

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, August 25, 2015

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. Approval of Minutes – July 28, 2015 | |
| d. Approval of Agenda | |
| e. 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 | 5 minutes |
| V. CALENDAR AND DISCUSSION ITEMS | 20 minutes |
| a. Administrator(s) – Give tour of the Regina Inter-Parish Catholic Education Center. | |
| b. Board Chair/Executive Committee – Review committee membership. | |
| c. Busing Update | |
| 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	09/22/15	6:30 PM	MPR
B. Executive Committee	09/10/15	6:30 AM	Business Office
C. Finance Committee	09/16/15	4:30 PM	HS Library
D. Policy/Bylaws Committee	09/03/15	9:00 AM	Business Office
E. SIAC/Education Committee	09/03/15	5:00 PM	HS Library
F. Catholic Identity Committee	09/24/15	4:00 PM	HS Library
G. Building & Ground Committee	09/14/15	6:00 PM	Business Office
H. Strategic Planning Committee	09/14/15	6:30 AM	Panera Coralville
I. Health & Safety	09/14/15	5:30 PM	HS Library

II. ENROLLMENT

2015-2016 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	469									457
JR/SR	372									369
PreK	82									82
Total	923									908

I. UPCOMING DATES

Back to School Night 7-12	Aug 26	6:00PM	
Home and School Meeting	Sept 3	6:30AM	Elementary Library
Fall Fun Festival	Sept 4-6	5:30PM	
No Classes	Sept 4		
No Classes	Sept 07		
ACT's	Sept 12	8:00AM	High School
Booster Meeting	Sept 13	5:30PM	HS Library
PISA Meeting	Sept 14	5:30PM	HS Library
Foundation Board Meeting	Sept 15	4:30PM	HS Library
Back to School Night K-6	Sept 17	6:30PM	

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Aug 26	2:10PM	HS Gym
Mass K-6	Sept 2	2:00PM	Elementary Gym
Mass 7-12	Sept 9	2:10PM	HS Gym
Mass K-6	Sept 16	2:00PM	Elementary Gym

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday July 28, 2015

Regina MPR

Regular Meeting Minutes

- I. Call to Order –Board of Education
 - a. Opening Prayer
 - i. Father Witt 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), Michelle Goldsmith, Alan Opheim, Glenn Plummer, April Rouner, Stacy Sueppel, Pam Showalter, Celeste Vincent.
 - c. Approval of Minutes –Kelly moved to approve, Rustan second, motion passed
 - d. Approval of Agenda – Kelly moved to approve with addition of approval of special meeting minutes, Nibaur second, motion passed.
 - e. Approval of minutes from special meeting- Villauher moved to approve, Dumont second, motion passed.
 - f. Open to Audience- No comments from audience.
- II. Administration Reports
 - a. Elementary – Report in packet.
 - b. Jr/Sr High – Report in packet. Stacy Sueppel, Jessica Mehegan and Michelle Goldsmith will share duty of board representative.
 - c. Enrollment – Report in the packet. 845 students total. 118 new students and 6 pending.
 - d. Business Office – Report in packet. Suspension system in the gym has been looked at. Facility coordinator has started, 4 workers through Nationwide have resigned. Quarterly financials will be done to be presented in August.
 - e. Religious Education – no report.
 - f. Foundation – Report in packet. Handout provided. Both operating budgets met by annual appeal.
 - g. Boosters, PISA, Home & School – Kinnick install this Saturday. PTO organizing back to school event. Home and School needs president and vice president.
- III. Old Business Update
 - a. Formalize and present compete Confidentiality Agreement. Policy to discuss at next meeting.
- IV. New Business Discussion
- V. Calendar and Discussion Items

- a. Policy/By Laws Committee- Ensure that all new Board members receive copies of the Policy/By-Laws Manual and school handbooks. Kelly distributed via email.
- b. Strategic Planning Committee- Hold Board retreat and goal setting meeting- Conducted on July 18, 2015.
- c. Distribution Attendance/Termination Policy to Board Members- Kelly distributed.
- d. Policy/By Laws committee – Present summary of BOE Self Evaluation – Kelly presented key issues from the self-evaluation.
- e. Executive Committee- Appoint committee chairs, and install new Board members.
Note: This is part of the Regina Inter-Parish Catholic Education Center Annual Meeting (By Laws Article V Section 1).

