

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, August 30, 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 – July 26, 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 |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| • Pam Schowalter- Recruitment and Retention Discussion | |
| • Administrator(s)- Offer to give tour of the Regina Inter-Parish Catholic Education Center | |
| • Board Chair/Executive Committee- Review committee membership | |
| 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	9/27/16	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	9/08/16	6:30 AM	Business Office
C. Finance Committee	Wednesday	9/7 & 9/21	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	9/01/16	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Thursday	9/08/16	4:30 PM	HS Library
F. Catholic Identity Committee	4 th Thursday	9/22/16	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	9/12/16	6:30 PM	Business Office
H. Strategic Planning Committee	3 rd Monday	9/19/16	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	9/20/16	6:00 PM	HS Library

II. ENROLLMENT

2016-2017 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	450									464
JR/SR	387									373
PreK	82									82
Total	919									919

I. UPCOMING DATES

Back to School Night 7-12	Aug 31	6:00 PM	High School
No School	Sept 5		
ACT's	Sept 10	8:00 AM	
Principals' Meeting	Sept 13	8:00 AM	MPR
Back to School Night K-6	Sept 15	6:30 PM	Elementary
Financial Aid Information Meeting	Sept 19	7:00 PM	MPR
Picture Retake	Sept 21	7:30 AM	MPR

II. PRAYER SERVICE/MASS SCHEDULE

Mass K-6	Aug 31	2:00 PM	Elementary Gym
Prayer Service 7-12	Aug 31	2:30 PM	High School Gym
Mass K-12	Sept 7	2:00 PM	High School Gym
Mass K-6	Sept 14	2:00 PM	Elementary Gym
Prayer Service 7-12	Sept 14	2:30 PM	High School Gym
Mass 7-12	Sept 21	2:30 PM	High School Gym

III. Holy Days of Obligation

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday July 26, 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): Ellen Abusada, (Fr. Beckman), Jason Dumont, Patrick Gavin, Chad Hageman, (Fr. Juarez), Anne Kelly, (Sue Kloos) Scott Nibaur, Matt Pacha, Fr. Page, Janan Rustan, Kathy Shey, Angela Villhauer, Matt White, (Fr. Witt)
 - ii. Ex-Officio Members: (Bill Battistone), (Carolyn Brandt), (Tim Foley), Michelle Goldsmith, (Laura James), (Jessica Mehegan), (Ryan O’Hearn), Alan Opheim, Glenn Plummer, April Rouner, Stacy Sueppel, Pam Showalter, Celeste Vincent.
 - c. Chairperson remarks- congratulations to girls softball team and boys baseball team. Congratulations to 17 AP scholars. Reminder to buy Benchwarmer tickets.
 - d. Approval of Minutes- Shey moved to approve, Rustan second, motion passed
 - e. Approval of Agenda – Kelly moved to approve, Villhauer 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. Gym floor being redone.
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet. Reminder Family Fun Festival is August 19-20.
 - e. Religious Education – no report.
 - f. Foundation – Report in packet. 80 applicants for MCM position- interviews this week. Working with Cody on leadership chairs for capitol campaign. All board members will be asked to serve in some capacity.
 - g. Boosters, PISA, Home & School – no reports.
- III. Old Business Update
- IV. New Business Discussion
 - a. Part-time Student Trial Discussion. Diocesan school board has given Regina permission to try this. Will be considered in policy, SIAC and finance. Will have likely 1 student on trial basis in junior high for this school year.
- V. Calendar and Discussion Items
 - a. Board of Education Strategic Planning Meeting- done July 16th.
 - b. Policy/By-Laws Committee- Ensure that all new BOE members receive copies of the policy/bylaw manual and school handbooks- New policy manuals handed out at meeting for all BOE members.
 - c. Distribution Attendance/Termination Policy to Board Members- all BOE members received in board packet.

