

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, February 28, 2017
6:30pm Regular Board Meeting
Regina MPR
Vision: *To foster excellence with faith, knowledge, and community*

Regular Agenda

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| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – January 24, 2017 | |
| 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 | |
| g. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 5 minutes |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. Board recommendation of Administrative contracts (Policies #360 and #360.1 Administration Contract Renewal/Non-Renewal Process) | |
| b. Approval for 1 year extension of the ICCSD bus contract. | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| 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	3/28/17	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	3/09/17	6:30 AM	Business Office
C. Finance Committee	Wednesday	3/15/17	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	3/02/17	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Tuesday	3/14/17	4:30 PM	HS Library
F. Catholic Identity Committee	3 rd Thursday	3/16/17	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	3/13/17	6:30 PM	Business Office
H. Strategic Planning Committee	3 rd Monday	3/20/17	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	3/21/17	4:30 PM	HS Library

II. ENROLLMENT

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

I. UPCOMING DATES

Vocal Concert K-2	Mar 2	7:00 PM	Elementary Gym
Youth Rally	Mar 4	8:00 AM	MPR
Band Concert 7-12	Mar 8	7:00 PM	Off Site
Vocal Concert 3-5	Mar 9	7:00 PM	Elementary Gym
Spring Break	Mar 13-17		
Youth Rally	Mar 18 & 19	8:00 AM	
Elks Hoop Shoot	Mar 18	9:00 AM	HS Gym

II. PRAYER SERVICE/MASS SCHEDULE

Prayer Service 7-12 Mural Painting	Mar 1	2:10 PM	High School Gym
Prayer Service K-6	Mar 1	2:30 PM	Elementary Gym
Reconciliation 2-6	Mar 8	8:30 AM	Elem Gym, MPR
Prayer Service 7-12	Mar 8	2:30 AM	HS Gym
Reconciliation 7-12	Mar 22	9:00 AM	HS Gym

III. Holy Days of Obligation

Ash Wednesday	Mar 1
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, January 24, 2017

6:30 PM

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, Katy Lincoln, (Jessica Mehegan), (Ryan O’Hearn), Alan Opheim, Glenn Plummer, (Stacy Sueppel), Pam Showalter, Celeste Vincent.
 - c. Chairperson remarks- Prayer to Jason Dumont and family in the death of Jason’s brother.
 - d. Approval of Minutes- Kelly moved to approve, Rustan second, motion passed
 - e. Approval of Agenda – Kelly moved to approve, Rustan second, motion passed.
 - f. Open to Audience- none.
- II. Administration Reports
 - a. Elementary – Report in packet. Next week is Catholic Schools week. Battistone provided Iowa Assessment data.
 - b. Jr/Sr High – Report in packet. Iowa Assessment info also in packet. Foley discussed intervention time for both enrichment and extra help. Looking into whether this is an option in the daily schedule.
 - c. Enrollment – Report in the packet. Crownie Night on Friday night. Speaking at Masses this weekend.
 - d. Business Office – Report in packet as well as December financials. Upper Iowa University would like to rent a classroom for 5 Monday evenings in the summer.
 - e. Religious Education – Report in the packet.
 - f. Foundation – Report in packet.
 - g. Boosters, PISA, Home & School – Home and School and PISA minutes in the packet.
- III. Old Business Update
- IV. New Business Discussion
 - a. Set tuition rates for 2017-2018. Moved to executive session.
 - b. Approve 2017-2018 school calendar. Kelly moved to approve, Nibaur seconded. Motion carried.
- V. Calendar and Discussion Items

