

NOTICE

Due to set-up for the Art Show later this week, the MPR is not available for the Board Meeting this month.

The April 26, 2016 Board Meeting is being held in the HS Media Center.

Members may enter through the normal door and proceed to the media center, or park in front and enter through Door #5.

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, April 26, 2016

Regina MPR

6:30pm Regular Board Meeting

Our Vision:

“Regina strives to be the leading faith-based preK-12 educational center. We do this by instilling excellence through faith, character knowledge and community”

Regular Agenda

- | | |
|---|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – March 22, 2016 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
| 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 | |
| -April and Janan | |
| g. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 5 minutes |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. Sunday Exemption for St. James Retreat on July 31 st 2016 | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Board Chair- Appoint the nominating committee for new Board Officers (Policy # 202R Nomination Committee Policy.) | |
| b. Committee Chairs- Mid –Year Review of Strategic Planning Goals | |
| 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	4 th Tuesday	5/24/16	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	5/12/16	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	5/18/16	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	5/05/16	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Thursday	5/12/16	4:30 PM	HS Library
F. Catholic Identity Committee	4 th Thursday	5/26/16	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	5/09/16	6:00 PM	Business Office
H. Strategic Planning Committee	2 nd Monday	5/09/16	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	5/17/16	6:00 PM	HS Library

II. ENROLLMENT

2015-2016 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	469	463	461	461	462	464	466	464	464	
JR/SR	372	374	373	372	370	374	374	373	373	
PreK	82	80	80	80	82	82	82	82	82	
Total	923	917	914	913	914	920	922	919	919	

I. UPCOMING DATES

Art Show	April 28	5:00PM	MPR
Bike Rodeo	April 29	4:00PM	Back Parking Lot
AP Testing	May 2-13	8:15AM	MPR
NHS Induction	May 4	7:00PM	St. Patrick's Church
Grandparents Day	May 6	8:30AM	Elementary
Vocal Concert 7-12	May 11	7:00PM	St. Patrick's Church
Band/Vocal Concert 5-6	May 12	7:00PM	HS Gym
JH Dance	May 14	7:00PM	Cafeteria
Band Concert 7-12	May 18	7:00PM	Off Site

II. PRAYER SERVICE/MASS SCHEDULE

Prayer Service 7-12	May 4	2:10AM	HS Gym
Prayer Service K-6	May 4	2:30PM	Elementary Gym
Grandparent's Mass	May 6	10:00AM	HS Gym
Mass K-6	May 11	9:15AM	Elementary Gym
Prayer Service 7-12	May 11	2:10AM	HS Gym
Prayer Service 7-12	May 18	2:10AM	HS Gym

III. Holy Days of Obligation

Ascension of Jesus	May 5
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

March 22, 2016

Regina MPR

Regular Meeting Minutes

- I. Call to Order –Board of Education
 - a. Opening Prayer
 - i. Father Page provided opening prayer
 - b. Roll Call –
 - i. Voting Members (absent in parenthesis): (Fr. Beckman), (Teri Brennan), Jason Dumont, Patrick Gavin, (Fr. Juarez), Anne Kelly, (Rick Larew), Jim Nepola, Scott Nibaur, Matt Pacha, Fr. Page, Janan Rustan, Kathy Shey, Angela Villhauer, (Matt White), (Fr. Witt)
 - ii. Ex-Officio Members: Bill Battistone, Carolyn Brandt, Tim Foley, (Michele Goldsmith), Laura James, (Ryan O’Hern), Jessica Mehegan, Alan Opheim, Glenn Plummer, (April Rouner), (Amanda Rushton), (Stacy Sueppel), Pam Schowalter, Celeste Vincent.
 - c. Approval of Minutes- Kelly moved to approve, Nepola second, motion carried.
 - d. Approval of Agenda – Nepola moved to approve, Rustan second, motion carried.
 - e. Open to Audience- none.
 - f. Chairperson remarks- Reminder to committee chairs to report on goals at April meeting. Send to Michele W to be included in the packet.
- II. Administration Reports
 - a. Elementary – Report in packet. DHS present today; fully
 - b. Jr/Sr High – Report in packet. Italy trip was wonderful.
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet.
 - e. Religious Education – Report in packet.
 - f. Foundation – Report in packet.
 - g. Boosters, PISA, Home & School – no reports
- III. Old Business Update
- IV. New Business Discussion
- V. Calendar and Discussion Items
 - a. Board Chair- Notifies Parish pastors of any board vacancies. Pacha announced Brennan and Nepola terms are up. Larew and Nibaur are up for re-election.
 - b. Board Chair- Present the results of the Administrative evaluations to the Board of Education. Moved to Executive Session.
 - c. Executive Session- Administrators recommend non-contract if any.
- VI. Committee Reports – Reports in packet. Strategic planning session tentatively planned for July 16 from 8-12 at St. Pat’s.

VII. Meeting Schedule:

- | | | | | |
|-----------------------|---------------------------|---------|--------|-----------------|
| a. Board Meeting | 4 th Tuesday | 4/26/16 | 6:30PM | MPR |
| b. Executive | 2 nd Thursday | 5/12/16 | 6:30AM | Business Office |
| c. Finance | 3 rd Wednesday | 4/20/16 | 4:30PM | HS Library |
| d. Policy/ByLaws | 1 st Thursday | 3/03/16 | 9:00AM | Business Office |
| e. SIAC/Education | 2 nd Thursday | 4/14/16 | 4:30PM | HS Library |
| f. Catholic Identity | 4 th Thursday | 4/28/16 | 4:00PM | MPR |
| g. Building & Grounds | 2 nd Monday | 4/11/16 | 5:30PM | Business Office |
| h. Strategic Planning | 3 rd Monday | 4/18/16 | 6:30AM | Panera C'ville |
| i. Health & Safety | 3 rd Tuesday | 4/19/16 | 6:00PM | HS Library |

VIII. Closing Prayer – Fr. Rudy provided closing prayer.

IX. Executive Session

- a. 6:45 Nepola moved to adjourn into Executive Session, Dumont second, motion passed.
 - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 6:53 pm Nepola moved for the board to leave from Executive Session and reconvene, Rustan seconded, motion carried.