- d. Policy/By Laws committee – Present summary of BOE Self Evaluation – tabled to August meeting.
 - 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).- see attached.
- VI. Committee Reports – Reports in packet.
- VII. Meeting Schedule:
- | | | | |
|-----------------------|---------|--------|-------------------|
| a. Board Meeting | 8/30/16 | 6:30pm | MPR |
| b. Executive Cmte | | 6:30am | Business Office |
| c. Finance Cmte | 8/17/16 | 4:30pm | HS Library |
| d. Policy/ByLaws | | 9:00am | Business Office |
| e. SIAC/Education | | 4:30pm | HS Library |
| f. Catholic Identity | | 4:00pm | HS Library |
| g. Building & Grounds | 8/8/16 | 6:00pm | Business Office |
| h. Strategic Planning | | 6:30am | Panera Coralville |
| i. Health & Safety | | 5:30pm | HS Library |
- VIII. Closing Prayer – Fr Page provided closing prayer
- IX. Executive Session
- a. 7:01 Dumont moved to adjourn into Executive Session, Kelly second, motion passed.
 - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 7:26 pm the board reconvened from Executive Session
- a. Kelly moved to accept contracts for the following: Spanish **teacher- Jorge Malagon** Seconded by Fr. Witt, motion carried.
 - b. Villhauer moved to accept following coaching contracts: Lacey Sexton (FB & Wrestling Cheer), Marv Cook (FB), Mike Brinkman (Asst FB), Kevin Stout (Asst FB), Jake Reisen (F/S FB), Brad Beane (Vol. FB), Zach Pechous (Vol. FB), Alex Kanellis (Asst FB), Jason Dumont (Vol. FB), Bill Battistone (Vol. FB), Tom Nosbish (Vol. FB), Jeff Schebler (Vol FB), Ed Hinkel (Asst FB), Dan Ahrens (JH FB), Adam Martensen (JH FB), Nick Merlino (JH FB), Jack Arendt (JH FB), Chad Swope (Cross Ctry), Chris Murdock (Asst Cross Ctry, Boys Track), Abbie Gould (JH Cross Ctry), Kara Kimm (VB), Kate Hawkins (Vol. VB), Heaher Hass (Asst VB), Brandon Mills (Asst VB), Paige Compton (JH VB), Emily Gahan (JH VB), Jared Galpin (Asst Boys BKB, Boys Golf). Seconded by Fr. Page. Motion carried with one abstention.
- XI. Adjournment – At 7:30pm Kelly moved to adjourn the meeting, Rustan second, motion passed.

Respectfully submitted,
Kathy Shey
BOE Secretary

**Regina Junior-Senior High School
Board Report
August 2016**

Principal as Spiritual Leader

1. We had our first 7-12 Mass on Wednesday, August 24. Thank you Father Rudy.
2. Religious Celebration Calendar is finished. There may be some minor changes. The calendar is attached below.
3. We are looking at doing another faith formation book study this year using *31 Days to Becoming a Better Religious Educator*.
4. Upcoming events:

8/24	2:10	Opening Mass
8/31	2:30	7-12 Prayer Service
9/7	2:00	K-12 Mass w/ Bishop Amos
9/14	2:30	7-12 Prayer Service
9/21	2:10	7-12 Mass
9/29	9:30	K-12 Homecoming Mass (Changed from 9/28)

Principal as Instructional Leader

1. We are finalizing our Thursday afternoon schedule for the school year.
2. 7-12 teachers will continue professional development to prepare them for going 1:1 with Chromebooks.
3. Our 7-12 staff will be doing another study group using the book *Design in 5*. The book takes schools through the process of unpacking standards to designing learning targets and creating assessments to measure those learning targets.

Principal as Administrator

1. Enrollment Summary (8/26) – 2015 to 2016

7 th – 71/71
8 th – 57/70
9 th – 67/52
10 th – 72/65
11 th – 48/75
12 th – 57/54
Total – 372/387
2. The C-Plan has been changed to CASA. Timelines are the same, but the information to be provided has changed. This coincides with the changes to state accreditation visits and differentiated accountability.
3. We will continue to utilize block scheduling on Wednesdays and Thursdays this year.
4. All 7-12 teachers are completing two online trainings to prepare teachers to help students exhibiting signs of psychological distress and help students struggling due to harassment or exclusion related to sexual identity, sexual orientation, or other differences.
5. I have completed my Level 1 Investigator renewal. It is the responsibility of each school to appoint a Level 1 Investigator and alternate(s). These positions must be announced by the Board and posted in each building.
6. Every student has completed the requirements to receive a Chromebook and all Chromebooks have been issued. I held 7 Chromebook Information sessions over the past 4 weeks.

Principal as Communicator

1. The Class of 2016 ACT Report has been received and will be shared in next month's Board report.
2. We received the results from ACT Aspire. A report will be included in next month's report.
3. Back to School Night for the Junior-Senior High will be Wednesday, August 31 at 6:00pm.
4. Our new pre-service schedule allowed for the annual paperwork to be done with some professional development activities, while allowing teachers time to work in their classrooms.

