursday Prayer Service	5th	X		
Friday	3/30	11:15a	K-6 Good Friday Prayer Service	5th	X		
		11:15a	7-12 Stations of the Cross	12th	X		
	4/4	2:15p	7-12 Mass	VIA Coffin	St. Marys		
	4/11	2:15p	7-12 Mass	VIA Mehegan	St. Pats		
	4/18	2:15p	7-12 Mass	VIA Srengelmeyer	St. TM		
	4/25	9:30a	K-12 Memorial Mass	Campus Minister	St. Wenc		
	5/2	2:15p	7-12 Mary Crowning Mass	10th	St. Marys		
Friday	5/4	10:30a	K-6 Grandparents Day Mass	1st	St. Pats		
	5/9	2:15p	7-12 Mass	9th	St. TM		
	5/16	9:30a	K-6 Holy Communion Mass	2nd	St. Wenc		
		2:30p	7-12 Prayer Service	VIA Mehegan	X		
	5/23	7:30p	Baccalaureate	Campus Minister	St. Wenc		
	5/30	2:00p	K-6 Year End Mass	4th	St. Pats		

Admissions  
Pam Schowalter  
July 2017  
Board of Education Report

**Enrollment**

Elementary started the 2016-2017 school year with 450 students; we currently have 446.

Jr./Sr. High started the 2016-2017 school year with 388 students; currently, we have 382 students

Total # of students as of 5/23/17=829 students

**2016-2017 K-12 Total:** 831 students (enrollment was certified October 13, 2017)—we have one 7<sup>th</sup> grade student attending school for 1 class—orchestra.

**2015-2016** certified enrollment 835 students

**2014-2015** certified enrollment 818 students

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
60	66	68	65	61	77	49	72	70	50	64	74	53	828	<b>May 2017</b>
62	67	67	65	62	78	49	72	70	52	65	75	54	838	<b>August 2016</b>
								+1						

**Recruitment:**

WIA/IIA—Wisconsin International/Iowa International Academy have signed their contract. Regina has one student from WIA/IIA for this fall.

ASA Global has invited Regina Admissions to go on a recruitment trip to China in October 2017. Expenses would be covered by ASA Global.

Kindergarten 2017-2018--Our numbers are looking strong.

In July families were informed of our Scrip program, as well as registration packet availability for August pick up.

New Prospective Families have been sent information about Land's End sales, as well as Regina Scrip program. Families have also been notified about packet pick up. These families continue to receive weekly emails/updates.

Admissions Happenings:

Tours—8 tours/3 for non-registered families 2017-2018

**Projections for 2017-2018**

<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
76	4	4	3	4	1	5	8	7	7	3	3	1	<b>50 accepted + K</b>
	1	1	1	0	1	0	0	0	0	0	0	0	<b>4 pending</b>
	0	0	0	1	0	2	0	1	0	1	0	0	<b>5 pipeline</b>

**Retention:**

Registration follow up for any students who have not registered for the 2017-2018 school year has been completed. Jr./Sr. High students who are confirmed not to return to Regina have had handwritten “blessing” cards sent to them. Exit Surveys went out the last week in June to all families who will not be returning to Regina.

Student Ambassadors –will be at the International Student Breakfast on Aug. 14<sup>th</sup> at 9:30. They will also be at the New Student Breakfast on Aug. 15<sup>th</sup> at 9:30 and the New Parent Night also on Aug. 15<sup>th</sup> at 7:00 PM doing childcare.

## Foundation Board Report

7/25/2017

Kecia Boysen

### Capital Campaign

Capital Campaign: Solicitation total - \$4,388,400; In-kind gifts total - \$185,000; Matching gifts total - \$46,450; Cumulative Campaign Pledge Total - **\$4,619,850**

- 110 percent of the Steier Group's low-end projection (\$4,200,000)
- 98 percent of the Steier Group's high-end projection (\$4,700,000)
- 77 percent of the Regina's public goal (\$5,995,000)

### **Other:**

- A Capital Campaign Continuation Committee was formed and will meet on Thursday, July 27. As the Steier Group transitions out we will have these meetings on a regular basis to follow-up with their proposed recommendations. This will be the first meeting for this committee to review prospects and campaign recommendations.

### Annual Appeal

Final total for FY 2016-2017 - **\$457,878.85**

### Budget

FY 2017-2018 Budget was approved at the 6/20/17 Foundation Board Meeting

### Office Efficiencies

- Opened a Business Gold Savings account at Hills Bank to hold a portion of the Foundation funds for security purposes and to receive interest on account balances.

