

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, AUGUST 26, 2014

Regina MPR

STAFF APPRECIATION RECEPTION 5:00

6:30-8:30pm

Our Vision:

“To provide a strong Catholic education to every student within our embrace”

Regular Agenda

- | | |
|--|---------------|
| I. CALL TO ORDER – Board of Education | 5-10 minutes |
| A. Opening Prayer | |
| B. Roll Call | |
| C. Chairperson Remarks – introduce new members, thank exiting members | |
| D. Approval of Minutes – July 22, 2014 | |
| E. Approval of Agenda | |
| F. Open to the Audience | |
| II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS | 5-10 minutes |
| A. President | |
| B. Elementary | |
| C. Junior/Senior High | |
| D. Enrollment Report | |
| E. Business Office | |
| F. Religious Education | |
| G. Foundation | |
| H. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 10-15 minutes |
| A. | |
| IV. NEW BUSINESS DISCUSSION | 30-45 minutes |
| A. Bus Contract | |
| B. Review Committee Members
- Committee Chairs review committee purpose | |
| V. MEETING SCHEDULE (Only updated to the Information Page) | 5 minutes |
| VI. CLOSING PRAYER | 1 minute |
| VII. EXECUTIVE SESSION (if necessary) | 30 minutes |
| VIII. ADJOURNMENT | |

INFORMATION PAGE**I. MEETING SCHEDULE**

A. Next Board Meeting	9/23/14	6:30 pm	MPR
B. Executive Committee	9/9/14	6:30 am	Business Office
C. Finance Committee	9/17/14	4:30 pm	HS Library
D. Policy/Bylaws Committee	9/4/14	7:00 am	President Office
E. SIAC/Education Committee	9/11/14	5:00 pm	HS Library
F. Catholic Identity Committee	8/18/14	4:30 pm	MPR
G. Building & Ground Committee	9/8/14	5:30 pm	Business Office
H. Strategic Planning Committee	every Monday	6:30 am	Marriott
I. Health & Safety	TBA	6:30 am	Java House

II. ENROLLMENT

2014-2015 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	448									
JR/SR	372									
PreK										
Total										

I. UPCOMING DATES

No School	Aug. 29	
Fall Fun Festival	Aug. 29-31	
Pre-School classes begin	Sept. 1	
ACT Testing	Sept. 13	8:00 AM

II. PRAYER SERVICE/MASS SCHEDULE

7-12 Mass	Aug. 27	1:35
7-12 Mass	Sept. 3	1:35
7-12 Prayer Service	Sept. 10	1:35
K-6 Mass	Sept. 10	2:00
7-12 Mass	Sept 17	1:35

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER
BOARD OF EDUCATION
TUESDAY, JULY 22, 2014
MULTI-PURPOSE ROOM

ANNUAL CORPORATE BOARD MEETING

1. CALL TO ORDER

2. BUSINESS

- A. As required by law, the corporate body is to conduct at least one meeting annually. According to the bylaws, the Board of Education is also the Board of Directors of the Corporation. As chairperson, I without objection, therefore declare the officers of the Board of Education as the officers of the Corporation. No objections.
1. **Appointment of Registered Agent:** Fr Rudy Juarez is appointed as the Registered Agent of the Corporation.
 2. **Other Business:** No other business brought before the corporate body of Regina Inter-Parish Catholic Education Center.

3. ADJOURNMENT

The meeting of the Corporate Board adjourned at 6:31 p.m.

REGULAR BOARD MEETING

1. CALL TO ORDER

A. **Opening Prayer**

Fr. Beckman

B. **Roll Call**

1. Voting Board Members (absent members in parenthesis): Fr. Beckman, (Terry, Bowton), (Teri Brennan), Jason Dumont, Colette Hartley, Fr. Rudy Juarez, Anne Kelly, Jim Nepola, Fr. Stephen Page, Colleen Rapp, Janan Rustan, Melinda Shetler, Kathy Shey, Fr. John Spiegel, Angela Villhauer, Ted Welter
2. Ex-Officio Members (absent members in parenthesis): Tim Foley, Lee Iben, Alan Opheim, (Glenn Plummer), April Rouner, Stacy Sueppel, (Celeste Vincent), Pam Schowalter

C. **Chairperson Remarks (Melinda Shetler)**

Welcome to Janan Rustan, Jason Dumont and Angela Villhauer.

D. **Approval of Minutes**

Jim Nepola moved to approve the minutes as presented. Fr Juarez seconded the motion which passed without objection.

E. **May Minutes**

Kathy Shey moved to approve the amendment to the May minutes. Colette Hartley seconded the motion which passed without objection.

F. **Approval of Agenda**

Jason Dumont moved to amend the agenda to include: enrollment limitation for third grade, board agenda and handout materials posted online, strategic plan quarterly updates by Mr Iben, creation of ad hoc committee to review Vouchers, and an ad hoc committee to review secondary access and early child center. Melinda Shetler seconded the motion which passed.

G. **Open to the Audience**

2. **ANNOUNCEMENTS**

A. **President**

1. Anne Kelly asked for STO update which is not available at this time.

B. **Elementary School**

1. Written report in packet.

C. **Junior-Senior High School**

1. Written report in packet.

D. **Admissions**

1. Written report in packet.
2. Reviewing idea of International students for the grades with low enrollment. Anne Kelly questioned how this would change the culture of Regina.

E. **Business Office/Operations**

1. Written report in packet.

F. **Religious Education**

1. No report.

G. **Regina Foundation**

1. Written report in packet.

H. **Boosters, PISA, Home & School, PTO**

1. Boosters
2. Home and School-
3. PTO-
4. PISA-

3. **BUSINESS**

a. **New Business**

- i. Appointment of Committee Chairs
 1. Finance –Ted Welter; Policy – Anne Kelly; Catholic Identity – Colleen Rapp; Building & Grounds – Jason Dumont; Strategic Planning – Melinda Shetler; Health & Safety – Angela Villhauer. No chair was established for SIAC.
- ii. Enrollment limitation for third grade. There are two children on the waiting list for third grade. Policy 500.0 R state “The recommended classroom size is a maximum of 26 students in grades K-3.”