Month	Date	Time	Occasion
August	8/24/2016	2:10	7-12 Opening Mass
	8/31/2016	2:30	7-12 Prayer Service
September	9/7/2016	**2:00	K-12 Mass with Bishop
	9/14/2016	2:30	7-12 Prayer Service
	9/21/2016	2:10	7-12 Mass
	9/29/2016	9:30a	7-12 Homecoming Mass
October	10/5/2016	2:10	7-12 Mass
	10/12/2016	2:30	7-12 Prayer Service
	10/19/2016	2:10	7-12 Mass
	10/26/2016	2:10	7-12 Mass
November	Tuesday 11/1/2016	9:45	K-12 All Saint's Day Mass
	11/9/2016	2:10	7-12 Mass
	11/16/2016	2:10	7-12 Mass
	Tuesday 11/22/2016	9:45	K-12 Thanksgiving Mass
	11/30/2016	2:30	7-12 Prayer Service
December	Thursday 12/8/2016	9:45	K-12 Immac Conception
	12/14/2016	9:00	7-12 Advent Reconciliation
	Tuesday 12/20/2016	9:30	7-12 Christmas Basket PS
January	1/4/2017	2:10	7-12 Mass
	1/11/2017	2:30	7-12 Prayer Service
	1/18/2017	2:10	7-12 Mass
	1/25/2017	2:10	7-12 Mass
February	2/1/2017	*9:45 AM	K-12 CSW Mass
	2/8/2017	2:10	7-12 Mass
	2/15/2017	2:10	7-12 Mass
	2/22/2017	2:10	7-12 Mass
March	3/1/2017	**2:10	7-12 Ash Wednesday PS-Mural Painting
	3/8/2017	2:30	7-12 Prayer Service
	3/22/2017	9:00	7-12 Lenten Reconciliation
	3/29/2017	2:10	7-12 Mass
April	4/5/2017	2:10	7-12 Mass
	Friday 4/14/2017	11:00	7-12 Stations of the Cross
	4/19/2017	9:45	K-12 Memorial Mass
	4/26/2017	2:10	7-12 Mass
May	5/3/2017	2:10	7-12 Mary Crowning PS
	5/10/2017	2:30	7-12 Mass
	5/17/2017	2:30	7-12 Senior Recog PS
	5/24/2017	7:30p	Baccalaureate Mass

August 2016 Athletic Department Report

Volleyball

The varsity volleyball team opened the season by winning the West Branch Invitational on Saturday, August 27th with a 5-0 record. The Regals host West Branch on Thursday, September 1st in the home opener.

Cross Country

The cross country teams host the 9th annual Bob Brown Invitational on Thursday, September 1st. The 14-team meet will be held at Kickers Soccer Park in Iowa City. The junior high meet is scheduled for Tuesday, September 13th at Kickers Soccer Park.

Football

The Regina football team lost a tough game at Xavier last Friday night, 35-26. The Regals host Solon at 7:30 p.m. The game will be televised live on KCRG 9-2 and radio broadcast by 1600 KGYM and 1630 KCJJ.

Regina Hall of Fame

New members of the Regina Athletics Hall of Fame will be honored at halftime of the varsity football game on Friday, September 16th.

REGINA ELEMENTARY BOARD REPORT August 2016

FACILITATOR OF FAITH COMMUNITY

THANK YOU:

Thank you to Father Rudy who helped with our opening Mass for diocesan in-service on August 18th at St. Patrick's.

UPCOMING SERVICES:

August 31st K-6 Mass @ 2:00 p.m. in Elementary Gym. Opening School Mass

September 7th K-12 Mass @ 2:00 p.m. in the High School Gym

September 14th 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 13th.

We gathered together to start the year at St. Vincent Center in Davenport on August 9th.

STANDARD #1 - VISION

DIOCESAN STAFF INSERVICE:

Thank you to Shelly Conlon for planning our prayer service on August 17th. Thank you to Caroline Marcotte for providing the music for the service.

NEW TEACHER INSERVICE:

New teachers had their diocesan training on August 16th 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 Monday, August 22nd 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 22nd was well attended. Daycare students began on August 24th. We welcome our preschool students on September 6th. 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 15th 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 August 17th.

TAKE PRIDE IN YOUR SCHOOL:

We thank Home and School who organized our clean up day on Saturday, August 13th. 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 4th at 6:30 p.m. Their next meeting will be September 1st 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 1st at 6:00 p.m. in the elementary media center.

We thank Anne Gavin who has volunteered to coordinate Assisting Classroom Teachers again.

We will hear about other program coordinators at the first meeting.

We thank Keely Hinkel for coordinating Regal Learning Program.

PISA:

They will have their next meeting of the year on September 12th 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 11th. 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 the Girl Scout Troop and Missy Aitchison for coordinating a training video on recycling in our cafeteria that was able to be shared with all of our homerooms.

STANDARD #6 - LEARNING COMMUNITY

NEW PARENT ORIENTATION:

This was held on August 16th 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 15 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.

ENROLLMENT

Below is the summary of incoming and outgoing Regina Elementary students, as of August 20, 2015. Current enrollment at Regina Elementary is 450.

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

Michelle Pelechek	Kindergarten
Jennifer McGrane	K/1 Resource
Rachel Scholze	Library/Enrichment
Lagkana Waters	ELL K-12

We welcomed these familiar faces to different positions in the building –

Mary Duffey	Computer
Alicia Andrews	2 nd Grade

We welcomed four new workers for our PM program.