- a. International- Opheim provided updated regarding contract, approved through our attorney. Goal of 10 students for next year. Pam will be travelling with WIA representatives to China.
 - b. Capital Campaign- Public campaign kickoff even on Thursday evening.
- VI. Committee Reports – Reports in packet. Nibaur reported that Last Supper will be painted over President’s Day. 16 students will participate in Kairos retreat.
- VII. Meeting Schedule:
- | | | | | |
|------------------------|---------------------------|---------|--------|-----------------|
| a. Board Meeting | 4 th Tuesday | 2/28/17 | 6:30pm | MPR |
| b. Executive Committee | 2 nd Thursday | 2/09/17 | 6:30am | Business Office |
| c. Finance Committee | Wednesdays | 2/15/17 | 4:30pm | HS Library |
| d. Policy/ByLaws | 2 nd Thursdays | 2/9/17 | 9:00am | Business Office |
| e. SIAC/Education | 2 nd Tuesdays | 2/14/17 | 4:30pm | HS Library |
| f. Catholic Identity | 3 rd Thursdays | 2/16/17 | 4:30pm | HS Library |
| g. Building & Grounds | 2 nd Monday | 2/32/17 | 6:30pm | Business Office |
| h. Strategic Planning | 3 rd Monday | 2/20/17 | 6:30am | Panera C’ville |
| i. Health & Safety | 3 rd Tuesday | 2/8/17 | 4:30pm | HS Library |
- VIII. Closing Prayer – Fr Juarez provided closing prayer
- IX. Executive Session
- a. 7:20 Fr. Page moved to adjourn into Executive Session, Rustan second, motion passed.
 - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 8:30 pm the board reconvened from Executive Session. Villhauer moved to approve the tuition rates for 2017-18, which include a 5% increase for parish rate, a 7 % increase for school stewardship and a 7% increase for full tuition. Tuition rates for elementary, junior high and senior high are as follows: Parish Stewardship: \$3750, \$4770, \$5975; School Stewardship: \$5875, \$7355, \$9140; and Full tuition: \$8445, \$10,455, \$16,020. Seconded by Kelly. Motion approved.
- XI. Adjournment – At 8:31pm Juarez moved to adjourn the meeting, Nibaur second, motion passed.

Respectfully submitted,
 Kathy Shey
 BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
February 2017**

FACILITATOR OF FAITH COMMUNITY

LENT:

The Lenten theme this year is "The 'Son' Shines Through." May all of you have a blessed Easter!

RECONCILIATION:

The second through sixth graders will receive the Sacrament of Reconciliation on March 8th at 9:15 am. This will follow an 8:30 am prayer service.

UPCOMING RELIGIOUS CELEBRATIONS:

Ash Wednesday Prayer Service is on March 1st at 2:30 pm.

Prayer Service April 13th @ 1:15 am (Holy Thursday)

Prayer Service April 14th @ 11:15 am (Good Friday)

CATHOLIC SCHOOLS WEEK:

We had a great Catholic schools week this year! We are extremely proud to be an extension of the four parishes in the Iowa City/Coralville area. We had a great Talent Show and the volleyball game between the faculty and the 6th graders was a lot of fun! Thank you to all of our support groups who helped make the week a tremendous success.

PRINCIPALS' RETREAT:

Celeste and Bill attended a Diocesan Principal Retreat on February 10th at St. Patrick's Parish in Iowa City.

CONGRATULATIONS:

We welcome Nora Feller to the Regina Elementary family. Nora was born the first week of February to Jake and Emily Feller (Kindergarten teacher).

STANDARD #1 - VISION

KINDERGARTEN ROUND-UP

Kindergarten Round-up was held on February 9th. We had 61 scheduled families that were able to attend our evening program, and an additional 8 drop-ins.

CALENDARS:

The administrative team continues to plan for the academic calendar for the 2017-18 school year.

REGISTRATION:

Registration for the 2017-18 school year will go home on February 27th.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

ONE BOOK TWO BOOK CONFERENCE

The One Book Two Book Conference will be taking place on February 24th. Good luck to Mary Cate Pugh, a 6th grader, who is representing Regina Elementary.

END OF 2ND TRIMESTER/3RD QUARTER:

Grades K-4 will have 2nd Trimester report cards sent home on Friday, March 10th. Report cards for 3rd quarter for 5th and 6th grade will go home on Friday, April 7th.

ELEMENTARY MUSIC:

Thank you to all music teachers during Music Education Month in March. Regina will be hosting three musical programs in March for our students. On March 2nd we will have our K-2 elementary musical in the gym at 7:00 pm. On March 9th we will have our 3-5 elementary musical in the gym at 7:00 pm. We will also be having a jazz night on March 30th at 7:00 pm. We wish the best of luck to all of our wonderful Regina Elementary musicians.

FAST ASSESSMENTS:

Results of the FAST reading assessment from the second universal screener went home to parents on February 17th. This reading assessment initiative is a requirement from the Department of Education of the state of Iowa. Our teachers and administrators have been working diligently on analyzing and interpreting the data.

STANDARD #3 - MANAGEMENT

REGISTRATION:

Elementary registration forms will go home to families for the 2017-18 school year on February 27th.

BOX TOPS:

Regina received a check for our fall Box Tops for \$2,265.50. Special thank yous to Kara Houser and Amber O'Rourke for all of their hard work and dedication with this program.

STANDARD #4 - COLLABORATION

SUPPORT GROUPS:

We want to thank Home and School for a great Family Fun Night Dance held on January 28th.