Discussion ensued over pros and cons of increasing enrollment.
Jason Dumont moved to increase the third grade classrooms to 27 students. Fr Rudy Juarez seconded the motion.
Kathy Shey – this is a policy which cannot be changed without review by the policy committee.

Jason Dumont withdrew the motion.

Consensus is to create an ad-hoc SIAC committee to review.

- iii. Board agenda and handout materials posted online. The agenda is currently posted a minimum of 24 hours prior to the board meeting.

Jason Dumont moved to make available to the public 24 hours prior to the meeting, any materials that would be available at the meeting. Kathy Shey seconded the motion which passed.

- iv. Strategic Plan quarterly updates by Lee Iben. Lee agreed.

- v. Creation of ad hoc committee to review state vouchers or Education Savings Accounts (ESAs).

Jason Dumont moved to create an ad hoc committee to be chaired by Pam Showalter to start reviewing ESAs. Anne Kelly seconded the motion which passed.

- vi. Creation of ad hoc committee to review secondary access and early child center.

Jason Dumont moved to create an ad hoc committee through building and grounds to start exploring secondary access road and early child center with members from Health, Finance, and 2 non-board members. Melinda Shetler seconded the motion.

Jason Dumont withdrew motion.

Jason Dumont moved to approach building and ground to consider an ad hoc committee to start exploring secondary access road and early child center with members from Health, Finance, and 2 non-board members. Jason Dumont withdrew motion as he is in charge of Building & Grounds and can create an ad hoc committee without board approval.

- 4. MEETING RECAP – Jim Nepola reviewed the meeting.

- 5. MEETING SCHEDULE

a. Next Board Meeting	8/26/14	6:30 p.m.	MP Room
b. Executive Committee	8/12/14	6:30 a.m.	Business Office
c. Finance Committee	8/20/14	4:30 p.m.	HS Library
d. Policy/By-Laws Committee	9/4/14	7:00 a.m.	Business Office
e. SIAC/Education Committee	TBA	4:00 p.m.	HS Library
f. Catholic Identity Committee	TBA	4:30 p.m.	MP Room
g. Building & Grounds Committee	TBA	5:30 p.m.	Business Office
h. Strategic Planning Committee	Mondays	6:30 a.m.	Marriott
i. Health & Safety Committee	TBA	6:30 a.m.	Java House

- 6. CLOSING PRAYER

Fr. Page offered the closing prayer.

- 7. EXECUTIVE SESSION

- A. **Adjournment to Executive Session**

At 7:50 p.m., Fr. Juarez moved to adjourn into executive session. Kathy Shey seconded the motion, which passed without objection.

- B. **Executive Session**

- C. **Reconvene from Executive Session –**

At 7:58 p.m., the board reconvened from executive session.

- D. Kathy Shey moved to approve the contracts as presented Elizabeth Tracy (Fall play director), Chris Murdock (asst. cross country), and Abby Gould (JH cross country). Colette Hartley seconded the motion which passed without objection.
- E. Fr. Juarez moved to adjourn the regular meeting. Fr. Spiegel seconded the motion, which passed without objection.

8. ADJOURNMENT

The Regina Board of Education meeting adjourned at 8:04 p.m.

Respectfully submitted,

Peg Thomsen

Recording Secretary

DRAFT

Regina's 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.

Monthly Report to Regina Board of Education

Office of the Regina President

Development/STO Activities

STO Update:

- Regina has received \$56,564 in contributions toward our STO goal of \$231,000 (24%).
- Our Regina need factor is \$425,000 of which we are at 13%.
- Historically most of Regina's donors contribute in September and August after school is underway.
- Letters to all past contributors will be mailed next week.
- I have addressed the parents at New Parent Orientation and Back to School Nights.
- I have asked each parish to allow a bulletin insert, table in the back, or to speak at each Mass before the end of September. The early fall speaking schedule at the parishes is pretty tight so a bulletin insert will be made available.
- Individual calls/visits to past contributors will begin the week after Fall Fun Festival.

Advancement Team Progress

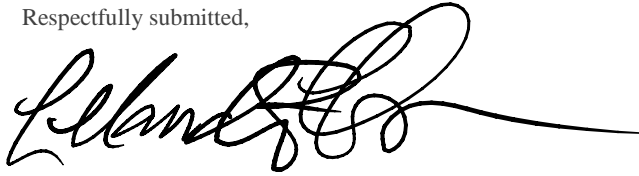
- After a short summer, the Advancement Team has resumed meeting each Tuesday afternoon during the academic year to review progress of the individual members and projects.
- The team prepared a packet of special events and contribution opportunities that was distributed to all parents at the New Parent Orientation and on Registration Day. We have found there to be a significant dip in parental involvement both at Kinnick Seat Back Installation and Take Pride Day. Although online registrations and sign-ups may be convenient, it isn't necessarily the best solution for capturing volunteers, especially in an educational setting where we depend heavily on volunteer efforts.