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.

Admissions
Pam Schowalter
August 2016--Board of Education Report

Enrollment

Elementary started the 2016-2017 school year with 450 students. There are 26 new students in 1st-6th this year. We have 62 kindergarten students registered.

Jr./Sr. High started the 2016-2017 school year with 388 students. There are 26 new students in grades 7th-12th this year.

52 new students to Regina

2016-2017 K-12 Total: 838 students (enrollment will be certified October 1, 2017)
2015-2016 certified enrollment 834 students
2014-2015 certified enrollment 818 students

K	1	2	3	4	5	6	7	8	9	10	11	12	total
62	67	67	65	62	78	49	72	70	52	65	75	54	838
1			1										pipeline

Recruitment:

Student Involvement Team (S.I.T.) will meet monthly during the school year starting in October. We would welcome Jessica, the Communication Marketing person to join us.

Parish Baptism Database (August 2015 to August 2016) will be complete in September. Our first “contact” will go out the first week of October.

Parish Visits were done the month of August at all four parishes and the Newman Center. I would welcome any feedback from our pastors or church staff. Regina will speak again to kick off Catholic Schools

Retention:

Bubble Group will meet monthly during the school year starting in November. From April forward we will meet 2x a month.

Exit Surveys were sent out on August 10th to families not returning to Regina. Additional exit surveys will be sent out before the end of August. Results will be shared with the Board of Education at a later meeting.

Parent Ambassador Program is pairing new families with seasoned Regina families. Working to schedule a time with administrators to “pair” our new families. We are looking to have this operating in September-May.

New families will all receive a phone call from Admissions the second week of school to see how the transition is going with their child and Regina. Results will be shared out with administrators.

Student Ambassadors are amazing! We have 30 students-grades 7-12 participating in this program. Student Ambassadors will meet 1x a month throughout the school year. These students have participated in the following:

- New Student Breakfast and Panel—Aug. 15th
- Child Care for New Parent Orientation—Aug. 16th
- Jr./Sr. High Prep Day--AM—Aug. 22nd
- 7th grade Orientation--PM—Aug. 22nd
- Welcomed new students on 1st day of school-Aug. 24th

Board Meeting August 30, 2016
Report from Alan Opheim
Director – Finance / Operations

Business Office –

- I will not be able to attend the Board meeting as Dad is having the 1st of 3 anticipated surgeries on the 30th. It should be routine, but some heart issues showed in the Pre-op physical and Mom needs assistance with the 1st 24 hour care.
- Much time is allocated to start-up requirements of the new year including K-12 Tuition (Smart Tuition); AM/PM set-up, and Preschool billing needs and calendars
- July 2016 Financials are in the packet
- We have received the busing reimbursement check from ICCSD. Our return rate was 80.8% of the amount submitted to the state, down slightly from last year's rate.
- As noted below and in the Finance Committee report, the work on the 2017-18 budget is starting now.

Special Events / Fundraising

- A successful Family Fun Festival was held August 19 and 20. While any transition year of this magnitude will bring challenges financially and with attendance, I am generally pleased with early results. More will be known as the expenses come in over the next few weeks.
- There are only 2 weeks left to purchase your Benchwarmer tickets.
- This is a key time for the STO contributions. If anyone needs more information, contact Matt P, Jason, Matt W or myself and we can assist in getting the forms to you or explaining why this program is a great tax advantage to taxpayers of all brackets.

Buildings & Grounds

- We continue to delve into projects while at the same time taking care of the daily needs of the school. A few upcoming projects will include both inside and outside proactive improvements where the key component is labor, not dollars.
- The school took over the lawn and snow care for the property on First Avenue that is expected to become the First Avenue Access in 2017.
- All Early Childhood Center parents received their key cards. All three preschool rooms now have keyless, electronic access.

Ad Hoc and other participation

- Run for the School's monthly meeting
- Advancement Team meetings
- Joint WIA meeting
- Site plan, feasibility meetings, preparation, and analysis have been consist additions to the monthly agenda
- One full administrative meeting
- Meetings as needed (Security, custodial, administrators, finance related topics,)

Committee's Next Meeting:

Finance – September 7 and 21, 2016	4:30 p.m.	HS Media Center
Building and Grounds – September 12, 2016	6:30 p.m.	Business Office

Regina Tri-Parish Religious Education

Carolyn Brandt – Director

August 30, 2016 Board Report

New Staff:

- Colette Szeszycki is the new administrative assistant
- Eric Dirth 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 14th. We will start with a Mass. Then on September 21st 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 28th 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 third year with this setup. It is working out well. Their first class will be Sunday September 11th.

Looking forward to a good year!