Motion made by Kelly to approve coaching contracts for Brendon Aitken, Thomas Keating, Ann Larew, Scott Miller, Kate Murray, Abby Beane, Jordan Grimm, Grace Larew (volunteer) as discussed in executive session: Seconded by Nibaur, Motion carried.

XI. Adjournment – At 6:54pm Nepola moved to adjourn the meeting, Kelly seconded, motion passed.

Respectfully submitted,
Kathy Shey
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
April 2016**

FACILITATOR OF FAITH COMMUNITY

PRAYERS – We offer prayers for Lindsey James, our K/1 Resource Teacher, and her family. They welcomed twin girls, Layla and Lucy, on March 29th.

GOOD SHEPHERD SUNDAY - NCEA has established the Fourth Sunday of Easter (Good Shepherd Sunday) as the day we express our appreciation to Pastors for their support of Catholic Education. It is fitting to recognize the time and energy given by Pastors to their schools all year long. We recognize and honor our Parish Priests: Fr. Witt, Fr. Juarez, Fr. Beckman, and Fr. Page, whom all contribute in a special way to Regina Elementary and its Gospel Mission of providing a quality, value-centered Catholic education to the students of Regina. We especially thank our pastors for coming to celebrate Liturgy with us and for their visits to the classrooms and special programs and activities they take time to attend. Happy Good Shepherd Day, Pastors!

FIRST HOLY COMMUNION – Congratulations to Regina students who have received or will receive their First Holy Communion in the next month at their respective parishes. Regina Elementary will have a Mass for these First Communicants on May 11th. Mass will start at 9:15 a.m. in the elementary gym.

UPCOMING RELIGIOUS CELEBRATIONS -

April 20 – K-12 Memorial Mass @ 9:45 a.m. in the high school gym

May 4 – K-6 Prayer Service @ 2:30 pm in elementary gym

May 6 – Grandparents' Day Mass at 10:00 a.m. in the high school gym

May 11 – K-6 Second Grade Mass @ 1:15 p.m. in elementary gym

June 1 – K-6 End of school Mass @ 2:00 p.m. in the elementary gym

June 1 – 6th grade Prayer Service @ 8:45 a.m. in elementary gym

SERVICE MISSION –

The Hospice Walk is on Sunday, April 24th. Thank you to the fourth grade team for all of their hardwork! International Service Project will be held May 16-20. This is sponsored by the Religion Committee.

STANDARD #1 - VISION

HIRING – Administrators will recommend persons for hire during executive committee. Thank you to the following individuals who have served on interview committees: Julie Lacina, Emily Feller, Mary Rockafellow, Kristine Larson, and Lauren Galus.

FAST – We congratulate our K-3 teachers who implemented new reading screeners and progress monitoring this year. The school has done very well as a whole implementing these newly required changes from the Department of Education. We are proud of the progress that our students have made in the areas of reading and literacy this year.

INSERVICE – There will be a final day of inservice on April 22nd. The elementary will be working with Jodie Eidhal, Grant Wood AEA Literacy Consultant, on explicit fluency instruction practices. We will also be working on faith formation in the afternoon as a staff for the Year of Mercy.

GRANT WOOD AEA LEADERSHIP TEAM – The Grant Wood AEA Leadership team will be meeting with the Regina leadership on April 28th. This meeting concludes the “Continuous Leadership Series” as we begin to plan for the 2016-17 academic year.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

K-12 ART SHOW – We want to thank Becky Popelka and John Demory for all of their work to host a K-12 art show at Regina on April 28th from 5:00 – 8:00 p.m. in the multi-purpose room. Thank you to our art department for organizing a great event to showcase our students’ talents.

ANCIENT CIVILIZATIONS – Sixth graders will be presenting their projects on ancient civilizations during the afternoon of May 12th.

ORCHESTRA – The spring orchestra concert was held on April 5th at 7 p.m. at St. Patrick Church. Three orchestras performed: beginning orchestra, advanced orchestra, junior high, and high school orchestra.

TRACK AND FIELD DAY – Our annual Track and Field Day will be held May 13th.

EULENSPIEGAL PUPPETS – The Eulenspiegel Puppet Theatre from West Liberty will be our visiting artists on May 18th. K-3 will meet in the morning and 4-6 will be in the afternoon.

STATE INVENTION CONVENTION – Thank you to Lindley Visser, 5th grade teacher, for coordinating our local invention convention. Regina Elementary has six inventions that have been chosen to move on to the state level competition. Best of luck to all of our students competing!

STANDARD #3 - MANAGEMENT

REGISTRATION – Elementary registration is ongoing. At this time we are waiting on four families to confirm enrollment. For more details, see the enrollment summary under “Learning Community.”

EVALUATIONS – The administrators and teachers are in the process of the end of the year sharing of professional development plans.

KINDERGARTEN – We currently have 64 confirmed registrations for the kindergarten class of 2028.

CALENDARING – The administrative team continues to work on calendaring and registration processes for the 2016-17 school year.

STANDARD #4 - COLLABORATION

HOME AND SCHOOL – Home and School will have their next meeting on May 5th at 6:30p.m. in the elementary library.

PTO – PTO held their final meeting of the school year on April 7th. in the elementary library. We thank all of the PTO members for their support throughout the year. We want to express our extreme gratitude to Lina Kimani to her wonderful work as President.

PISA – PISA will have their final meeting on May 9th at 5:30 pm in the high school library.

GRANDPARENT/GRANDFRIEND DAY – Regina Elementary and the Regina Foundation are hosting Grandparent Day on May 6th. Grandparents and grand friends will visit Regina Elementary for a special day of classroom activities and Mass. Thank you to the Regina Foundation for helping to sponsor the day's activities.

STANDARD #5 - ETHICS

VOLUNTEER APPRECIATION – In the month of April we want to recognize all of our volunteers who help make Regina great. Regina is a special school because of their hours of dedication to our mission and our students.

RESIGNATIONS – We thank Amanda Rushton and Lindsey James for their service to Regina Elementary.