Strategic Planning Progress

- [1.1] Regina's Mission. As we move through our Strategic Plan this year, please re-read our Mission.
- [1.2] The administration is determining the best date for the town hall meeting to share the strategic plan document and determine how it fits in best with the October State Visit.
- [1.4] Posters are in the works and should be distributed the week after FFF (also reference 6.2).
- [1.5] Emails will be sent to all staff prior to distribution to fully explain the importance of the mission poster. Personal visits to classrooms will be conducted as time permits.
- [2.2] VIA teachers have had to make several significant changes this year with new staff and a new Mass schedule. Details are still being worked out.
- [2.3] Welcome to Shelly Conlon our K-12 Campus Minister.
- [2.4] We celebrated our first weekly Mass today at 1:35pm. Thank you to Fr. Page.
- [2.7] Principals and VIA teachers are developing curriculum changes with the addition of the weekly Mass.
- [3.1] Irish priest Fr. Patrick, along with two sisters, with the Order of Mary will join us for the teaching Mass on August 27, 2014.
- [3.4] Draft of volunteer sheet completed to track volunteer hours of each board member and administrator.
- [4.2] Helpful hints to parents being sent via Constant Contact. Welcome message sent Sunday, August 17 via School Messenger. Led with a Hail Mary.
- [4.3] Re-committed my personal involvement with the Knights of Columbus. I will be meeting with the local leadership team to develop more ways of involvement with Regina. I will also be assisting in the planning of the State Convention to be held in April at the Marriott in Coralville.
- [5.1] Provided Dr. Morrison, via email, a couple of dates for him to come over and perform a board review as per the request of the Diocese of Davenport.
- [5.3] Letter explaining Regina's Strategic Plan, along with a hard copy, to be sent the week of the 25th to the Bishop, Dr. Morrison, and other leaders within the Diocese of Davenport.
- [5.6] Per Strategic Planning committee's request, a 360 Evaluation for the President was acquired through the Diocese of Davenport. This form is currently being used at Davenport Assumption.
- [6.2] See 1.4 above.

- [6.3] This is a time consuming process. Still working with Mrs. Vincent on attempting to locate an Elementary Assistant Principal. To be discussed in Finance Committee.
- [6.6] Developed a timeline for a meeting schedule and monthly topics for the SIAC committee with Mrs. Vincent.
- [7.4] Met with Administration and VIA team to begin a discussion on drafting Regina's technology vision. The vision will address device usage and digital citizenship.
- [7.9] Worked with administrators to host a seminar on center awareness issues for a Professional Development Day on Friday, August 29, 2014.
- [10.1] After visiting with three architectural firms to conduct a site plan, a recommendation will be made to the Strategic Planning committee to secure the services of Tom Celli. Potential dates will be shared by Strategic Planning at the August BOE meeting.
- [10.3] Met with B&G committee and special ad-hoc committee immediately following to address current issues and concerns.
- [10.7] STO for Regina. See above.
- [11.2] Revamped job descriptions and for the RE program based upon new staff and split locations.
- [12.1] See 6.6 above.
- [13.1] The first year of Smart Tuition is complete. Although not without complications and headaches, all agree it was a worthwhile investment to offset delinquent accounts.
- [13.3] Executive committees of the Board of Education and the Regina Foundation are determining a date in the next week to discuss this and other topics.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Leland E. Iben", with a long horizontal flourish extending to the right.

Leland E. Iben
President
Regina Catholic Education Center

REGINA ELEMENTARY

BOARD REPORT

August 2014

FACILITATOR OF FAITH COMMUNITY

THANK YOU:

Thank you to Father Beckman who helped with our opening prayer service for faculty on August 12th.
Thank you to Father Beckman and St. Wenceslaus Parish who hosted diocesan in-service on August 13th.

UPCOMING SERVICES:

August 27th, K-6 Mass @ 2:00 p.m. in Elementary Gym. Opening School Mass
September 10th, K-6 Mass @ 2:00 p.m. in the Elementary Gym

DIOCESAN PRINCIPALS MEETING:

Regina will host the diocesan principal meetings again this year. The next meeting is on September 9th.
We gathered together to start the year at St. Vincent Center in Davenport on August 7th.

STANDARD #1 - VISION

DIOCESAN STAFF INSERVICE:

Staff attended this in-service on August 13th at St. Wenceslaus Church. Bishop Amos celebrated Mass with us to begin in-service. Thank you to Shelly Conlon for planning Mass. Thank you to Whitney Giller and Caroline Marcotte for providing the music for the Masses.

Dr. Patricia McCormack, IHM, was our presenter for the in-service. Patricia is a presenter and a writer for NCEA (National Catholic Education Association). Her presentation was titled, "Be the "I" in Evangelize! The ABCs of Catholic School Identity." She was an excellent speaker.

NEW TEACHER INSERVICE:

New teachers had their diocesan training on August 7th at the chancery.

ARRIVAL/DISMISSAL PROCEDURES:

The entire staff works collaboratively as the new-year begins on all arrivals and dismissals of students. We especially watch for our new students, especially our kindergarten students.

STATE VISIT-The administrators will be working collaboratively on preparing for the state visit.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

READING WONDERS:

This will be our second year of implementation with our new reading curriculum, *Reading Wonders*. The curriculum was designed with SMARTBoard lessons included. There is also a large web-based online component for teachers, students, and families.

OPEN HOUSE:

Parents and students met their new teachers on Thursday, August 14th from 1:30-3:00 p.m. It was a wonderful turnout for the start of the new school year. A big thank you to all teachers for creating such a welcoming environment for our students.

PRESCHOOL:

Our preschool open house on August 14th was well attended. Daycare students began on August 18th. We welcome our preschool students on September 2nd. Thank you to Mary Pechous and our Early Learning Center Staff for preparing such a welcoming environment for our youngest.

STANDARD #3 - MANAGEMENT

FIRST STEPS:

We held First Steps programming on the first two days of school for parents who had kindergarten students. The parents were able to discuss the life of their kindergarten students with administration and our K-6 counselor, Mrs. James.

BACK TO SCHOOL NIGHT:

All are welcome to attend our Back to School Night, which will be held on Thursday, September 25th from 6:30-7:30 p.m.

POLICIES AND HANDBOOKS:

Special thanks to Peg Thomsen who worked on combining elementary and jr/sr. high family handbooks. Handbooks included two policies in full- the new attendance policy and the harassment/bullying policy.

ASSISTANT PRINCIPAL-We are still working on finding a person to fulfill this position.