VI. Committee Reports – Reports in packet.

- a. Committee Goals
 - i. Finance- to be forthcoming
 - ii. Policy
 - 1. Review by-laws
 - 2. Update job descriptions
 - 3. Confidentiality statement/policy
 - iii. SIAC
 - iv. Catholic Identity- in board packet
 - v. Building and Grounds
 - 1. Continue with day to day operations.
 - 2. Complete site plan and prepare for capitol campaign
 - vi. Health and Safety- in board packet
 - vii. Strategic Planning adding new committee members, updating strategic plan, work with site plan to direct work.
 - viii. Executive committee
 - 1. Proper organization and coordination.

VII. Meeting Schedule:

a. Board Meeting	8/25/15	6:30pm	MPR
b. Executive Cmte	8/11/15	6:30am	Business Office
c. Finance Cmte	8/19/15	4:30pm	HS Library
d. Policy/ByLaws	9/03/15	9:00am	Business Office
e. SIAC/Education	9/10/15	4:30pm	HS Library
f. Catholic Identity	9/15/15	4:00pm	HS Library
g. Building & Grounds	8/10/15	6:00pm	Business Office
h. Strategic Planning	9/14/15	6:30am	Panera Coralville
i. Health & Safety	8/18/15	5:30pm	HS Library

VIII. Closing Prayer – Fr Rudy provided closing prayer

IX. Executive Session

- a. 7:02 Nepola moved to adjourn into Executive Session, Fr. Beckman second, motion passed.
- b. EXECUTIVE SESSION

- X. Reconvene from Executive Session – At 8:05 pm the board reconvened from Executive Session
- a. Nepola moved to accept contracts for the following: Kassie Bailey (4th grade), Madison Fry (Spanish), William Koenig (Math), Gordan Hacket (Science), Neil Tunnekiff (long term sub and journalism/yearbook and library assistance). Coaching contracts: Chad Swope, Chris Murdock, Abby Gould, Jared Galpin, Clark McFarrin, Kara Kim, Heather Hass, Brandon Mills, Paige Compton, Emily Gahan, Kate Hawkins, Caitlyn Cooley. Seconded by Fr. Witt, motion carried.
- XI. Adjournment – At 8:06pm Fr Rudy moved to adjourn the meeting, Nepola second, motion passed.

Respectfully submitted,
Kathy Shey
BOE Secretary

DRAFT

**REGINA ELEMENTARY
BOARD REPORT
August 2015**

FACILITATOR OF FAITH COMMUNITY

THANK YOU:

Thank you to Father Rudy who helped with our opening Mass for diocesan in-service on August 19th at St. Patrick's.

UPCOMING SERVICES:

September 2nd, K-6 Mass @ 2:00 p.m. in Elementary Gym. Opening School Mass
September 23rd, 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 15th. We gathered together to start the year at St. Vincent Center in Davenport on August 4th.

STANDARD #1 - VISION

DIOCESAN STAFF INSERVICE:

Thank you to Shelly Conlon for planning Mass on August 19th. Thank you to Whitney Giller and Caroline Marcotte for providing the music for the Masses.

Mrs. Janet Eaton was our presenter for the in-service. Her presentation was on Catholic identity in the classroom. She was an excellent speaker.

NEW TEACHER INSERVICE:

New teachers had their diocesan training on August 13th at the chancery.

ARRIVAL/DISMISSAL PROCEDURES:

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

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

OPEN HOUSE:

Parents and students met their new teachers on Thursday, August 20th 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 20th was well attended. Daycare students began on August 24th. We welcome our preschool students on September 8th. 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 17th from 6:30-7:30 p.m.

STANDARD #4 - COLLABORATION

HILLS BANK:

We want to thank Hills Bank who sponsored breakfast for the center on Tuesday, August 18th.

TAKE PRIDE IN YOUR SCHOOL:

We thank Home and School who organized our clean up day on Saturday, August 8th. 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 6th at 6:30 p.m. Their next meeting will be September 3rd 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 10th at 11:30 in the elementary media center. We thank Annie Gavin who has volunteered to coordinate Assisting Classroom Teachers again. We will hear about other program coordinators at the first meeting. We thank Michelle VanLandschoot for coordinating Regal Learning Program.

PISA:

They will have their next meeting of the year on September 14th 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 13th. 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.