We thank PTO for their continued support for Assisting Classroom Teachers and Regal Learning Program. Annie Gavin (ACT) and Keely Hinkel (RLP) are the coordinators for these two important programs, and we thank them for their work and support of Regina's educational mission.

Meeting Dates:

Home and School – No March meeting – next meeting is April 6th at 6:30 pm.

PTO - No March meeting – next meeting is April 6th at 6:00 pm.

USED UNIFORM SALE:

Thank you to Home and School for hosting the used uniform sale on January 13th and 14th. This sale benefits many families in both the Elementary and the Jr/Sr high. A special thanks to Heather Feller for her work in coordinating this sale.

GALA:

Congratulations to Trish Kohl and her committees for a wonderful GALA weekend. All Regina Elementary staff members who attended were impressed with the events and the level of support by the community. Thank you to Trish and all of her staff and volunteers who helped with the GALA.

STANDARD #5 - ETHICS

EVALUATIONS:

We are in the second round of evaluations for this school year, including reviewing professional goals that they set at the beginning of the year.

JUMP ROPE FOR HEART:

Regina Elementary held Jump Rope for Heart on February 17th. Thank you to Ms. Rutt and the second grade team for coordinating the event. Regina Elementary raised over \$17,000 for the American Heart Association.

STANDARD #6 - LEARNING COMMUNITY

INVENTION CONVENTION:

On March 23rd, Regina Elementary held its own Invention Convention for our 5th grade classes. Thank you to Lindley Visser, 5th grade teacher, for coordinating this wonderful event. Best of luck to our winners!

MY FAIR LADY PREVIEW:

Regina Elementary will have a preview of the high school musical "My Fair Lady" on Wednesday, February 22nd. Good luck to all students in the musical.

ENROLLMENT SUMMARY

K –	60
1 st –	66
2 nd –	68
3 rd –	66
4 th –	62
5 th –	77
6 th –	49

Total – 448

Incoming Kindergarteners that are registered - 61

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

Principal as Spiritual Leader

1. Upcoming celebrations
 - March 1: 7-12 Ash Wednesday Prayer Service @ 2:10 in the Gym
 - March 8: 7-12 Prayer Service at 2:30 in the Gym
 - March 22: Lenten Reconciliation & prayer service at 9:00 in the Gym
 - March 29: 7-12 Mass at 2:10 in the Gym
2. Catholic Schools Week went well. Highlights of the week included a K-12 Mass, 7-12 Talent Show, and the viewing of *Risen*.
3. The Via teachers, Shelly Conlon, Lynne Zoulek, and myself have begun a curriculum and consistency alignment. We hope to have it completed before the end of the school year.
4. Mike Spencer from the Life Training Institute will be presenting on Monday, March 27. The exact time is yet to be determined. Mike's message is intended to make our students feel more confident and empowered when speaking about abortion. More information will be sent out when the event is finalized.

Principal as Instructional Leader

1. We will be using the Iowa Algebra Readiness Assessment (IARA) as one of our measures for placing students in math. It is an online exam and it will be given in April.
2. All 8th and 10th graders will be taking the ACT Aspire.
3. The science department is working on their implementation of the new Iowa Science Standards. This includes addressing mandatory earth and space science concepts not taught in our typical science track.

Principal as Administrator

1. Spring teacher observations and evaluations are underway.
2. The 7th and 9th Grade Parent Information Night went well.
3. Registration for the 2017-2018 school-year is underway.
4. Winter reporting for the DOE is complete.
5. Enrollment Summary (2/24)
 - 7th – 72
 - 8th – 69
 - 9th – 49
 - 10th – 63
 - 11th – 75
 - 12th – 53
 - Total – 381

Principal as Communicator

1. *My Fair Lady* will be presented at the Coralville Center for Performing Arts on February 23-26. Show times are 7:00 for the first 3 dates and 2:00 for February 26. Tickets are available at www.coralvillearts.org.
2. Senior trip will be April 2-8. Any questions should be directed to Mr. Foley.
3. Katherine Kueter represented Regina at the Optimist Club of Iowa City's National Heritage Essay Contest.
4. Eight junior high students were nominated for spots at the Belin Summer Institute at the University of Iowa.
5. 82 of 141 7th and 8th grade students were eligible, and therefore submitted to the Grant Wood AEA College for Kids.
6. Many Regina students were awarded by the Belin Blank Center in the 2017 Scholastic Art & Writing Awards. Gold Keys are awarded to the top 5-7% of all entries. Silver Keys are awarded to the top 7-10% of all entries. Honorable Mention is awarded to the top 10-15% of all entries. Award winners were:

Art: GaYeon Choi (Gold-Mixed Media, Hon. Mention-Drawing), Morgan Louvar (Gold-Photography)

Art Portfolio: GaYeon Choi (Gold and Silver)

Critical Essay: Ian Ochoa (Hon. Mention), Morgan Louvar (Hon. Mention), Mason Welter (Hon. Mention), Katelyn Murhammer (Hon. Mention), Natalie Sueppel (Hon. Mention), Ellie Stimmel (Silver)

Flash Fiction: Katrina Chambliss (Hon. Mention)

Humor: Rachel Schmit (Hon. Mention)

Personal Essay: Annabelle Stimmel (Hon. Mention), Nathan Meyer (Hon. Mention), Natalie Shank (Hon. Mention), Samantha Kron (Silver)

Poetry: Noah Weiner (Hon. Mention), Morgan Louvar (Hon. Mention x2)

Short Story: Nourah Abusada (Hon. Mention), Ryan Bonthius (Hon. Mention), Morgan Louvar (Hon. Mention), Claire Sullivan (Hon. Mention), Kate Kueter (Hon. Mention), Claire Dunne (Silver)

**Admissions
Pam Schowalter
February 2017
Board of Education Report**

Enrollment

Elementary started the 2016-2017 school year with 450 students; we currently have 446. Are looking for a new 1st grade student to start March 1st.

Jr./Sr. High started the 2016-2017 school year with 388 students; currently, we have 383 students

58 new students to Regina 2016-2017.

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

2015-2016 certified enrollment 835 students

2014-2015 certified enrollment 818 students

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
60	66	68	65	61	77	49	72	70	49	65	74	53	829	February
62	67	67	65	62	78	49	72	70	52	65	75	54	838	August
			+1/ -1	-1							-1		-2	Feb.. +/-
	1												1	pipeline

1st gr-March

Recruitment:

Student Involvement Team (S.I.T.) met February 21, 2017. Topics included a Home Stay program for International students, Kindergarten-“engage” program—can something similar be used for transition grades—brainstormed ideas, for retention. Our next meeting is scheduled April 18th at 3:30. There will be no meeting in March due to Spring Break.

WIA—Wisconsin International Academy had Julia Pavlovka come to Regina on Feb. 21st and meet with administrators, SIAC chair, some BOE members, Fr. Rudy and community members who may be interested in exploring Home Stays in the Regina community. Information about the home stay program to staff, Regina families, and we will have an insert in parish bulletins March 4th and 5th.

Kindergarten Round Up went well. Our numbers are looking strong for the 2017-2018 school year. We are continuing to tour prospective kindergarten students. We are initiating a kindergarten “engage” plan of monthly mailings from Feb-August to share Regina info and develop Regina roots with these families.

Transition Night had a good turnout. Mrs. Zoulek has visited all the 6th-11th grade classes to share registration information with these students. Registrations are starting to come in for the 2017-2018 school year; they are due March 3rd.

Parishes have Regina banners up since Catholic Schools Week. They will come down the first week of March and will go back up the first week of April to remind current and potential new families about financial aid deadlines.

China Trip—Admissions will travel to China on March 8th-March 20th to recruit at two educational expos and meet some potential new students to attend Regina for the 2017-2018 school year.

Retention:

Bubble Group will meet January 24, 2017

Parent Ambassador Program is pairing new families with seasoned Regina families. March talking points will be sent out to parent ambassadors at the beginning of March.

Student Ambassadors did not meet in February. They will meet March 28 at 7:30 AM. Also in March will be Student Ambassador Applications for the 2017-2018 school year. Our ambassadors have done an amazing job representing Regina in many school-wide, Foundation and community activities this year!

*Postcard Promo -- Student Ambassadors will be sending postcards to 6th grade students in March. They will be sharing their favorite Jr. High memory and welcoming our 6th grade students to Junior High.

Alan Opheim
Director – Finance / Operations
Board Meeting Report
February 28, 2017

Business Office –

- STO / Financial Aid Applications are now being accepted. The due date remains April 15, 2017, although again this year, that is not tax day. Questions and applications are to be sent to Sandy in the Business Office.
- Sandy and I have been completing numerous requests for tax related receipts.

Special Events / Fundraising / Advancement

- Although not quite ready to release the final net income, Gala appears to have reached the highest net it has been in 3 years. We will be very close to budget, if not better than budget for this fundraiser.