STANDARD #4 - COLLABORATION

HILLS BANK:

We want to thank Hills Bank who sponsored breakfast for the center on Tuesday, August 9th.

TAKE PRIDE IN YOUR SCHOOL:

We thank Home and School who organized our clean up day on Saturday, August 10th. Volunteers helped to spread all the mulch for the playground.

HOME AND SCHOOL:

Home and School held their first meeting of the year on Thursday, August 7th at 6:30 p.m. Their next meeting will be September 4th at 6:30 p.m. Home and School has started the chocolate sales, which helps support programming for the elementary school, including: visiting artists, field trips, speakers, classroom supplies, and other events throughout the year.

PTO:

PTO will host their first meeting on September 11th at 11:30 in the elementary media center. We thank Colleen Hogan who has volunteered to coordinate Assisting Classroom Teachers again. We will hear about other program coordinators at the first meeting.

PISA:

They will have their next meeting of the year on September 8th at 5:30. Thanks to PISA for their support of all of our arts programs.

Boosters:

Our Boosters will have their next meeting on Sunday, September 14th. Thank you to Boosters who support our athletic departments and our entire school.

STANDARD #5 - ETHICS

MEDICAL TRAINING:

We thank Ann Larew who came to help staff with medical training issues during in-service time.

RECYCLING:

Our Home and School is working to support recycling efforts in the cafeteria and other places throughout the school. Thank you to parent, Missy Aitchison, for coordinating this again.

BULLYING AND HARASSMENT-

K-12 Teachers will be attending an in-service on Friday, August 29th on Bullying and Harassment. The speaker will be Ann Easton who was the primary investigator for Des Moines Public Schools for Bullying incidents for 13 years. We welcome the knowledge of this speaker as we work to inform all teachers on this issue.

STANDARD #6 - LEARNING COMMUNITY

NEW PARENT ORIENTATION:

This was held on August 12th at 7:00 p.m. It was well attended. PTO sponsors this event and we thank Ann Larew for organizing it. Thank you to Polly Iben who is shadowing Ann for this event.

i-PADS:

We had a team of teachers attend iPad University this summer and helped to share back with staff during opening in-service. Thank you to Alicia, Julie L., Amanda, Gail, and Erin for sharing a few tidbits from what they learned this summer. Jess has been working hard with getting our system up and running to support this learning.

PLCS-We had a team of teachers who attended a Professional Learning Community conference in Minneapolis in June. We will work at sharing this information back out to our learning community as a whole.

We welcomed the following new staff to the building this year-

Katherine Brossard (Katie)	Kindergarten
Carissa Hindman	Fourth Grade
Lindley Visser	Fifth Grade
Tracy Blomme	Sixth Grade
Caroline Marcott	6th-12 th Music
Alicia Andrews	Computer Instructor
Nicole Kleinmeyer	3 rd -4 th resource
Michelle VanLandschoot	Teacher Aide
Ranelle Lueth	Teacher Aide
Melissa Eckhoff	Teacher Aide, copy person
Jen Kahler	A.M./P.M. Director

Our returning staff is working hard to support our new people in the building. They are helping them to get off to a great start. The collaboration and cooperation is greatly appreciated to help us achieve success.

ENROLLMENT

Below is the summary of incoming and outgoing Regina Elementary students, as of August 20, 2013.

2013-2014

Leaving Regina (34)

Moving out of state
 Moving out of state
 Moving out of state
 Moving out of state
 Moving out of state
 Went to ICCSD
 Moving out of state
 Went to ICCSD
 Went to ICCSD
 Moving out of state
 Moving out of state
 Moving out of state
 Moving out of state
 International-Back to Korea
 Moving out of state
 Moving out of state
 Went to CCA
 Went to ICCSD
 Went to ICCSD
 Went to ICCSD
 Went to ICCSD
 Went to West Branch
 Went to ICCSD
 Moving out of state
 International-Back to Korea
 Moving out of state
 Went to CCA
 Moving out of state
 International-Back to Korea
 Moving out of state
 International-Back to Korea
 International-Back to Spain
 Went to ICCSD
 Went to West Branch

2014/2015

Incoming to Regina (29 new other than kindergarten)

Kindergarten students (70)
 Came from out of state
 Came from out of state
 Came from Montessori
 Came from ICCSD-public
 Came from ICCSD-public
 Came from Montessori
 Came from Korea- International
 Came from out of state
 Came from another town in Iowa
 Came from another town in Iowa
 Came from home school
 Came from Montessori
 Came from out of state
 Came from ICCSD
 Came from out of state
 Came from ICCSD
 Came from ICCSD
 Came from China- International
 Came from ICCSD
 Came from ICCSD
 Came from ICCSD
 Came from ICCSD
 Came from CCA
 Came from out of state
 Came from Montessori
 Came from ICCSD
 Came from out of state
 Came from Jordan-International
 Came from out of state
 Came from out of state

(*included those who completed K-6)

K= 70 students
 1= 53 students
 2= 65 students
 3= 74 students
 4= 49 students
 5= 71 students
 6= 66 students
Total = 448 students

Regina Junior-Senior High School
Board Report
August 2014

Principal as Spiritual Leader

1. We had our first 7-12 Mass on Wednesday, August 20.
2. Religious Celebration Calendar is finished. There may be some minor changes.
3. Thank you to Father John and Father Steve for obtaining a new altar, altar cloths, chairs, and processional crosses to be used at Mass.
4. Upcoming events:

8/27	1:35	Teach the Mass
9/3	1:35	7-12 Mass
9/10	1:35	7-12 Prayer Service
9/17	1:35	7-12 Mass
9/24	1:35	7-12 Homecoming Mass

Principal as Instructional Leader

1. All schedule changes are to be completed by Friday, August 22.
2. We are finalizing our Thursday afternoon schedule for the school year.
3. We will be offering two options for honors distinction this year: Chemistry and English 10. Scott Shields and Michele Goldsmith have done some great work to be the “guinea pigs” for this program.
4. We will do study groups again this year. We are waiting to form leadership teams and topics.
5. I have started discussions with a teacher group to introduce a silver cord program this year at Regina. The Silver Cord program gives recognition to students at graduation for their service work. We hope to have the program finalized and out to the students in two weeks.