STANDARD #6 - LEARNING COMMUNITY

NEW PARENT ORIENTATION:

This was held on August 11th at 7:00 p.m. It was well attended. PTO sponsors this event and we thank Ann Larew for organizing it.

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 teachers for sharing a few tidbits from what they learned this summer with their coworkers.

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.

ENROLLMENT

Below is the summary of incoming and outgoing Regina Elementary students, as of August 20, 2015.

2014/2015

2015/2016

Leaving Regina (11)

Moving to another town in Iowa
Moving to another town in Iowa
Going to CCA
Going to ICCSD
Moving out of state
Moving out of state
Moving to West Liberty
Back to Korea
Back to Korea
Went to ICCSD
Went to ICCSD

Incoming to Regina (25 new other than kindergarten)

Kindergarten students (68)
Coming from out of state
Coming from ICCSD
Coming from out of state
Coming from another town in Iowa
Willowind
Coming from out of state
Coming from out of state
Another town in Iowa
Coming from out of state
Coming from ICCSD
Coming from China
Coming from ICCSD
Coming from out of state
Coming from West Liberty
Coming from China
Coming from ICCSD
Willowind
Coming from another town in Iowa
Coming from ICCSD
Coming from ICCSD
Coming from ICCSD
Coming from ICCSD
Coming from out of state
Coming from out of state
Coming from another town in Iowa

K= 68 students
1= 72 students
2= 59 students
3= 65 students
4= 79 students
5= 54 students
6= 72 students
Total = 469 students

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

Emily Feller	Kindergarten
Julie Rhomberg	3 rd Grade
Kassie Bailey	Fourth Grade
Krystle Davis	Sixth Grade
Lindsey James	K/1 Resource
Lauren Galus	2/3 Resource

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.

Regina Junior-Senior High School
Board Report
August 2015

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. The calendar is attached below.
3. We will be modifying our daily prayer this year. During our 2nd period prayer we will focus on remembering important prayers by saying the same prayer for an extended number of days. We will also be praying the Angelus at 12:56 each day. All prayers will be given to the teachers to put on their SMART Boards.
4. Our K-12 faith formation study groups will start with an informational session on August 21. We will be reading and discussing Joe Paprocki's book *Practice Makes Catholic*.
5. Upcoming events:

8/26	2:10	Opening Mass
9/2	2:10	7-12 Prayer Service – Year of Mercy
9/9	2:10	7-12 Teaching Mass
9/16	2:10	7-12 Mass
9/23	TBA	7-12 Prayer Service

Principal as Instructional Leader

1. All schedule changes are to be completed by Friday, August 28.
2. We are finalizing our Thursday afternoon schedule for the school year.
3. The science and business departments will begin/continue to implement standards based grading in their classrooms. We met over the past month to develop a philosophy and grading criteria for their classes. Each teacher will provide information in regards to standards based grading to their students and parents. The teachers will also present information to parents at back to school night.
4. 7-12 teachers will continue professional development to prepare them for going 1:1 with Chromebooks next school year.

Principal as Administrator

1. Enrollment Summary (8/20) – 2014 to 2015

7 th – 54/71
8 th – 72/57
9 th – 75/67
10 th – 44/72
11 th – 56/48
12 th – 71/57
Total – 372/372
2. We will be completing our C-Plan in the upcoming weeks. This involves rewriting our CSIP to include input from last year's state visit and our APR.
3. We are excited to be going to block scheduling on Wednesdays and Thursdays this year. We expect some minor issues at the start as teachers, students, and administrators adjust to the new schedules.

Principal as Communicator

1. The Class of 2015 ACT Report has been received and will be shared in next month's Board report.
2. Back to School Night for the Junior-Senior High will be Wednesday, August 26 at 6:00pm.
3. Emilio Tovar, 12, attended the Youth Leadership Institute through the Hispanic Scholarship Fund at the University of Illinois – Chicago. He was 1 of 500 chosen out of a nationwide pool of 4,000 applicants. Emilio stated that the Institute gave him “tools to succeed and be a leader in the Hispanic community.” He also gained valuable information on the college application process and minority scholarships.
4. Our pre-service days were filled with important information and the energy and excitement shown by the staff has been tremendous.