STANDARD #6 - LEARNING COMMUNITY

BAND/VOCAL CONCERT – Our end of the year 5th/6th Band and 6th Vocal concert will be on May 12th at 7 p.m.

TALENT SHOWS – During the week of April 25-29, Mrs. Giller will be hosting class talent shows.

ADVENTURELAND BAND TRIP –

The band will be taking their annual Adventureland trip on May 14th.

BIKE RODEO –

The bike rodeo will be taking place on April 29th from 4:30-5:30 pm in the back parking lot.

BIKE TO SCHOOL DAY –

Bike to School Day will be on Wednesday, May 4th. This event is sponsored by Home and School.

PRE-SCHOOL GRADUATION –

The Preschool Graduation ceremony will be held on Friday, May 27th at 10:30 am.

ENROLLMENT SUMMARY – TOTAL 464

2016-17

Incoming

1st Grade (3)

Montessori, Willowind, ICCSD

2nd Grade (2)

In state, ICCSD

3rd Grade (2)

In state, ICCSD

5th Grade (2)

ICCSD, ICCSD

Outgoing at close of 2015-16

1st Grade (3)

Out of state, ICCSD, Moving

2nd Grade (4)

Out of state, out of state, West Branch, undetermined

3rd Grade (1)

Out of state

4th Grade (2)

Solon, Undetermined

5th Grade (1)

Out of state

6th Grade (3)

Out of state, international, ICCSD

Regina Junior-Senior High School
Board Report
April 2016

Principal as Spiritual Leader

1. Upcoming celebrations
 - May 4: 7-12 Mary Crowning Mass @ 2:10 in the Gym
 - May 11: 7-12 Prayer Service @ 2:10 in the Gym
 - May 18: 7-12 Mass @ 2:10 in the Gym
 - May 25: Baccalaureate Mass @ 7:30 pm at St. Patrick
2. Jason Evert will be speaking to all 7-12 grade students at 9:00 on April 28. Jason is a nationally known speaker on the topics of chastity, dating, and relationships.
3. We have started work on our Religious Celebrations Calendar for 2015-2016.
4. 9-12 Religion teachers are formalizing the standards, benchmarks, and learning objectives for our high school religion courses.

Principal as Instructional Leader

1. Students in grades 7 & 8 took the Iowa Algebra Readiness Assessment (IARA) in mid-April. The IARA will be used as one of our measures for placing students in math.
2. All students in grades 8 and 10 took the Act Aspire. The results from this assessment will be used as our required 2nd assessment for state reporting and to help administrators and teachers evaluate their programs. Students also gain experience in ACT-like testing by taking the exam.
3. AP testing will take place the weeks of May 2 and 9.
4. Our study groups are finishing up. The groups will present to each other in mid-May.
5. We have started work on our professional development calendar for next year.
6. The science and business departments, and any other teachers that wish to be included, will be implementing standards based grading next school year. More information in regards to standards based grading will be sent out throughout the summer and next school year.
7. Semester exams will be given on May 31 – June 2. The schedule is attached.

Principal as Administrator

1. Spring teacher observations and evaluations are complete.
2. Lynne and Tim have started building the master schedule for next school year. We hope for it to be completed by July.
3. We have no teaching openings at this time. There is an opening for Media Center Associate.
4. Enrollment Summary (4/21)
 - 7th – 66
 - 8th – 57
 - 9th – 68
 - 10th – 73
 - 11th – 51
 - 12th – 58
 - Total – 373

Principal as Communicator

1. Senior trip was a success.
2. The Awards Assembly will be at 9:00 in the gym on Wednesday, May 25.
3. Kyra Wilson will be 1 of 40 students featured in the Des Moines Register's Academic All-State honors in the Sunday, April 24 Register. There were 305 nominees for this honor. Coverage will also appear at <http://DesMoinesRegister.com/education>.
4. Jacob Morgan was the 8th grade state champion for Iowa in the 2016 Scholastic Challenge. Nearly 14,000 students competed nationwide. All 12 Regina students that competed finished above the national average.
5. Michele Goldsmith has been chosen to receive the High School Teacher Excellence Award by the Iowa City Area Chamber of Commerce. Michele will receive her award at the Excellence in Education banquet on April 27th at the ICCSD District Offices.
6. Congratulations to Jordan Nelson, Jenna Shank, Joe Keating, Jillian Kurovski, Mac Conlon, Michael Conlon, Claire Conlon, and Elizabeth Deprenger on being selected for Youth Awards by the Iowa City Human Rights Commission. They will receive their awards at a ceremony being held on May 10th at the Englert Civic Theatre.

Admissions
Pam Schowalter
Board of Education
April 2016

Elementary had 461 students for certified enrollment on October 1, 2015. Currently, we have 464 students. Since our March Board of Education meeting, elementary had one students leave. (3rd grade) and gained one student (4th grade).

Junior/ Senior High had 373 students for certified enrollment on October 1, 2015. Currently, we have 373 students. Since our March Board of Education meeting enrollment has stayed the same. We had one student leave (9th) and gained one student (9th).

Our current enrollment #'s for 2015-2016—837 students
This is compared to 2014-2015—818 students

Regina's growth currently is 19 students.

	K	1	2	3	4	5	6	7	8	9	10	11	12	total
March	63	68	61	66	79	54	73	66	57	68	73	51	58	837
April	63	68	61	65	80	54	73	66	57	68	73	51	58	837
				-1	+1					+1/ -1				

Retention

- Cards written by Student Ambassadors were sent to all 1st-12th grade accepted students (2016-2017)
- Student Ambassadors also wrote cards to all students who are pending or have toured Regina this spring.
- Signs updating our AP status have been ordered for the front of the Jr./Sr. High School, as well as a two-sided banner for the side driveway. New signage should be up by the end of April.
- Parent ambassadors connected with 2015-2016 new families with April talking points.
- The Bubble Group will now meet 2x a month for the rest of the school year.
- Regina has 16 Student Ambassadors for the 2015-2016 school year. We will have 28 Ambassadors for the 2016-2017 school year. We are excited to have these student leaders work with us on recruitment, retention and as part of the Student Involvement Team (S.I.T.)