August 9, 2016

Annual Appeal Stewardship

- ED worked with intern, Mike Pryor, to create a first time donor thank you. This same document will be used for thanking other donors, including all Regina parents who will receive an email blast thanking them for their participation and/or updating them on the Appeal outcome and impact of their gifts.
- Grati-Tuesday ---Tuesday, August 9, designated as gratitude day for all Appeal donors who gave \$500 or more to the Appeal. ED to make 150+ thank you calls to those donors who gave \$750 or more to the Appeal. Board members and other Foundation staff will contact 100 others who gave \$500-\$750. Callers also asking for any feedback from donors.

Capital Campaign

- ED worked with Shelley R and printing house to coordinate mailing of 2300 (plus over 2100 by email) planning study result letters to all who were asked to participate in the study either by interview or survey (included all Regina parents and alumni, parents of alumni, major donors, targeted businesses, etc). The study flyer was also inserted into all parish bulletins the weekend of August 6 & 7 and the parent packets.
- ED contacted the parish priests to coordinate a meeting on August 18 with Cody and April to discuss their role in the campaign and answer any questions or concerns they may have
- Cody, Trish & April met on August 4 to discuss the campaign calendar and how the campaign timeline could impact other annual operating fundraising efforts for staff and parent support groups. There was a discussion about including not only an Appeal ask with the campaign ask, but a One Ask to include all fundraising efforts. More discussion to follow on this topic.
- Cody provided several logo options to the campaign committee for the Pride in Our Past, Building Our Future campaign tagline. Group to make final selection soon.
- Cody also provided a draft of the narrative campaign case statement and asked for further detailed input from April, Alan, Jason & Matt Pacha. Feedback has been given & revised document to be provided the week of August 8.
- April contacted 30 individuals/couples about serving in a leadership role (Honorary Chair, Campaign Cabinet, and Faculty/Staff Chairs). August 19 is target deadline to secure leaders
- Shelley provided Cody with database results of over 9500 donors in regards to donor history information. Cody will review this info to establish preliminary asks amounts for major donors
- Cody met with Foundation staff on August 3rd for a campaign updated meeting. These will be held weekly.

Planned Gifts

- April met with a donor on July 31 to discuss a \$150,000 legacy gift he and his wife are planning.
- On August 3 April spoke to another donor about he & his wife leaving 1/3 of their donor designated funds from a trust at Hills Bank to Regina upon their death. This couple has already made the Foundation aware of their naming as beneficiary in their life insurance policy.
- April will construct Letters of Intent documents for both of these couples & will meet with them soon for confirmation and signing.

Alumni Relations

- Class of 1966 members to receive 50 year pins from Foundation at class reunion on August 13
- Shelley R will conduct building tours for the Class of 1966 and 1976 on August 13

Communications & Marketing Coordinator

- Alan and ED met on 7/22 to coordinate their interview selections for the 65 resumes received
- Weekend of July 23rd April called initial candidates to set interviews and speak to a few to weed out because of salary expectations.
- ED constructed questions and process for team interviews which were held week of July 25th. 9 candidates interviewed.
- ED called selected candidate to extend job offer; followed up by email with salary and benefits
- ED wrote thank you and notification of hire to be sent to all who had applied and/or interviewed
- ED wrote notice to both boards of hire

Coming Up

- Will meet with new Development Director for the Davenport Diocese on August 25
- New Teacher & New Parent Orientations on August 16; faculty & staff orientation August 17. ED to speak about Foundation works and campaign updates at all meetings.

Regina Catholic Education Center
Building and Grounds
August 8, 2016

Attendees: Mike Streb, TJ Brandt, Matt White, Doug Bottorff, Tom Brandt, Jason Dumont, Matt Pacha, Ryan O'Hern, Jim Burchers and Alan Opheim;

Topics

- Site Plan Update
- New Gym Floor – Care and Prevention
 - Subsequent to the meeting Jim was provided a list of items to be done prior to the first day of school to make the floor / gym ready for use.
- Review GuideOne Claims filed and paid; 1 open claim -- Wind / Light by Dugout
- Summer Projects Started and Completed
 - Driveway / parking lot improvements
 - Sidewalks
 - Carpet plans for summer – 10 rooms
 - Update Door System to RS2 – ties to cameras – Expanded from original concept
 - Outside door painting
 - Elementary sandbox
- Updates
 - Barrel Roof
 - Doug Bottorff will work with Alan to develop an RFP (informal) request for resurfacing the HS gym roof
 - Other
- Boosters