MONTH	DATE	TIME	OCCASION	GRADE LEVEL-WHO WILL PLAN	PRIEST
August	Wed 8/26	2:10-3:10pp	7-12 Opening Mass	Campus Minister	St. Mary
September	Wed 9/2	2:00p	K-6 Opening Mass	5th	St. Pats
	Wed 9/2	2:10-3:10p	7-12 Prayer Service-Year of Mercy	VIA Coffin	X
	Wed 9/9	2:10-3:10pp	7-12 Teach the Mass & Mass	12th	St. Mary
	Wed 9/16	2:10-3:10pp	7-12 Mass	9	St. TM
	Wed 9/23	2:10-3:10p	7-12 Prayer Service	10	X
	Wed 9/23	2:00p	K-6 Mass	6th	St. Wenc
	Wed 9/30	2:10-3:10pp	7-12 Mass	VIA Scholze	St. Mary
October	Wed 10/7	2:10-3:10pp	7-12 Homecoming Mass	Campus Minister/12th	St. Pats
	Wed 10/7	2:30	K-6 Prayer Service	2nd	X
	Wed 10/14	2:10-3:10pp	7-12 Mass	Via Boland	St. TM
	Wed 10/21	2:00p	K-6 Mass	3rd	St. Wenc
	Wed 10/21	2:10-3:10p	7-12 Prayer Service	VIA Mehegan	X
	Wed 10/28	2:10-3:10pp	7-12 Mass	11th	Fr. Hennen
November	Wed 11/4	2:30p	K-6 Prayer Service	1st	X
	Wed 11/4	2:10-3:10pp	7-12 Mass	VIA Sprengelmeyer	St. Mary
	Wed 11/11	2:10-3:10pp	7-12 Mass	9th	St. Pats
	Wed 11/18	2:10-3:10pp	7-12 Mass	VIA Coffin	St. TM
	Tuesday 11/24	9:45a	K-12 Thanksgiving Mass	4th	St. Wenc
	Monday 11/30	2:30p	K-6 Advent Prayer Service	??	X
December	Wed 12/2	8:30a PS/9:30a Priests	3-6 Reconciliation	3rd	9:30a-Priests
	Monday 12/7	2:30p	K-6 Advent Prayer Service	1st	X
	Tuesday 12/8	9:45a	K-12 Immac Concept Mass & opening of Year of Mercy	Campus Minister	St. Mary

	Wed 12/9	9:00a PS/9:30a Priests	7-12 Reconciliation Prayer Service	Via Boland	9:30a-Priests
	Monday 12/14	2:30p	K-6 Advent Prayer Service	K	X
	Wed 12/16	2:00p	K-6 Mass	4th	St. Pats
	Friday 12/18	9:30a	7-12 Christmas Basket Prayer Service	12th	X
January	Wed 1/6	2:10-3:10pp	7-12 Mass	VIA Mehegan	St. TM
	Wed 1/13	2:00p	K-6 Mass	6th	St. Mary
	Wed 1/13	2:10-3:10p	7-12 Prayer Service	VIA Sprengelmeyer	X
	Wed 1/20	2:10-3:10p	7-12 Mass	VIA Scholze	St. Wenc
	Wed 1/27	2:30p	K-6 Prayer Service	K	X
	Wed 1/27	2:10-3:10pp	7-12 Mass	Via Boland	Solon-St. Mary
February	Wed 2/3	9:45a	K-12 Catholic Schools Week Mass	Campus Minister	St. Pats
	Wed 2/10	2:30p	K-6 Ash Wednesday Prayer Service	3rd	X
	Wed 2/10	2:10-3:10p	Lenten Mural Painting Prayer Service/Ash Wednesday Prayer Service	12th	X
	Wed 2/17	9:00a PS/9:30a Priests	7-12 Reconciliation Prayer Service	Via Welter	Priests
	Wed 2/24	2:10-3:10pp	7-12 Mass	VIA Mehegan	St. TM
March	Wed 3/2	8:30a PS/9:30a Priests	2-6 Reconciliation Prayer Service	2nd	Priests
	Wed 3/9	2:10-3:10pp	7-12 Mass	11th	St. Wenc
	Thursday 3/24	1:15p	K-6 Holy Thursday Prayer Service	5th	X
	Fri 3/25	11:15a	K-5 Good Friday Prayer Service	5th	X
	Fri 3/25	11:00a	6-12 Stations of the Cross Prayer Service	12th	X
	Wed 3/30	2:10-3:10pp	7-12 Mass	10th	St. Mary
April	Wed 4/6	2:00p	K-6 Mass	6th	St. Pats
	Wed 4/6	2:10-3:10p	7-12 Prayer Service	9th	X
	Wed 4/13	2:10-3:10pp	7-12 Mass	VIA Welter	St. TM
	Wed 4/13	2:30p	K-6 Prayer Service	?	X
	Wed 4/20	9:45	K-12 Memorial Mass	Campus Minister	St. Wenc
May	Wed 5/4	2:30p	K-6 Prayer Service	K	X