**Report from Alan Opheim
Director – Finance / Operations
April 26, 2016 Board Meeting**

Business Office –

- We promoted via newsletters, personal contact and constant contact messages the April 15 deadline for Financial Aid Applications. Approximately 125 were turned in on time.
- E-Rate applications have been filed for the first step of potential awards. This process covers 4 steps over 3-6 months for the 2016-17 school year. At this writing it is not determined the dollar value of our request [step one is to alert vendors that we will accept bids for certain services].
- Michelle W submitted our grant application to the Washington County Riverboat Foundation.
- Along with Pam and others, time has been spent on the International Student topics, including the first draft of an agency agreement that is being required by the Diocese for students not living with a parent/guardian/relative over 25 while here for studies.

Special Events / Fundraising

- FFF & Gala preparations are underway for both events in 2016-17. Remember, the new dates for FFF are August 19 & 20.

Buildings & Grounds

- Carpet rotation purchase order has been given covering 10 classrooms for this summer
- 3 on-going insurance claims required attention during the month – the claim for wind damage 2 years ago is drawing to a close when Musco makes what we hope will be their final trip within days
- Quotations to upgrade our door system to a web based product is not going as well as hoped, so Jess, Jim, and I continue to evaluate options in this area. Jess and I will have done a site visit to Des Moines to review an interactive system with our current camera software, and a different door modular system. We believe in the long run this may become more cost effective than upgrading our current system.

Ad Hoc and other participation

- No Run for the Schools meeting held this month
- Advancement Team meetings
- International Ad Hoc meeting and several sub-meetings on contract and other issues
- Meetings as needed (Security, custodial, administrators, budget topics,) - 10+

Regina Tri-Parish Religious Education

Carolyn Brandt – Director

April 26, 2016 Board Report

March 23, 2016

- Kindergarten did the Stations of the Cross in their room and finished up their caterpillar project.
- 2nd grade went to the Chapel to do The Last Supper, Washing of the Feet, and The Stations of the Cross.
- Parents were invited. A lot of them showed up and participated.
- It was a very big night for the 2nd graders. They even washed the feet of all the parents that were there.
- They acted out all of the stations live.
- It was a great night!
- 5th grade had their Sedar Meal. Shelley Rublaitus led this and she did a wonderful job!

March 30, 2016

- Kindergarten talked about Baptism and how Baptism is like an ice cream sundae. Then they ate their ice cream sundae.
- 2nd grade made Altars in honor of their First Communion.
- Nagle Lumber donated the lumber for the Altars and some 2nd grade parents put them together. The students made the articles that go on the Altar out of clay.
- A lot of times the Altars are displayed on the table during their celebration after their First Communion. Each child did a beautiful job.
- 6th grade did a project with the Our Father.

April 6, 2016

- Kindergarten had a Last Supper
- 1st grade had a Baptism Prayer Service in their rooms.
2nd grade had a visit from Father Rudy Juarez and they talked about the Gospel for the following Sunday.
- Thank you Father Rudy.

April 10, 2016

- 7th and 8th grade talked Empathy vs. Sympathy. They had a speaker about the Port in Chicago. The speaker spoke on how she could feel sorry for them at Port or she could really get to know those there and learn what life is like for them.

April 13, 2016

- 3rd, 4th and 5th grade had a talent show. Singing, instrument playing, Celtic dancing, and other great talents were displayed. They had a lot of fun.

April 20, 2016

- K – 6th grade had a night of Adoration with Father Gary Beckman.
- They learned about Adoration.
- Thank you Father Beckman.

April 24, 2016

- Last class for 7th and 8th grade. It was a great year! Beth Fitzgerald and Steve Carey did a wonderful job!

April 27, 2016

- K – 6th grade last class. They will have a Mary crowning outside if weather permits, otherwise in the Elementary gym.

**REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
BALANCE SHEET
AS OF MARCH 31, 2016**

	Mar 31, 16	Mar 31, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 - Unrestricted Cash	653,231.61	732,579.80	-79,348.19	-10.83%
11000 - Savings	1,680,442.45	1,314,465.30	365,977.15	27.84%
Total Checking/Savings	2,333,674.06	2,047,045.10	286,628.96	14.0%
Accounts Receivable				
12000 - Tuition Receivables	643,431.54	934,236.43	-290,804.89	-31.13%
Total Accounts Receivable	643,431.54	934,236.43	-290,804.89	-31.13%
Other Current Assets				
12200 - Prepaid Computer Contracts	8,381.25	0.00	8,381.25	100.0%
Total Other Current Assets	8,381.25	0.00	8,381.25	100.0%
Total Current Assets	2,985,486.85	2,981,281.53	4,205.32	0.14%
Fixed Assets				
13000 - Long Term Assets	3,837,998.47	3,970,478.47	-132,480.00	-3.34%
Total Fixed Assets	3,837,998.47	3,970,478.47	-132,480.00	-3.34%
TOTAL ASSETS	6,823,485.32	6,951,760.00	-128,274.68	-1.85%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 - Current Liabilities	827,453.14	1,094,259.76	-266,806.62	-24.38%
Total Other Current Liabilities	827,453.14	1,094,259.76	-266,806.62	-24.38%
Total Current Liabilities	827,453.14	1,094,259.76	-266,806.62	-24.38%
Long Term Liabilities				
26000 - Long Term Loans	610,017.79	634,700.78	-24,682.99	-3.89%
Total Long Term Liabilities	610,017.79	634,700.78	-24,682.99	-3.89%
Total Liabilities	1,437,470.93	1,728,960.54	-291,489.61	-16.86%
Equity				
30000 - Opening Balance Equity	4,972,571.19	4,973,514.19	-943.00	-0.02%
32000 - Unrestricted Net Assets	235,123.68	-217,328.00	452,451.68	208.19%
Net Income	178,319.52	466,613.27	-288,293.75	-61.78%
Total Equity	5,386,014.39	5,222,799.46	163,214.93	3.13%
TOTAL LIABILITIES & EQUITY	6,823,485.32	6,951,760.00	-128,274.68	-1.85%

**REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
PROFIT & LOSS STATEMENT
FOR THE PERIOD OF JULY 1, 2015 to MARCH 31, 2016**

	Jul '15 - Mar 16	Jul '14 - Mar 15	\$ Change	% Change
Income				
40000 · Tuitions	2,992,716.02	2,871,720.71	120,995.31	4.21%
41000 · Assessments	1,190,117.61	1,148,568.47	41,549.14	3.62%
42000 · Foundation Funding	175,957.77	308,127.15	-132,169.38	-42.89%
43000 · Diocesan Funding	12,118.91	10,363.56	1,755.35	16.94%
44000 · Nutrition Income	272,848.53	316,764.43	-43,915.90	-13.86%
45000 · Other Incomes	922,434.26	791,983.13	130,451.13	16.47%
46500 · Bus Route Income	52,717.57	253,961.74	-201,244.17	-79.24%
Total Income	5,618,910.67	5,701,489.19	-82,578.52	-1.45%
Expense				
60000 · Salaries & Wages	3,061,801.19	2,950,332.19	111,469.00	3.78%
60145 · Benefits	608,732.46	574,746.03	33,986.43	5.91%
61000 · Educational Supplies	399,053.61	321,706.09	77,347.52	24.04%
61040 · Computer Technology	96,541.49	22,388.53	74,152.96	331.21%
62000 · Facility Expenses	402,696.42	485,690.24	-82,993.82	-17.09%
63000 · Operating Expenses	66,170.42	87,225.86	-21,055.44	-24.14%
64000 · Building Upkeep	107,883.19	56,972.45	50,910.74	89.36%
65000 · Nutrition	193,058.08	168,498.56	24,559.52	14.58%
66000 · Income Offsets	169,886.90	230,284.36	-60,397.46	-26.23%
66022 · Benchwarmer payouts/expenses	21,704.91	0.00	21,704.91	100.0%
66500 · Busing - Routing	183,513.60	203,709.12	-20,195.52	-9.91%
68000 · Interest Expense	30,188.88	33,962.49	-3,773.61	-11.11%
69000 · Depreciation Expense	99,360.00	99,360.00	0.00	0.0%
Total Expense	5,440,591.15	5,234,875.92	205,715.23	3.93%
Net Income	178,319.52	466,613.27	-288,293.75	-61.78%



Finance
Meeting

April 20, 2016

Attendees:

Angela Villhauer, Alan
Opheim, Deanna Green,
Glenn Plummer, Jennifer
Lough, Matt Pacha, Michele
Goldsmith, Pam Schowalter,
April Rouner, and Scott Nibaur

Finance Committee Agenda

April 20, 2016

- Opening prayer
- Role call
- Open comments
- Accounting changes at Diocese
- Busing
- International Student Program
- Site Plan – feasibility study
- Parish interaction
- Strategic Plan review
- Open discussion
- 3rd Quarter Financial Review

Accounting Changes

- Top two accounting people have resigned / retired at the Diocesan level
- One of the positions has been filled and the other is in process
- Do not expect these changes to have any impact on what we do

Busing

- This continues to be a priority
- Committed to providing busing for the 2016/2017 school year
- Applications for next year have been sent out with the \$50 fee
- Will continue to work with Durham to improve the ride times
- Busing will continue to be a cost for Regina next year as we will need to subsidize the cost

International Students

- Currently the ad-hoc committee is looking at alternate models for bringing additional student to Regina
- Ad-hoc committee did suggest the total enrollment not exceed 10-15% of total enrollment grades 7-12
- Seeking a model that does not place burden on the administration or dramatically change to academic environment at Regina, while providing the additional revenue stream as discussed in previous meetings
- Topic has been discussed with Lee Morrison and the Diocese

Site Plan – Feasibility Study

- At this stage in the process, the Board will seek approval from the Diocese
- Lee Morrison has been updated and is providing guidance
- Sub-committee interviewed 4 Capital Campaign firms and have narrowed it to two finalists
- Both are very impressive, especially in their abilities to identify and review potential key donors. Both believe in the concept of running an appeal and capital campaign in hand in hand.

Parish Interaction

- Earlier in the year, Alan and Angela met with three of the parish priests to discuss their parish contribution to Regina
- Agreed at that time to meet with finance committees at the parishes
- We will be meeting with St Thomas Moore next week
- A second meeting will be scheduled with the priests during Q2

Strategic Plan review

- As you know, there is a written strategic plan for Regina – 2014
- Key items are outlined and are assigned to a committee or administrator
- Finance was no exception
- As a committee we need to report our progress against these strategic goals

Finance's Strategic Plan – goals & results

- Provide for spiritual experiences and professional development for staff (4.1 & 7.10)
 - **Staff was provided opportunities for professional development: religious and academic**
- P&L statements reviewed regularly (10.5)
 - **Reviewing P&L quarterly with committee and BOE**
- Provide cost to educate to general Regina public (10.6)
 - **Cost to educate was updated and provided to Regina families with April Rouner's annual Foundation report and the OneAsk packets**
- Watch STO more carefully and maximize our share (10.8 & 10.7)
 - **STO was increased from \$275K in 2015 to \$303K in 2016**
- Ensure properly developed financial plans (budgets) that can be implemented efficiently (10.5)
 - **2016 budget was completed ahead of time and we have begun to draft multi-year budgets to assist with strategic future planning**

Finance's Strategic Plan – goals & results

- Review salaries and make sure we are making every effort to provide just salaries to staff (11.3)
 - **While we were not able to hit the high end of our salary target, base salary was adjusted twice with an overall base increase of \$2,500. This continues to be a work in process**
- Annually review investments for professional development, healthcare, and retirement funding (11.4)
 - **Healthcare has been renewed for the next plan year and voluntary retirement plan continues to provide an employer match. Professional development has been budgeted as well for 2016/2017**
- Ensure we are working with Building and Grounds to address any concerns from the ISIS report (12.2)
 - **All critical issues from the ISES report have been addressed by Business Office and Building & Grounds**
- Continue to provide ample financial assistance (10.4)
 - **Financial Assistance has been increased for 2016/2017 school year. Forms were sent out and are in process**
- Fund program enhancements when possible (10.4)
 - **Program enhancements have been budgeted for example, the new Bio-Medical track, 1 to 1 Chromebooks, and Kairos**

Open Discussion

- What did the committee do well this past year?
- What areas of improvement should we focus on?
- Is there anything we should be addressing, reviewing, discussing, or be concerned about that is not on our radar?