Principal as Administrator

1. Enrollment Summary (8/21)

7 th – 54
8 th – 72
9 th – 75
10 th – 44
11 th – 56
12 th – 71
Total – 372
2. We will be completing our C-Plan in the upcoming weeks. This involves our IA Core Implementation Plan, CSIP, and APR.
3. We have yet to begin our planning for the Dept. of Education site visit in October.
4. The entrance project is “complete.” Many thanks to Nicholas Yowell, Nancy Yowell, and Mike Streb for their work on this project.
5. All teaching positions are filled – contracts to be recommended in closed session.

Principal as Communicator

1. Class of 2014 ACT Report attached below.
2. Back to School Night for the Junior-Senior High was Wednesday, August 20 at 6:00pm. Attendance was as high as I have seen. We returned to our traditional format of parents following their student’s schedule.
3. I plan on continuing my blog this year. There is a link on icregina.com or the direct link is <http://principalplummer.blogspot.com/>.
4. I am going to try to send updates via Twitter. My Twitter Handle is @gap_4. I can’t make any promises as I start this process.
5. ACTIVITIES REPORT – Tim Foley
Congrats to our baseball team on their quarterfinal performance at the State Meet. We thank Coach Andy Gahan for his many years of service to Regina and our athletes.

Regalcast (www.theregalcast.com)

Regina fans will have a new online way to hear all the action during the 2014-2015 school year. Sportscast Media will be broadcasting home and away games for football, volleyball, basketball, softball, and baseball throughout the season. The broadcasts are sponsored by local businesses and the announcing crew will be made up of parents, alums, teachers, etc. This is a great addition for alums and other fans around the globe who wish to keep up to date on Regal athletics.

A quick summary of Fall Sports:

Football - There are 63 boys are out for football. First game is at Solon on August 29th.

Cross Country - There are 24 girls and 20 boys are out for cross country. First meet is our home invite, the Bob Brown Invitational, on September 4th at the Ashton Cross Country Course at the University of Iowa.

Volleyball - There are 22 girls out for volleyball. They will play at the West Branch Invite on August 30th.

We have good numbers for junior high sports teams, but do not have definite counts yet.

The drama club/fall play had their first meeting on August 21st.

Teacher Tim Scholze will lead our robotics team this year.

We will be posting the head baseball job in September and will have a candidate for hire for the Boys Track position at the next board meeting.

Class of 2014 ACT Results

	Iowa	City High	West High	Regina
Total tested	22,931	NA	NA	51
English	21.5	NA	NA	24.7
Mathematics	21.4	NA	NA	23.3
Reading	22.5	NA	NA	24.4
Science	22.2	NA	NA	24.5
Composite	22.0	24.7	25.8	24.4

College Readiness Percentages

	Iowa	Regina
College English Composition	75%	86%
College Algebra	48%	57%
College Social Science	52%	63%
College Biology	47%	67%
Meeting all 4 areas	31%	39%

8/26/14 Board of Education Report—Pam Schowalter

Meetings—

Board of Education
Enrollment Meeting
Admin Meeting
Advancement Meeting
Graphic Artist Meeting w/Creative Ash

Parishes: Regina Thank You Message & sharing of Strategic Plan

St. Patrick's—August 2nd and 3rd

St. Mary's—August 2nd and 3rd

St. Thomas More—August 10th and 17th

St. Wenceslaus—August 23rd and 24th

Non-returning students—3 points of contact—Open Doors

1. phone call
2. exit survey
3. student card—well wishes and Regina's doors are open

Visibility—banners in parishes
--brochures in parishes

New Student Orientation & breakfast
--3 emails to new families prior to school starting

Launching this week—Parent Ambassador Program

- All new families are assigned to a “seasoned” Regina family and will receive one phone call a month.
- Talking points will be from the respective principals and communicated to the seasoned parents by email from Admissions.
- They will then call the new family.
- Admissions will communicate via email to new families, more details from the principals talking points two weeks after phone calls were made.
- International students will get calls and emails from Admissions

Updates:

Data base goal completed of baptismal records from all 4 parishes for the past three years.

!!! Rethinking only three years and looking to collect data for 4th year and 5th year—to start with contact for kindergarten

Four recruiting Open Houses scheduled for 14-15:

- Monday, November 10 11:30-12:15 (K-6th)—multipurpose room
- Monday, November 10th 12:15-1:00 (7th-12th grade)
- Tuesday, January 20th 11:30-12:15 (K-6th)—multipurpose room
- Tuesday, January 20th 12:15-1:00 (7th-12th grade)
- Thursday, February 19th 6:00-7:00—elementary gym-Kindergarten Round Up
- Wednesday, March 25th 5:00-6:00 (K-12th)—multipurpose room

Ongoing Projects:

- Student Ambassador Program—January Kick Off
- Jr/Sr High Retention Committee—September-June
- Baptism Contacts—September—ongoing
- Exploring Family Home Gatherings for future perspective students (Feb/March)—time period so STO could be filed

Enrollment 2014-2015

Based on BEDS	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Start 13-14		59	62	77	49	71	64	51	71	78	51	57	70	57	817
EOY 13-14		57	63	77	49	70	65	51	71	78	50	57	69	56	813
Returning			48	58	69	45	65	64	44	67	66	43	52	69	690 *
New to Regina		70	5	7	5	4	6	2	10	5	9	2	4	2	61
Total 14-15	51**	70	53	65	74	49	71	66	54	72	75	45	56	71	821 with K class

Enrollment Cap by Grade

K	76
1	78
2	78
3	78
4	84
5	84
6	84

14-15 YTD Enrollment	100.49%	
		2013-14
Elem	448	433
Jr/Sr	373	384

Last Modified

8/22/2014 11:28

* actual loss 67

** Kindergarten eligible for 2015-2016 school year

August 26, 2014 Board Meeting
Report From Alan Opheim Director – Finance / Operations

Business Office –

- Smart Tuition – Continuing to enroll new families into Smart Tuition. Self-audit being conducted to ensure all Regina attendees have been entered into the system.
- Attended monthly Road Race Board meeting.
- Financial Aid – See comments in Finance Committee report.
- On-going efforts to wrap up FY 14 and get a good start on FY 15. FY 14 results will be presented at the September Board meeting.
- Due to the number of new employees, much time is being taken in educating them in health care and 403 B options.