NEXT MEETING September 12, 2016 6:30 PM

Home and School Meeting Minutes August 4, 2016

- I. Opening Prayer
- II. Introductions
- III. May Minutes were approved
- IV. Principal's Report – Celeste Vincent/Bill Battistone
 - a. New Regina Teachers introduced
 - a. Michelle Pelecheck – Kindergarten
 - b. Lagkana Waters – ESL
 - c. Alicia Andrews – 2nd Grade
 - d. Mary Duffey – Computer
 - e. Additional AM/PM staff being hired
 - b. Important upcoming events:
 - a. Take Pride in Our School Day – 8/13/16
 - b. Family Fun Festival – 8/19/16 and 8/20/16
 - c. Open House – 8/22/16 1:30-3pm
 - d. Offices Closed – 8/23/16
 - e. First Day of School – 8/24/16
 - f. Mass – 8/31/16 at 2pm
- V. Teacher Representative Report – No Teacher Rep Report this month
- VI. Regina Foundation Report – No Foundation Report this month
- VII. Treasurer's Report – Written report provided
 - a. The balance on April 30, 2016 was \$27,778.99
 - b. The balance on July 31, 2016 was \$12,628.62
 - c. Income in May 2016 included \$1.91 in interest, \$225.00 from money found in previous year's treasurer's folders
 - d. Expenses in May 2016 included \$150.00 for Thank You girls, \$1,023.52 for Artist in Residence, \$20 for babysitting, \$798.00 for Field Trips, and \$12,138.00 for Wish List (42 iPads)
 - e. Income in June 2016 included \$1.14 in interest
 - f. Income in July 2016 included \$1.10 in interest
 - g. Expenses in July 2016 included \$250 for Grandparents Day
 - h. Anticipated expenses for August 2016 include Playground Upkeep and Teacher Start-up Money
- VIII. Committee Reports
 - a. Take Pride in Our School – Karina Smith
The event is on the Home and School Facebook Page
Treats will be provided
Wheelbarrows are needed
 - b. FFF KidZone – Ben Kratz, Katie Horner
Sign-up Genius is out with pretty good response so far
Erin will post on Home and School Facebook Page
Budget for the event is \$400, we may come in below budget – discussed/approved providing Carolina Icardi a \$50 gift card for her generous donation of time and talent doing face painting for the event
 - c. Take Pride in Our School – Karina Smith
Will be August 13th
The Boy Scouts will be there to help
 - d. Open House
Home and School will have a booth in the gym
Mr. Battistone will make a tri-fold for the booth and other items can be added
Discussed that it will be best to have a H&S member present at the booth

- e. Fall Chocolate – Erin Pottebaum, Heather Feller
Will have sign-up genius for help with chocolate sales
Help will be needed unloading chocolate, Streb Construction will provide forklift
Chocolate Assembly – 8/25/16 at 9:00am
Last day of Chocolate Sales – 9/9/16
 - f. Chocolate Prizes – Alaina Welsh
There will be new options for prizes this year
Students can earn raffle tickets for cases sold which can be entered to win higher end items (iPad, Kindle Fire)
Out of Dress Code, Free Recess, Book Fair Money will also still be options
There will also be daily drawings for prizes
Other new prize options include games, treat party in staff lounge
Some trinket prizes will still be options
Mr. Battistone suggested that with the raffle ticket option where students may not win the big prize that every student at least gets something
 - g. Uniform Sales – Heather Feller
Will sell at FFF – location will be a tent in front of the High School, 5-7pm on 8/19/16 and 3-5pm on 8/20/16
Will collect and sell in January/February 2017 also
 - h. Back to School Night – Keely Hinkel is co-chair
No updates at this time
 - i. Staff Appreciation
No updates at this time
- IX. New Business
- a. Michelle DeGroot mentioned that the Scrip office is looking for volunteers, especially for Wed/Fri mornings from 8-9am

Attendance List

Officers:

President: Alaina Welsh

Vice President: Erin Pottebaum

Treasurer: Chrissy Chambliss (not present)

Secretary: Katie Horner

Faculty/Staff:

Celeste Vincent – Elementary Principal

Bill Battistone – Assistant Elementary Principal

Parents:

Heather Feller

Clark Feller

Karina Smith

Ben Kratz

Michelle DeGroot

Keely Hinkel

Regina Inter-Parish Catholic Education Center
Balance Sheet
July 31, 2016

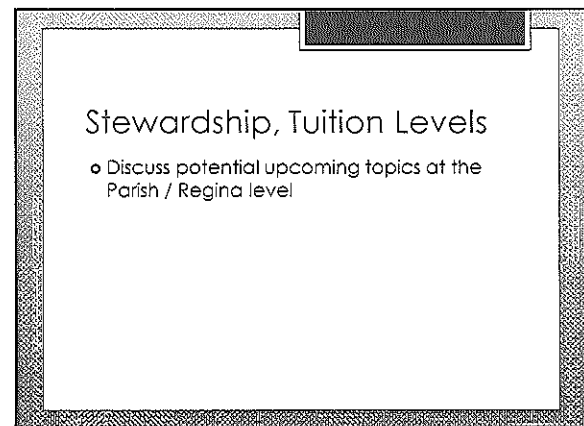
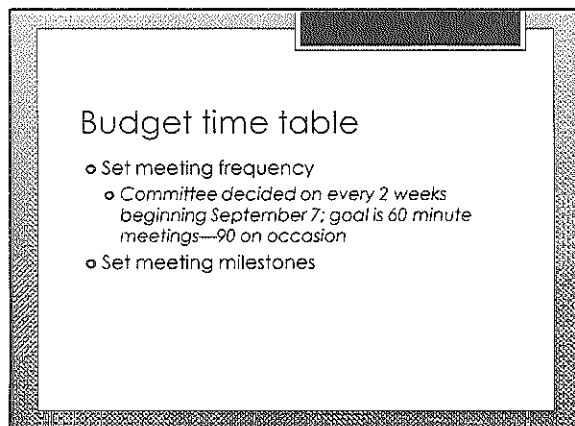
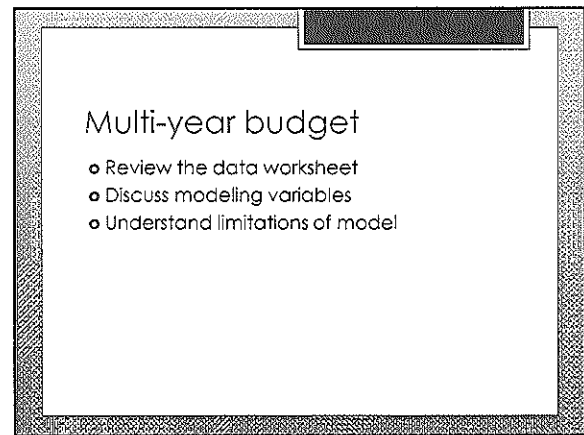
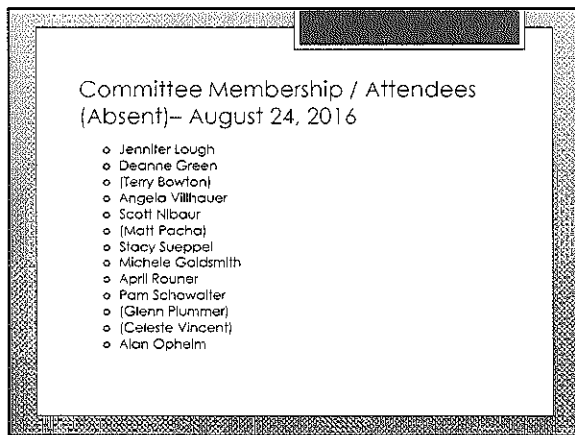
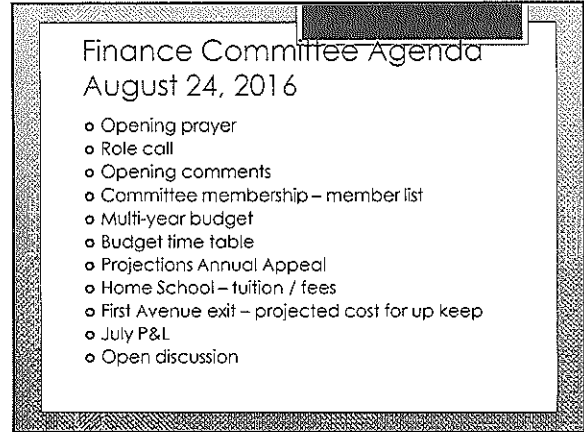
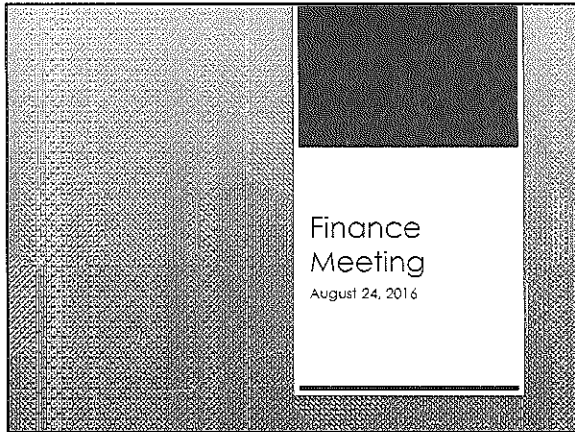
	Jul 31, 16	Jul 31, 15	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
10000 · Unrestricted Cash	614,656.24	479,335.32	135,320.92	28.23%
11000 · Savings	1,711,809.61	1,524,182.03	187,627.58	12.31%
Total Checking/Savings	2,326,465.85	2,003,517.35	322,948.50	16.12%
Accounts Receivable				
12000 · Tuition Receivables	3,842,882.55	3,011,325.17	831,557.38	27.61%
Total Accounts Receivable	3,842,882.55	3,011,325.17	831,557.38	27.61%
Other Current Assets				
12200 · Prepaid Computer Contracts	2,833.00	6,171.25	-3,338.25	-54.09%
12210 · Bus Revenue Expected from ICCSD	190,000.00	0.00	190,000.00	100.0%
Total Other Current Assets	192,833.00	6,171.25	186,661.75	3,024.7%
Total Current Assets	6,362,181.40	5,021,013.77	1,341,167.63	26.71%
Fixed Assets				
13000 · Long Term Assets	3,793,838.47	3,926,318.47	-132,480.00	-3.37%
Total Fixed Assets	3,793,838.47	3,926,318.47	-132,480.00	-3.37%
TOTAL ASSETS	10,156,019.87	8,947,332.24	1,208,687.63	13.51%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
20000 · Current Liabilities	4,035,485.76	3,347,910.34	687,575.42	20.54%
Total Other Current Liabilities	4,035,485.76	3,347,910.34	687,575.42	20.54%
Total Current Liabilities	4,035,485.76	3,347,910.34	687,575.42	20.54%
Long Term Liabilities				
26000 · Long Term Loans	584,562.55	610,017.79	-25,455.24	-4.17%
Total Long Term Liabilities	584,562.55	610,017.79	-25,455.24	-4.17%
Total Liabilities	4,620,048.31	3,957,928.13	662,120.18	16.73%
Equity				
30000 · Opening Balance Equity	4,972,571.19	4,973,514.19	-943.00	-0.02%
32000 · Unrestricted Net Assets	725,209.87	235,123.68	490,086.19	208.44%
Net Income	-161,809.50	-219,233.76	57,424.26	26.19%
Total Equity	5,535,971.56	4,989,404.11	546,567.45	10.96%
TOTAL LIABILITIES & EQUITY	10,156,019.87	8,947,332.24	1,208,687.63	13.51%