2nd Quarter P&L Review

Regina Catholic Education Center
Building and Grounds
April 11, 2016

Attendees: Mike Streb, TJ Brandt, Tom Haverkamp, Scott Nibaur, Tom Brandt, Jason Dumont, Matt Pacha, Glenn Plummer, Jim Burchers and Alan Opheim.

Topics

- Follow-up to Hitting Facility presentation made last month:
 - Jason had follow-up discussions with Ed Bracken and Scott Nibaur. All seem on-board with working the concept in with the site plan;
 - We will investigate whether the project might tie into a “safe zone” FEMA provided funds for part of the project – Alan and Scott will both be gathering information, along with the firm selected to assist in the feasibility study.
 - Since temporary locations will be needed during a construction phase for some rooms, this building might be a possibility for such temporary quarters, while at the same time serving as a hitting facility, at least in part. (That would be a goal, not an assurance at this time.)
- Report on the baseball project from Tom Brandt
 - Sod should be laid by Friday this week, weather permitting. The sod is not a typical sod, but one special for athletic fields.
 - Work on lights with Musco continues on both baseball and softball fields. Alan is monitoring expenses with potential insurance claims on much of the work.
 - The project has exceeded initial expectations. Balance due will come from golf outing proceeds.
 - The winds of April 2 wiped out poles holding the batting cage. An insurance claim has been filed.
- Discussion of back parking lot access -- Due to incidents on Saturday, April 9 in the back parking lot, a discussion took place about the pros and cons to gating the lot for limited access after hours.
 - Administrators would like to see the lot blocked as a method to control issue in the lot
 - An adequate way to block at a reasonable price may be difficult to achieve
 - Access to the lot will not be stopped once a 1st Avenue access is put in; therefore is doing anything except proactive monitoring a waste of money
 - Jim will make sure we have large surveillance signs posted
 - Administrators and other will continue to brainstorm ideas; parental help will be needed
- Strategic Plan – Site Plan updates and ISES updates – See separate report
- Review / updated cost expectations for
 - Driveway / parking lot improvements
 - Carpet plans for summer

Next meeting is scheduled for Monday, May 9 @ 6:00 PM. This will include our spring mini-walk around.

**Regina Catholic Education Center
Building and Grounds
April Report for Strategic Planning Committee and Board**

Benchmark 10.1 --- The site plan has been completed. While B&G continues to monitor, recommend, and be proactive towards the needs identified by the Board and other constituents, the bulk of our work is making sure that we are ready for the next step once the feasibility study is complete. Being proactive with zoning rules, potential “best use” of the land and needs inside of the building will continue to be on our radar.

Timeline – Awareness, but basically on hold until after the feasibility study.

Benchmark 12.2 – The ISES report contains areas of need inside the school. B&G has identified several items, such as intercoms, clocks, certain ADA voluntary compliance issues, and other items that will be part of a remodeling budget with is a component of the capital campaign. Other items have been identified to be “emergency fix” so we are not spending money that does not need to be spent. Other items are on a rotational basis.

Timeline – On-going for all items. Some items on-hold pending feasibility study at which time they will be more definitively labeled as capital campaign or some other category.

4-18-2016

Building and Grounds/Site Plan Mid-Year Report

The building and grounds committee, and the ad-hoc site plan committee, are pleased to report the following.

1. We have finalized the site plan with Struxture Inc. and presented to the Regina Board of Education the final product. We are now, in conjunction with the Regina Foundation, selecting the best group to lead a capital campaign.
2. We have continued with the normal functions of the committee, working with athletics, maintenance, and the finance office regarding repairs and improvements to our school.
3. We will continue to work closely with our chosen capital campaign partner to create a viable campaign.

Our goal for the rest of the year is to help, in any way possible, moving forward our capital campaign and site plan. We will also be working closely with Alan Opheim and our maintenance staff to identify priority needs within the building.

Jason Dumont

Building and Grounds Chair

Policy and By Laws Committee
April 7, 2016 9:00 AM

Present: Kathy Shey, Alan Opheim, Glenn Plummer, Celeste Vincent, Anne Kelly

1. Continued to review reviewed/revised diocesan policies:

401.0, 402.0, 402.1 (addition), 402.2 (addition), 403, 403.1, 404, 405, 406, 407 (small change), 407.1 (removed), 409, 409.1, 410, 412 (added hours), 413 (new policy), 414 (different policy), 416 (removed), 430 (new page of complaint form), 433 (removed).

2. Will consider making old diocesan policy 433 a Regina policy.
3. Change following Regina policy numbers: 413.0R to 410.0R, 405.0R to 402.0 R.
4. Will plan to print new policy manuals for the July retreat for all board members.
5. Forward policy 408.0R to Health and Safety for review.
6. Ask Michelle Winders to update policy 417.0R.

Respectfully submitted,
Kathy Shey

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

POLICY 401.0

STAFF PERSONNEL

Qualifications for Teachers of Religion and Parish Catechists

It shall be the policy of the Diocesan Board of Education that teachers in Catholic schools who teach religion classes and catechists in parish Catechetical programs are to be fully initiated Catholics in good standing with the Church.

* See qualification in the Faith Formation Guidelines

Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

POLICY 402.0

STAFF PERSONNEL

Recruitment and Selection of Teachers/Catechists

It shall be the policy of the Diocesan Board of Education that the administrators utilize a committee to assist in interviewing candidates for teaching positions. Committee membership might include the pastor, a member of the Board of Education/Faith Formation and a teacher from the department or grade level in which a vacancy exists. Responsibility for recommending to the Board of Education/Parish Council a candidate for a contract rests with the administrator.