	Wed 5/4	2:10-3:10pp	7-12 Mary Crowning Mass	10th	St. Mary
	Fri 5/6	10:00a	K-6 Grandparents Day Mass	Elementary	St. Wenc
	Wed 5/11	2:10-3:10p	7-12 Prayer Service	VIA Coffin	X
	Wed 5/11	9:15a	K-6 Communion Celebration Mass	2nd	St. TM
	Wed 5/18	2:10-3:10pp	7-12 Mass	VIA Sprengelmeyer	??
	Wed 5/25	7:30p	Baccalaureate Mass	Campus Minister	St. Pats
	Wed 6/1	8:45a	6th Grade Prayer Service	6th	X
	Wed 6/1	2:00p	K-5 Mass	4th	St. TM

Admissions
Pam Schowalter
Board of Education Report
August 2015

Enrollment:

Elementary started 14-15 school year with 447 students and finished in May with 457 students (+10)

Jr./Sr. High started 14-15 school year with 371 students and finished in May with 369 (-2)

14-15 BOY: 818 students/EOY students: 826 students

Total: EOY 14-15 enrollment percent=**101%**

2015-2016 Beginning of the Year (BOY) Projections

K	1	2	3	4	5	6	7	8	9	10	11	12	15-16 projec.
68	72	59	66	79	54	72	70	56	70	71	48	58	843 total
(8)	(4)	(17)	(12)	(5)	(30)	(12)	(5)	(19)	(5)	(4)	(27)	(17)	(165) to cap

15-16 Elementary K-6: 470 students (BOY growth +23 students)

15-16 Jr./Sr. High: 373 students (BOY growth +2 students)

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
68	4	6	2	2	4	7	6	7	6	6	5	2	125	Accepted

	1	1	3	0	1	5	5	2	10	6	1	2	37	liquid
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15-16 Total: 843 students as of 8/19/15=103%

14-15 BEDS # 818 students 10/1/14

Retention

Exit Surveys—shared with Board August 2015

Parent Ambassador Program—we will begin meeting with the principals in August and pairing up our seasoned Regina families with our new families.

Four Year Old “contact”—the Regina class of 2029 letters will go out the by September 15—1st contact 15/16 school year.

Fall Fun Festival—We are adding a “King and Queen” march for our kindergarten students, in addition to the 4 year preschool “Prince and Princess” march on Saturday, September 5th at 6:15 PM.

Student Ambassadors—

- Assisted with child care at new Parent Orientation on August 11th
- Student panel and family tours on August 12th.
- August 20th --Open House with Fruitzen, shaved ice, music and student ambassadors to assist new students. Grades 8-12
- Student Ambassadors will be assisting with the 7th grade Scavenger Hunt
- Elementary Open House—Crownie will be welcoming back to school our families.
- August 28th Crownie will be welcoming ALL K-12th grade students (first day for all Kindergarten students to be together
- Student Ambassadors meet one time a month.

Recruitment

S.I.T. –(Student Involvement Team) will meet monthly during the school year starting in October.

Bubble Group—will meet monthly during the school year starting in November. In April, we will meet 2x a month.

Parish Baptism Records—will check with four parishes for any additional records for our data bases using the end of December as our cut off—

Parish Visits: Sharing Regina Updates at parishes the upcoming weeks of : August 22nd and 23rd and September 5th and 6th.