Special Events / Fundraising

- Hot Summer Nights – Lower attendance than previous years, but good reviews from those attending. Profit less than \$1,000, however, remember this is not geared as a fund raising, more as a thank you to the school for their time and commitment.
- Fall Fun Festival – This week – Carnival Friday, main event Saturday and Sunday. See posters around the school for specific times and events. FFF Packet was included in the blue folders that were handed out during registration day on August 14, or once school started for those not picked up earlier.
- Benchwarmers – Final 10 days to purchase the full ticket for all games. \$20 with a chance to win \$500 weekly for 17 weeks.
- Run For The Schools – October 19, 2014

Buildings & Grounds

- Summer work – One last buffing of all hallways will take place this Friday. Two large areas of the front driveway one a 4"+ inch layer, and the other a 2" layer were completed by Shamrock Construction. Due to total cost, additional patching will be spread out in coming years.
- Thanks to Nicholas Yowell and his crew for the clean-up work and revitalization of the front entrance of the high school entrance. This is part of his Eagle Project.
- Thanks to Home & School and their volunteers for spreading the mulch and sand around the playground area.
- Simplex testing of the fire system will be conducted August 29. Fire extinguisher testing is done in October.

Finance Committee

Meeting Date: Wednesday, August 20, 2014

Next Meeting: Wednesday, September 17, 2014; 4:30 p.m.

1. STO Update given – Total to date dedicated to Regina, slightly less than \$60,000
2. Financial Aid Update – Committee confirmed the desire that we stick to the budget for Regina Financial Aid granted. For that reason, any new families to Regina for the 2014-15 school year will no longer be eligible tuition assistance this school year. Less than \$5,000 in aid is still available for existing families who experience a hardship during the school year for assistance.
3. Tuition receivables -- For the 2013-14 school year, 95% of the amounts billed through Smart Tuition have been collected. A reminder, this includes tuition and sport's participation fees. Sixty families owed at June 30, with 19 having paid their account in full since then and 18 families owing less than \$1,000. We are working with all families towards a resolution on the outstanding balances.
4. Bus Committee – An update of the work being done by the Ad Hoc busing committee was given. [Note to Board – see separate minutes from this committee.]
5. Questions / concerns were raised regarding printing of the Strategic Plan in color and using dates on signs and promotional materials.
6. Reviewed Committee membership. Information given to Peg by Ted.

Regina Tri-Parish Religious Education
August 26, 2014
Board Report

New K-8 DRE: Carolyn Brandt

- I have worked in the Tri-Parish Religious Education program for the past 11 years.

New Staff:

- Freyja Stoltz is the new administrative assistant
- Shelley Rublaitus is the new coordinator for K-6 grades
- Amrika Stumpf is the new coordinator for 7th and 8th grade
- Steve Carey is the new assistant for 7th and 8th grade

We are currently receiving registrations for K-8.

We are also signing up catechists.

So far doing well.

K-6th grade:

- The K-6th grade classes are held at Regina. We have the Catechist in-service on Wednesday September 3rd. We will start with a Mass. Then on September 10th we will have Family Night. That is when the Catechists will be commissioned. The students will meet their teachers, and see their room. Then everyone will come back to the cafeteria and have ice cream and cookies. Wednesday September 17th will be their first real class time.

7th and 8th grade:

- The 7th and 8th grade classes are held at St. Patrick's Church about twice a month. This is the second year with this setup. It worked well last year so we are keeping the same format. Their first class will be Sunday September 14th.

Looking forward to a good year.

Regina Foundation
Executive Director's Report
August 19, 2014

ANNUAL APPEAL 2013-2014: Goal \$435,000. Final Gift Tally: \$466,823.

- There is still \$13,436 in outstanding pledges (\$7K in matching gifts, \$4K in local businesses paying on a quarterly basis).
- News release sent to local & Davenport Diocese papers announcing success of Appeal
- Leadership gift (\$1,000) thank you calls:
 - Stewardship Committee recommended donors over \$5,000 be called by board chairs, president or executive director. There are 27 donors who gave \$5K or more to the Appeal.
 - Foundation board members asked to call 94 other \$1,000+ donors no later than end of July.

FOUNDATION COMMITTEE MEETINGS: Full committee reports to be provided by chair prior to September board meeting.

- Executive & Finance Committees: Last met July 9th. Regina BOE chair and Foundation president will coordinate joint executive committee meeting in August.
- PR/Marketing Committee: Met July 29th. Focal point was "Culture of Philanthropy/Common Good" folder concept. Details below. Next meeting: TBD.
- Stewardship Committee: Met on July 16th. Next meeting Sept 10th. Encourage members of both boards to attend these:
 - August 31st: Mass at 4:00, 5:30 all school alumni banquet; 6:30 program and alumni awards presentation begins.
 - Finalizing a Sunday (5-7 p.m.) in late October, early November for annual donor recognition dinner.
- Development Committee: Met on August 19th. Next meeting September 9th.