Recruitment and Selection of Catechists

It is recommended that the DFF/C, DYM/C, RCIA Coordinator and/or Adult Formation Coordinator inform the pastor and Faith Formation Committee/Board of Education catechists selected for the programs.

Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

STAFF PERSONNEL

POLICY 413

Schools Only

Professional Growth

The Office of Catholic Schools shall be charged with identifying, designing, and implementing relevant and high – quality Professional development Opportunities for administrators and teachers of Catholic Schools. These opportunities shall reflect both identified initiatives emerging out of educational research as well as development needs identified by the Office of Catholic Schools amongst the schools. Professional development may be implemented on the Diocesan, regional, or local levels.

In accordance with this policy, the Catholic Schools Office may offer Diocesan or regional in-service days. All principals and teachers shall be required to attend designated professional development days provided by the Office of Catholic Schools.

Local Catholic School Responsibility

Ongoing professional Development for administrators, teachers and other staff members shall be made a priority in planning and budgeting. Each school shall continually collect and analyze performance data to shape school-wide, academic department, and teacher-level Professional development goals. Each school will develop a plan for ongoing professional development which aligns with the school's Continuous Improvement Plan.

Each school shall provide at least five clock hours per year of catechetical development of the staff/and or religious-based retreat. The Office of Faith Formation, the Office for Liturgy and the Office of Vocations from the Diocese of Davenport will assist Principals in the planning and execution of these days.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

POLICY 430.0

STUDENT PERSONNEL

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The board is committed to providing all students with a safe and civil school/faith formation environment in which all members of the school/parish community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school/parish.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of each local boards of education/faith formation committee; while on school/parish-owned or school/parish-operated vehicles; while attending or engaged in school/parish-sponsored activities; and while away from school/parish grounds if the misconduct directly affects the good order, efficient management and welfare of the school/parish.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school/parish employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school/parish volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school/parish grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school/faith formation/youth ministry environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school/parish.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education/faith formation or benefits;
- Submission to or rejection of the conduct is used as the basis for academic/faith formation decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic/faith formation performance by creating an intimidating, hostile, or offensive education or faith formation environment.

In situations between students and school/parish officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education/faith formation or participation in school/faith formation programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, a “no tolerance” stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school/parish official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any

school/parish employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school/parish volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school/parish grounds.

The school/parish will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The investigator or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school/parish officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent or designee will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the Diocesan Board of Education and each school/parish board of education/faith formation committee.

Each local board/faith formation committee will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school/parish or school web site, and the Diocesan website
- (other)_____

and a copy shall be made available to any person at the administrative office of each school/parish/Diocese

STUDENT PERSONNEL

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Check One (1): Student Staff Family Member Other/Volunteer

Name of complainant: _____

Position of complainant: _____

Name of student
or Employee
target: _____

Date of complaint: _____

Name of alleged harasser
or bully: _____

Date and place of incident
or incidents: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other –Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

STUDENT PERSONNEL

ANTI-HARASSMENT/BULLYING WITNESS DISCLOSURE FORM

Check One (1): Student to Student Staff to Student Student to Staff Staff to Staff

School/Site of Incident: _____

Alleged Offender(s): _____

Complainant(s)/Target(s): _____

Report Name: _____

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

STUDENT PERSONNEL

DISPOSITION OF ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Name of student
or Employee
target: _____

Grade and building of
Student or employee: _____

Name and position or grade of
alleged
Perpetrator/respondent: _____

Date of complaint: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other –Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

STUDENT PERSONNEL

Anti-Harassment/Bullying Investigation Procedures

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or administrator to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or administrator; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or administrator including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify _____, the designated investigator. The alternate investigator is _____. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept **confidential** to the extent possible.

The investigator, with the approval of the Director of Faith Formation, or the Administrator has the authority to initiate a investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the administrator may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the administrator may, at the administrator's discretion, interview the complainant and the alleged harasser. The administrator will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The administrator will maintain a log of information necessary to comply with Iowa Department of Education and Diocesan reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

20 U.S.C. §§ 1221-1234i (2004).

29 U.S.C. § 794 (1994).

42 U.S.C. §§ 2000d-2000d-7 (2004).

42 U.S.C. §§ 12001 *et. seq.* (2004).

Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).

Iowa Code §§ 216.9; 280.3 (2007).

281 I.A.C. 12.3(6).

Morse v. Frederick, 127 S.Ct. 2618 (2007)

Policy Adopted: June 3, 2007

Policy Revised: June 10, 2009

Policy Reviewed: May 17, 2010

Health and Safety Committee Minutes

4-19-2016

Present; Glenn Plummer, Kris Bonnett, Scott Nibaur

Absent; Scott Gaarde, Rick Larew, Janan Rustan, Glenn Plummer, Celeste Vincent, Angela Villhauer,
Review committee goals for 2015-2016

a. ALICE training, update from Glen and Celeste to confirm next training dates.

Completed Monday Jan. 18th ☺

b. Health Information readily available to Coaches. Do we need to purchase iPads for coaching staff?

This fall, Carolyn Sueppel printed the emergency card for each player and placed it in a book. This book was given to each coach for the sporting activities.

c. Regina obtaining a School Nurse.

Scott N presented this to Finance and decision has been made to table this for now. Health and Safety will continue to work on funding this position through Mercy Medical Center or the University of Iowa. We will put together a job description for Finance and the Regina School Board. This will continue to be part of our Strategic Plan for FY16- FY17.

d. Hosting a guest speaker at Regina to discuss safety or health topics targeting our students.

Guest speaker went well. He had four different talks throughout the day to the students and presented to the parents at night. He talked about digital (phone) safety and how kids need to use social media as a resume builder.

3. Other Business

a. discussed goals for next year.

b. Asked to get more information on "How to build an online resume"

c. How can we address kids hanging out in the back parking lot and keeping our kids safe?
Will continue to work with Building and Grounds Committee.

Next Meeting is May 17th at 6pm. Regina Library.