### Committee Meetings

- PR/Marketing Committee and Stewardship Committee – These committees did not meet during the month of June and will not meet again until August due to summer schedules. The next meeting of the Stewardship Committee will be a luncheon scheduled for Tuesday, August 15.
- Development Committee- A phone-a-thon has held on Thursday, June 22 at the Foundation offices for the final annual appeal push. Each Board Development member was given a list of 25+ calls to make to low-level donors.
- Foundation Board Meeting – Next meeting: 4:30 p.m., Tuesday, August 15

### Donor meetings & calls

- Donor thank you and follow-up calls will be made throughout the months of July and August. Capital Campaign asks will be ongoing.

### Other

- Checks totaling \$150,000 were made out to the Regina Catholic Education Center as payout from the annual appeal to the \$200K FY 2016-2017 budget commitment. The remaining \$50,000 will be paid in September.
- The Regina Business Directory look and content was updated and included in all back-to-school student packets.
- The Impact Report is scheduled to mail on or around Sept. 1.



**July 25, 2017 Board Report**  
**Report from Alan Opheim**  
**Director – Finance / Operations**

Business Office –

- Capital campaign expenditure summary / detail is up-to-date.
- STO results did not arrive to Sandy until the first week of July. She expects to have award letters out this week.
- Our fiscal year end is June 30. This becomes a very busy time of year as 12-month reports are prepared, reviewed, and submitted to the Diocese and others. We expect to have the quarterly review, which this time is the year-end review on Wednesday, August 16 at the Finance Meeting. Estimated start time of the review is 5 PM however you may come for the entire meeting, if you wish, at 4:30 p.m.

Special Events / Fundraising / Advancement

- Family Fun Festival. Event dates: August 18 & 19.
- Benchwarmer tickets – please help by selling tickets – Alan will have them at the Board meeting

Buildings & Grounds

- Mohawk Carpet finally agreed to a complete settlement / replacement of 10 rooms of carpet due to manufacture defect. This is done, or will be by the end of the week.
- I continue to be actively involved in aspects of Phase 0, which includes the First Avenue Drive, Parking additions, and some of the inside remodeling.
- Waxing has begun on the floors in the building. Nationwide believes they are still on track for timing commitments we worked out at the start of the summer except for areas that are impacted by the remodeling.
- I joined the walk-around with an officer of the ICPD with the intent of receiving recommendations on increasing security measures. This is an initiative of the Health and Safety Committee. Although the written report is not yet available, there will be an emphasis on upgrading our lighting around the building, and perhaps the parking lots. While a little of this may tie to the Capital Campaign projects, most will fall into the budgeted maintenance and repairs. I will monitor and make improvements as able.

Ad Hoc and other participation

- Advancement Team meetings
- Detailed meeting on locker room renovations
- Site plan, campaign meetings, preparation, and analysis have been consist additions to the monthly agenda
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools

Committee Meeting Schedule:

Finance – August 16 – Quarterly/Year-end review

Building and Grounds – TBA

**Finance Committee**  
**July 19, 2017**

**Present:** Jennifer Lough, Deanna Green, Ellen Abusada, Janan Rustan, Chrissy Chambliss, Celeste Vincent, Alan Opheim, Angela Villhauer, (Scott Nibaur), (Matt Pacha), (Pam Schowalter), (Kecia Boysen), (Stacy Sueppel), and (Michele Goldsmith)

General Updates

- Capital Campaign and Annual Appeal: good news – annual appeal exceeded goal and the school’s budgeted amount will be met (\$190K). Alan gave a high level review of current projects and invoicing process related to Capital Campaign expenses.
- Busing: some personnel changes have occurred at Durham, both at the regional and local levels, but we do not anticipate any issues for us. Our routing contact will remain the same. Also discussed the change in discretionary busing at ICCSD and how that did and will continue to impact us in terms of state reimbursements. Will need to wait to see final numbers to fully know the impact.
- Committee membership – good membership thus far and most everyone is returning. However, if anyone knows of someone who would be a good addition, please direct them our way.
- Internal Control audit – Angela, Alan, and Jennifer Lough are working on an internal control audit as required by the Diocese due in the next couple of months.
- STO – A reminder that we have begun a new year; therefore 2017 contributions are now being accepted. Due to an audit of all STO’s in the state, results were late come to Regina this year. Sandy is expected to wrap up the process and notify families this next week of their award. There is reason to believe the audit tied to information being gathered for legislatures as they discuss ESA’s, STO Credit funding, and the State’s budget concerns. We have received the payout of the STO funds.

Rolling 5 year budget

- Focus of committee will be working on a 5 year budget
- Discussed income and expense assumptions and asked the group for additions and comments. Came up with some great additional things to add to our worksheet.

**Health and Safety**  
**Sue Kloos**

Health and Safety has not met yet in July. ICPD did their walk around the school to assess safety issues but we have not received their letter with suggestions yet.