**August 25, 2015 Board Meeting
Report From Alan Opheim
Director – Finance / Operations**

Business Office –

- Busing – Michelle W and Durham have worked together to create the routes as safe and timely as possible. As is the case each year, and especially when the changes are significant, there has been a variety of emotions from parents from joy at either shorter routes, or routes where the parent can now be with the child until pick-up or home before drop-off instead of leaving the child alone. At the same time, some parents are upset when they have had significant time added to their schedule. Great effort was taken by Durham to make the routes as safe as possible.
- Fiscal year end was June 30; unfortunately I have not completed the wrap-up of year-end from a numbers perspective. As such, the quarterly review will be at the September 16 Finance Committee meeting. The Committee meeting starts at 4:30 and I would expect the year-end review will begin at approximately 5 p.m. All Board members are encouraged to attend. A separate reminder will be sent out via Google calendar closer to the actual date.
- I am aware that at this time of year Board members get many questions about fees. In an over-simplified answer, remember that other than registration (K-12) and technology fees (7-12), the fees Regina charged are to users of the specific program. The concept comes back to a question of whether the entire student body should cover the amount generated from fees through an increase in tuition or should costs be covered by the actual users of the program. In the areas where there is a fee, previous Boards and/or Finance Committees have decided they are programs deserving a fee. Each year during the budget process fees are discussed and evaluated.
- We enter our 3rd year with Smart Tuition. I have been alerted that they have been sold, so we will be watching for impacts seen with the new owners who also do a lot of work with schools on the finance side of the business. One of my early goals will be gaining a better understanding of how Smart deals with balances carried over from prior years. Although Sandy and I thought we knew, too many instances are popping up that lead us to believe we have to be more involved with those balances than previously believed. More through Finance Committee on this topic in future months.

Special Events / Fundraising

- Fall Fun Festival rapidly approaching September 5 & 6. Trish appreciates attendance and participation by all Board members at these all school fund raising opportunities
- Work continues on Gala and small group donor one-ask meetings
- All Board members are encouraged and requested to take some benchwarmer tickets to sell. This is one of the easiest fundraisers we have, yet one that we leave a lot of profit on the table with unsold tickets each year. Please help us.

**August 25, 2015 Board Meeting
Report From Alan Opheim
Director – Finance / Operations**

Buildings & Grounds

- Facilities Coordinator – Jim is taking on more responsibilities on a daily basis
- Nationwide – On Wednesday, August 19, the entire nighttime crew informed their employer, and then me, that they were quitting with no notice that day. Nationwide has stepped up to the plate and had everything ready for the open house the next day by bring a crew from Des Moines to clean the school. They do have a plan in place to replace the four positions in the very near future. Jim and I continue to work with their management on this situation.

Ad Hoc and other participation

- Participated in:
 - Run for the Schools Board Meeting
 - 1 Enrollment Update Meeting
 - 1 Site Plan Group Meeting
 - 2 Site Plan prep meetings - administrators
 - Weekly Advancement Team meetings (2 or 3)
 - Other meetings as needed
 - New teacher in-service from the insurance, 403B and HR side
 - All teacher in-service – same condensed

Finance – August 20, 2015

Attendance: Angela Villhauer, Matt Pacha, Scott Nibaur, Terry Bowton, Michele Goldsmith, Stacy Sueppel, Deanna Green, April Rouner, Pam Schowalter, Tim Foley, Alan Opheim

Topics discussed:

1. Busing – Financial Review – The majority of this meeting was a recap and review of the financial side of providing bus routes to our parents.
2. Discussed the 2016-17 budget, process, and presented an early calendar of meetings which will be 2 a month beginning October 7.
3. Alan, Stacy, and Michele G are to review our summary of teacher pay surveys and benefits with Anne K. Together with Angela, we will make sure all information we want is ready for the October 7 beginning of the budget process.

Next Meeting: September 16, 2015; 4:30 p.m. High School Library

Regina Tri-Parish Religious Education
August 25, 2015
Board Report

Sent out registration packets first week in August.
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 9th. We will start with a Mass. Then on September 16th 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 23rd 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. A new Coordinator was hired. Her name is Beth Fitzgerald. She taught 6th grade for one year and 5th grade for five years here at Regina. Now she is a stay at home mom with three children. Their first class will be Sunday September 13th.