ADVANCEMENT TEAM WORKS:

- Trish Kohl & April Rouner working together to coordinate Fall Fun events (Mass, food for alumni banquet, etc)
- Worked with Pam Schowalter to align \$600 & \$2500 Foundation tuition assistance scholarships to new 2014-15 students.
- Foundation office staff formatted and prepared for print the Regal Society brochure as well as 4,000 addresses for envelope printing and mailing for Booster Club. Foundation will administer all Regal Society funds and send appropriate tax/gift acknowledgement letters.
- Foundation's PR/Marketing Committee made an initial recommendation to Advancement team to have a comprehensive "Culture of Philanthropy" (working toward a Common Goal) folder highlighting Regina fundraising groups. 650 folders handed out to all parents, faculty and staff week before school started at orientations & open houses. Folder provided:
 - Overview of philanthropy expectations and what fundraising efforts are staff driven and which are parent driven
 - Description & timeline of all fundraising efforts throughout the school year
 - One page detailed flyer on each fundraising group
 - Special Events Guide
 - Regina Business Directory
 - STO Donor Contribution Form

ALUMNI:

- In July mailed out 3000 "No Place Like Home" alumni postcards for August 31st alumni banquet; emailed "Come Home for Dinner" reminder on August 15th.
- Selection of alumni award recipients made in July. Will receive awards at alumni banquet.
- Submitted directory cover for alumni directory to be printed at year's end

OTHER:

- Wrote & submitted donor nominations for Eastern Iowa Association of Philanthropy Awards. Luncheon in November.

- Worked with various donors to dedicate previously received memorial funds to endowments/programs of their choice
- Met with President Iben & Chair Nepola on July 17th in preparation of July 19th BOE retreat. Presented at the retreat.
- Secured speakers and sent email invites for a Regina-hosted networking seminar for development directors and admissions personnel for all Catholic high schools in the State of Iowa. Also invited development folks for the Dubuque and Davenport Dioceses. Susan Hagan (UI Foundation planned giving director) and Tom Rice (VP for Advancement for Morningside College), Jeff Henderson & Pam Schowalter will be speakers. Seminar date is September 10th.
- Received \$5,000 major gift in Dr. Jim Nepola's honor; funds restricted to campus site visit consultant payment.
- Attended a couple of visitations and funerals for Regina-related families.

Health & Safety – September Meeting

Topics at hand will be Athletic physicals and flu immunizations.

Strategic Planning Committee Meeting minutes

August 4th and 11th

Members: Lee Iben, Jim Nepola, Rick Larew, Tim Berry, Anne Kelly, Melinda Shetler

Discussion on need for formal site plan and potential architects who may be involved in this. Getting multiple proposals but everyone in this committee identified that emphasis on catholic identity needs to be first and foremost in regards to moving forward and determining best architect to help with this. More to follow on specific recommendations for next steps.

STO updates: November 30th is the deadline for Regina to raise their fair share .

Lee to f/u with STO to determine if there is a possibility to have an STO of Iowa City, similar to how they do it in Davenport for Assumption, etc.

Building and Grounds

Meeting date was 8-11-2013

Building and grounds discussed the track project and removal of existing track. Project is under way and track will be taken out by skid loader and trucks. We also discussed building a soccer practice field behind baseball. We are going to have Barry Lehman lay it out and see if we can get a lot of the dirt work donated so we have something ready for next spring and we can move youth football out to St Pats. A soccer goal storage area was explored as a student would like to do it as an Eagle scout project. Driveway patch work is done and school doors will be finished being painted soon. Alan gave the committee a brief overview of projects that need to be addressed going forward including making sure we re-start the fixing of roof leaks and up-keep of the roofs as soon as possible.

Ad-Hoc to explore Daycare/Early Childhood Education

Meeting Date was 8-11-2013

Andy, Patrick, Anne , Ted, Tim, Lee, Alan, Jason, Angela, Pam

We had a good discussion about our current program, what it is, and what could it be. We found out the following.

65%-80% of our Pre-K are transitioning from Preschool to kindergarten depending on the year and the age of our kids. We think 80% of kids do finally transition over to our kindergarten. Alan is going to give us a more formal overview at our next meeting and we are planning to have the current director of our program give us an overview of what we have now. Based on our current facilities it appears we are doing the most we can with the space we have. We do not get any state funding for Pre-K because Iowa City schools do not have it in all of their schools so we do not qualify as a private school. It does not appear we make any money on our program, it is at best break even, but it definitely helps fill up our Kindergarten class with such a high transition rate. We are priced very similar to other programs so we are not high or low in our fees. We have a unique environment being in the elementary school that families like and that we would want to keep for our Pre-K program. and We can house 24 full-time day care kids.

Our goals for this committee are to determine the following

1. Could this become a profit center that could help fund other badly needed programs, increase teacher compensation, fill the budget gap, etc. Obviously privately run Daycares make money, could we do the same? Is this the best way to spend money to make sure Regina continues to be a viable school going forward.
2. Could this free up space in the elementary school to increase the size of our pre-k program
3. Does this allow us to have a larger pre-k program to recruit from to fill up our Kindergarten classes each year
4. Can we keep the same feel as we have now with our current program
5. What advantages do we have over for profit day care providers that have to pay property taxes and income tax.
6. Can we compete with other providers
7. What are the demographics of our area and can the population support a center on the East side of town.
8. Can this help make sure our classes are full each year and keep class sizes more consistent resulting in an overall increase in enrollment and revenue to the school
9. What are the disadvantages of having a center on site.
10. How would this fit into an overall site plan for the school.

We determined we need to hear from other providers first and from some other schools that have similar programs. For the next meeting we hope to hear from someone in the day care business, have some feedback from some other Catholic schools with this program, and hear from our current program director. We also hope to have a clearer picture on our financials with our current program.

Respectfully Submitted

Jason Dumont
Chair of Building and Grounds.