Minutes of Catholic Identity Committee 4/7/16

4:00 pm in RHS Administration Conference Room

Attending: Noel Verducci, Glenn Plummer, Bill Battistone, Fr. Steve Witt, Jan Rudolph, Scott Nibaur, Rick Larew

1. Opening prayer--Fr. Witt
2. Review Minutes of meeting 2/18/16
3. Old Business
 - A. Kairos Update. Dates set. Funding secured. Purchases for short/long term needs being done.
 - B. Newman Center update. Scott Nibaur continues to serve as liaison. Hope for joint musical events next school year.
 - C. Catholic College/Universities update--Glenn reports continued efforts to establish closer ties with Eastern Iowa Catholic colleges/universities.
 - D. Mercy Hospital update: Holding pattern as Mercy is in process of aligning itself with Catholic Health Initiative.
 - E. Sacred/Religious Art on campus: RECOMMEND to REC BOE that we adopt as a goal, both for current facility, including out of doors campus, and new facilities, that "where ever you are standing, you can see something visual affirming that this is a Catholic school.
 - F. Elem School update--Bill reviewed Grandparents Day and Communion Celebration. Fr. Witt asked that Communion Celebration be reviewed.
 - G. REC Expansion: lengthy discussion about how this committee can best assist in the planning and implementation of Catholic themes in the design and building project as we move forward. Several ideas considered. We agreed that a subcommittee would get together and draft some proposals for further review by both the CID Committee and the REC BOE.
4. Reviewed "Goals of CID Comm. as established by the CID Comm. on 9/15/16."
 - A. "Create opportunities for catechisms for Regina faculty."
 1. "Practice Makes Catholic" book club amongst faculty.
 2. Kairos investigated, reviewed and to be implemented 2016/2017 school year.
 - B. Attend to details of Catholic Identity throughout the Regina campus.
 1. Statue of Mary placed in chapel.
 2. Initiated faculty driven recommendations for more visuals in classrooms, halls and school at large.
 3. Initiated discussion about visual Catholic images, themes, architectural details to be incorporated into building expansion.
 - C. Encourage an increase in association/interaction with other Catholic entities.
 1. See Old Business # B, C, D above.
 - D. Review the CARA (Center for Applied Research in the Apostolate) report and come back to the Board with recommendations that may be applicable from the report;
 1. CID reviewed report.
 2. Copy of report report provided to REC BOE.
5. Next meeting 5/19/16 at site to be determined.
6. Fr. Witt closed with prayer.

Respectively submitted,
Rick Larew

April: Athletic Department Report

Varsity girls' basketball

Matt Bolger resigned as head girls' basketball coach on April 5th. The opening was advertised on TeachIowa.gov from Friday, April 8th – Friday, April 22nd. A search committee has been formed. Interviews will be conducted April 27-29th. The new coach will be named during the first week of May.

Track

Jared Brinkman (shot put) and the 4x100-meter relay team of Nathan Stenger, Jack Jensen, Jack Edeker, and Sam Lincoln qualified for the Drake Relays. They will compete on Friday, April 29th.

Boys' Soccer

Regina hosted the Catholic Schools Soccer Tournament at Tuma Soccer Complex in Marion on Saturday, April 23rd. Teams in the tournament included Regina, Xavier, Beckman, Holy Trinity, Marquette, Saint Albert, Assumption, and Columbus.

Girls' Soccer

The girls soccer team will compete in the Tournament of Champions at the Rec Plex in Burlington on April 29th and 30th.

Golf

Boys' golf will play the sectional meet at Monticello on May 13th and the district meet in Iowa City at Pleasant Valley on May 19th. The IGHS AU has not yet announced the locations for postseason play.

**International Ad Hoc Committee—
Patrick Gavin—BOE April 2016**

The International Ad Hoc Committee was formed to see if generating an additional number of international students to Regina would be feasible. The committee met on March 24th to discuss the following items:

1. Agency contract (Glenn, Alan, Pam).
2. Housing was also a topic of conversation; some thoughts shared were building a boarding school format. In addition we discussed using hotel-like dormitory style housing. This could potentially increase additional students to Regina.
3. The committee reached out to the Wisconsin International Academy as a reference source.

The International Committee met again on April 1st. The general topic of the meeting was to discuss curriculum ideas—a 12 month English intense Program housed at Regina. We discussed cost, the Diocese, recruitment efforts, admission requirements (TOEFL) and concerns. We also discussed teacher and community impact, as well as state requirements.

The two tasks (agency contract and cost feasibility) are still meeting. The committee will be moving forward in setting up a meeting with the Wisconsin International Academy in May.

Strategic Planning Committee
April 18, 2016

Members present: Anne Kelly, Scott Nibaur, Melinda Shetler, Rick Larew, Chris Klitgaard

Items Discussed:

- Future Strategic Planning Committee Members
- Potential BOE members
 - How to better engage current parents in BOE and committees
- July BOE Retreat Format
- Improving teacher retention and recruitment – what can we do?

Next meeting: May 16, 2016

Action Items:

Anne: Gather some data from Business Office

Respectfully Submitted,

Anne Kelly

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
2140 ROCHESTER AVENUE
IOWA CITY, IA 52245
319-358-2455
319-337-4109

Request for Sunday Use of the Regina Inter-Parish Catholic Education Center

NAME OF ORGANIZATION: St. James Catholic Hispanic Retreat

Address: 602 West Second Street
Washington, IA 52353

Contact Person: Genoveva Diaz or Father Bernie Weir

Phone: 319-594-8062 or 319-458-0412

Fax:

Purpose of using Regina: This is a two-day retreat using the Chapel, Elementary Gym, Cafeteria and common areas between for large and small meetings and a Mass.

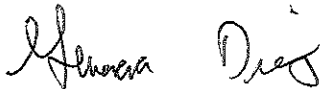
Area of Regina Requested: See Above

Date Needed: July 31, 2016

Time: AM

Number of Expected Guests: Unknown.

Please sign and return the form to Regina.



Person Requesting use of Regina Inter-Parish Catholic Education Center

Board Action -- See Minutes of April 26, 2016 Meeting

Board Chairperson

Date