Regina Inter-Parish Catholic Education Center

Profit / Loss Statement

For the Month Ending July 31, 2016

	Jul 16	Jul 15	\$ Change	% Change
Income				
40000 · Tuitions	96,699.66	62,046.88	34,652.78	55.85%
41000 · Assessments	112,971.51	154,746.33	-41,774.82	-27.0%
42000 · Foundation Funding	79,250.00	0.00	79,250.00	100.0%
43000 · Diocesan Funding	0.00	12,116.28	-12,116.28	-100.0%
44000 · Nutrition Income	-42.65	230.17	-272.82	-118.53%
45000 · Other Incomes	81,201.80	27,399.44	53,802.36	196.36%
46500 · Bus Route Income	0.00	13,500.00	-13,500.00	-100.0%
Total Income	370,080.32	270,039.10	100,041.22	37.05%
Gross Profit	370,080.32	270,039.10	100,041.22	37.05%
Expense				
60000 · Salaries & Wages	328,431.68	297,916.20	30,515.48	10.24%
60145 · Benefits	68,434.43	68,723.53	-289.10	-0.42%
61000 · Educational Supplies	12,205.69	27,091.58	-14,885.89	-54.95%
61040 · Computer Technology	3,407.08	2,868.69	538.39	18.77%
62000 · Facility Expenses	47,976.38	37,866.50	10,109.88	26.7%
63000 · Operating Expenses	4,658.18	4,276.18	382.00	8.93%
64000 · Building Upkeep	21,805.36	15,921.79	5,883.57	36.95%
65000 · Nutrition	2,316.18	2,239.65	76.53	3.42%
66000 · Income Offsets	27,841.23	17,555.13	10,286.10	58.59%
68000 · Interest Expense	3,773.61	3,773.61	0.00	0.0%
69000 · Depreciation Expense	11,040.00	11,040.00	0.00	0.0%
Total Expense	531,889.82	489,272.86	42,616.96	8.71%
Net Income	-161,809.50	-219,233.76	57,424.26	26.19%



2017 Annual Appeal

- In light of capital campaign – what should we expect / budget for? – *Committee asked to think about this topic*
- Committee concerns? (*Postponed to future meeting*)

Home School Fees / Tuition

- History and background
- Diocese desire to allow home school students at Regina
- Setting appropriate fees / tuition

First Avenue access

- Discuss any associated costs with this access once under way
 - Snow removal, salt/sand, mowing
 - Lighting needs
 - Sidewalk care – If handrails, paint, etc.
 - Signage
 - Safety items – barricades, chains, crossing guards, etc.
 - Catholic Identity

July P&L review

- Hand out July 2016 P&L

- Adjourn