Board and Finance Ad-Hoc Busing Committee

Meeting Date: July 29, 2014

Attendees (not present):

Anne Kelly, Jennifer Lough, (Susan Marzen), Adina Pursley, Ted Welter, Peg Thomsen, Kathy Shey, Colette Hartley, Tim Foley, Lee Iben, Alan Opheim. Guest – John Grzywacz, CIT

Topics Discussed:

- A. The primary topic for this meeting was to discuss with John some of the issues involved in a bus routing operation. John spent 30-45 minutes discussing and answering questions about State rules as it relates to time on a bus and allowable distance to walk to a bus pick-up point, setting routes, cost calculations, and fundamentals in personnel management in terms of training, time, etc.
- B. Discussed findings of Adina and Anne as it relates to other districts. In almost all cases except Pella Christian, the public system provides transportation. At Carroll Kemper the President is a former transportation director. Lee and Alan will make contact with him for comments.
- C. Determined the next meeting will be a brainstorm focusing on several master ideas with a “if we do this, what happens with”.

Board and Finance Ad-Hoc Busing Committee

Meeting Date: August 12, 2014

Attendees (not present):

Anne Kelly, (Jennifer Lough), Susan Marzen, Adina Pursley, Ted Welter, Peg Thomsen, (Kathy Shey), Colette Hartley, Tim Foley, Lee Iben, Alan Opheim.

Primary topic was to look at several high level options regarding busing, determine positive and negative factors of each, somewhat drive by impact to parent, Regina, financial, and contingency. We also wanted to identify areas that needed more information, which could be financial, operations, or how others handle similar opportunities.

- a. Our primary headings started out as 1) Keep busing as is with a 3rd party carrier; 2) A modified system where instead of block pick-ups it may be more centralized; 3) Other options of running a program including bringing the entire bus operation under Regina’s umbrella; and 4) Parents collect the available dollars from the public and no busing is provided.
- b. There was much discussion. The template to record ideas is not finalized, but will become a part of the minutes at a later meeting.
- c. The group consensus was that Regina should not go into self-busing, at least in a routing form. The Before / After School Program would need to expand if busing is dropped, and the Junior High, at a minimum, would need to add study tables if busing is dropped.
- d. Most mid-range ideas seemed to be band-aids, not solutions, so the initial belief is that we need to focus on a more efficient system as it exists today, or no busing, both with major opportunities at a price or negatives, also at a price.

Committee	Full Board	Executive	Health & Safety	Building & Grounds	Policy/By-Laws	SIAC	Finance	Strategic Planning	Catholic Identity
Chair	Jim Nepola	Jim Nepola			Anne Kelly		Ted Welter		
Members	Melinda Shetler Ted Welter Anne Kelly Colette Hartley Colleen Rapp Kathy Shey Teri Brennan Jana Rustan Angela Villhauer Jason Dumont Terry Bowton Fr. John Spiegel Fr. Stephen Page Fr. Rudy Juarez Fr. Gary Beckman	Melinda Shetler Ted Welter Anne Kelly Fr. Beckman Lee Iben Glenn Plummer Celeste Vincent Alan Opheim	Rick Larew Jan Miller Lee Iben Steve Dolezal Jim Nepola Janan Rustan Angela Villhauer	Tom Brandt TJ Brandt Andy Gahan Tom Haverkamp Steve Kron Phil Shive Mike Streb Matt Pacha Ted Pacha Celeste Vincent Glenn Plummer Lee Iben Alan Opheim Tim Foley Jason Dumont John Evans	Celeste Vincent Alan Opheim Lee Iben Glenn Plummer Tim Foley Kathy Shey Melinda Shetler	Lee Iben Glenn Plummer Celeste Vincent Tim Foley Martha Hartwig Barb Reilly Nancy Bonthius Sue Burger Tom Carroll Lisa Edeker Maureen Hill Colleen Hogan Johna Leddy Greg Probst Gail Hensch Dana Ransom Teri Brennan Colette Hartley Carl Shank	Tim Foley Matt Pacha Fr. John Spiegel Jennifer Lough Becky Scott Carl Shank Anne Kelly Colette Hartley Alan Opheim Lee Iben Celeste Vincent Glenn Plummer Stacy Sueppel Scott Miller April Rouner Terry Bowton Pam Schowalter	Melinda Shetler Anne Kelly	Lee Iben Shelly Conlon Tim Foley Jessica Franklin Diane Coffin Jan Rudolph Celeste Vincent Glenn Plummer Fr. John Spiegel Fr. Stephen Page Fr. Rudy Juarez Fr. Gary Beckman Noel Verducci Scott Nibaur
	4th Tuesday	2nd Tuesday	2nd Monday	2nd Wednesday	1st Thursday		3rd Wednesday	Every Monday	4th Thursday
	7/22/2014 8/26/2014 9/23/2014 10/28/2014 11/25/2014 1/27/2015 2/24/2015 3/24/2015 4/28/2015 5/26/2015 6/23/2015	8/12/2014 9/9/2014 10/14/2014 11/11/2014 1/13/2015 2/10/2015 3/10/2015 4/12/2015 5/9/2015 6/14/2015	8/11/2014 9/8/2014 10/13/2014 11/10/2014 1/12/2015 2/9/2015 3/9/2015 4/11/2015 5/8/2015 6/13/2015	8/13/2014 9/10/2014 10/15/2014 11/12/2014 1/14/2015 2/11/2015 3/11/2015 4/13/2015 5/10/2015 6/15/2015	8/7/2014 9/4/2014 10/2/2014 11/6/2014 1/1/2015 2/5/2015 3/5/2015 4/2/2015 5/7/2015 6/4/2015		8/20/2014 9/17/2014 10/15/2014 11/19/2014 1/21/2015 2/18/2015 3/18/2015 4/15/2015 5/20/2015 6/17/2015		7/24/2014 8/28/2014 9/25/2014 10/23/2014 11/27/2014 1/22/2015 2/26/2015 3/26/2015 4/23/2015 5/28/2015 6/25/2015