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

Regina Foundation
Executive Director's Report
August 21, 2015

ANNUAL APPEAL UPDATES:

- Follow-up to 2014-15 Appeal...put thank-you message in all parish bulletins in July, sent thank you cards to all leadership and first time Appeal donors. ED and Foundation board members made thank you calls to all those who gave \$1,000 and above the last quarter of the Appeal (ED had called all \$1K+ donors other 3 quarters)
- Development Committee recommended sending out a brief on-line survey to the 132 leadership-level donors who gave in 2013-14, but not in 2014-15 to see if they would share any concerns or reasons for not giving. Committee asked discussed best way to increase volunteer base to help in different Appeal phases. Will try some of the best practice ideas shared by Xavier Foundation for securing volunteers.
- Annual Appeal 2015-16 funds received to date = \$21,224.

ADVANCEMENT WORKS:

- Continue to meet weekly as a team.
- Pam & April presented at a One Ask meeting August 18 (rescheduled from July) at Matt & Katie White's home. **Any board member willing to host a gathering?**
- Came to agreement on how the "best use" donations from the One Ask will be split. 72% will go to the Foundation for Annual Appeal, 28% to Special Events.
- Worked with Boosters/Tom Brandt on changing and ordering their Regal Society brochures. Also working with Tom and Marv Cook on 10th anniversary event for 2005 football team who won 1st Regina state championship. Boosters are offering the Pancheros deck gratis for both the 10th event and for the alumni awards night.

COMMITTEE WORKS:

- Joint Executive Committee: met on July 28th. Report will be provided to respective boards by their chair.
- Executive ...met on August 12th. Report to be provided by chair
- Finance: Did not meet.
- Development...met on August 20th. Report to be provided by chair. Chris McCarville from Holy Family Schools will present to both boards and Development Committee members on August 24th at 5:30 in RHS library.
- Stewardship...meeting originally scheduled for August 11th, but only 2 members could attend. Will be rescheduled.
- PR/Marketing... Met on August 17th. Report to be provided by chair.

OTHER:

- Prepared all Foundation information for Regina parent packets for early August
- Presented Regina Foundation segment at Regina new parent orientation August 11th and to teacher in-service August 18th
- Attended BOE Finance Committee meetings in July & August
- Attended Catholic Ministries Meeting/Social at St. Mary's on August 13th
- Submitted nominations for the AFP Philanthropy Day Awards
- Attended Class of 1965 reunion on August 14th to present their 50th anniversary pins and gave them a school tour & attended their Class mass on August 16th
- Lots of alumni contact and work on Regina Record alumni newsletter
- Continuing to work on Greece trip registrations
- Memorial received from Jerry DeFrance family for \$2,531 to Teacher Endowment Fund. Attended visitation & funeral.

IMPORTANT UPCOMING ALUMNI DATES:

- August 28th – Booster Hall of Fame inductions (Solon game)
- October 9 - Regina Homecoming & Alumni Awards Presentation (West Marshall)
- October 16 – 10th Anniversary Celebration of 2005 Football Team (Xavier Game)
- February 4 - Alumni Career Day during CSW

Health and Safety – August 18th 2015

Attendees: Rick Larew, Glenn Plummer, Celeste Vincent, Janan Rustan, Angela Villhauer, Scott Nibaur

Health and Safety Topics in our schools

- Celeste and Glenn reviewed the topics the school typically covers during the school year.
- Staff had guest speaker last year to review bullying.
- Many of these topics are “formal” requirements set by diocese.

Recommendation was made that we work with PTO or Home and School and organize a “family night” at Regina. We would look at bringing in a guest speaker discuss “digital safety online” or “bullying”. We will investigate to determine cost.

ALICE Training

- Celeste and Glenn thought it would be a good idea to have a staff in-service on a Thursday to review this training. Many new staff members to Regina and it has been a few years. Scott N. will contact Scott Gaarde to set this up.

Health Information for Coaches

- Discussed ways for coaches to access their athlete’s medical conditions and keep confidentiality. Glenn mentioned giving coaches access to Power school and setting it up so they can only see health information. Glenn will check into this.
- Also discussed purchasing some iPads to download this health information onto for coaches to securely sign in. More follow up next month.

Regina Having a School Nurse

- We discussed if Regina could use a school nurse? If so, could we utilize the medical facilities within our area to assist?
- Celeste and Glenn will provide a “general inventory” of the most common medical problems addressed at our school.
- Celeste and Glenn will provide us a list of duties they are performing now that the school nurse could take over. The goal will be to put this list together and come up with a plan to present to school board and medical facility to prove the importance of having this resource at our school.