Buildings & Grounds

- We continue to delve into projects while at the same time taking care of the daily needs of the school.
- I continue to be actively involved in aspects of Phase 0, which includes the First Avenue Drive, Parking additions, and some of the inside remodeling.

Ad Hoc and other participation

- Advancement Team meetings
- Meetings on International Student, WIA, and Regina potentials
- Site plan, campaign 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,)
- I was asked to serve on a Mercer panel consisting of superintendents of schools in the Educator's Trust, which is our healthcare. The group is expected to have 2-3 meetings or inter-active web meetings a year. One of those was held earlier in the month.

Committee's Next Meeting:

Finance – March 22, 2017; HS Media Center; 4:30 p.m.

Building and Grounds – TBA Business Office

**Regina Tri-Parish Religious Education
Board Report
February 28, 2017**

January 25, 2017

- Father Thom Hennen was supposed to come and talk about Vocations, but the weather was bad for him to drive from Davenport so we postponed his talk till February 1.
- K-6 teachers didn't know until the last minute that Father was not coming, so Colette and I made up some crafts, and word search, and crossword puzzles about Vocation for them.

February 1, 2017

- Father Thom Hennen came and talked to K-6 about Vocations.
Thank you Father.
- K-3 from 6:30-7:00pm.
- 4-6 from 7:00 – 7:30pm.
- Excellent talk! Students were very respectful.

February 8, 2017

- K – 6 class at Regina.
- 3rd and 4th graders had a Mass celebrated by Father Beckman.
- Father also blessed their throats for the Feast of St. Blaise.
Thank you Father.

February 12, 2017

- 7th and 8th grade class at St. Patrick Church.
- Talked about Holy Orders

February 15, 2017

- 2nd grade had a visit with Fr. Jeff Belger
- They talked about Reconciliation
Thank you Father

February 22, 2017

- K-1 had class at Regina.
- 2nd – 6th grade celebrated Reconciliation at St. Patrick Church.
- Had four Priests.
- Thank you Fathers.

February 26, 2017

- 7th and 8th grade had class at St. Patrick Church.
- Talked about Lent and did a Lenten stained glass activity.

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

**Foundation Report
Kecia Boysen
February 28, 2017 Board Meeting**

Capital Campaign

\$3,088,812 raised to date from 179 gifts and pledges.

The campaign cabinet is continuing visits with major gift prospects and are in the process of sending introductory emails to “Group B” prospects. Donor packets and request letters were sent to 110 Group B prospects the week of Feb. 20.

A report and strategy meeting for campaign parent volunteers was held February 22. Parent volunteers are continuing to make calls and setting up visits with current parents. Andrew Menke is continuing to train and assign follow-up calls to volunteers for current parents who will not receive a personal visit.

Kecia Boysen and Andrew Menke started the selection process for soliciting businesses. A final review will be made the week of February 20. Seven grant applications are in the process of being submitted for corporate/foundation funding.

The alumni captain selection process began on February 22.

Jim & Anne Kelly, Chris & Erin Klitgaard, Dan & Janan Rustan, Patrick & Sarah Tierney and Mark & Yvonne Kock hosted a Cocktail and Conversation event on Sunday, February 26 at the Kelly’s home. 97 were invited to attend.

Annual Appeal

\$192,283 raised to date. Last year at this time we were at \$184,607.

To date, the Foundation has paid out \$192,984.45 to Regina out of the \$210,000.00 promised through the 2015-2016 Annual Appeal. Unpaid pledges total \$16,185.00 and pledges totaling \$830.55 have been written off. Pledge reminders were mailed for the fourth time on February 21. We are looking into Civco Medical Solutions’ pledge of \$5,000.00 for the bio-medical engineering program. \$2,900.00 in pledges are matching gifts that we are waiting on.

Website

Website updates are ongoing. All links are now functioning with no glitches. We will continue to update tabs to reflect new or up-to-date information.

Office Efficiencies

- 1/17 – Created formal documents for the following:
 - Employee Leave Request form to track vacation, sick leave & personal days.
 - Expense Reimbursement Form to track monthly employee expenses.
 - Credit card reconciliation forms for Foundation CC expenditures.
 - Updated timesheets to track hours for all Foundation employees (timesheets created by Shelley)
- 1/17 – Obtained Capital One Spark Business Credit Card with 1.5% cash back rewards (added Shelley to acct.). Cancelled April’s CC and transferred existing mile rewards to a cash reimbursement.

- 1/17 – Transferred all confidential documents, records and materials in need of shredding to PIP Printing for destruction and shredding (received certificates of destruction)
- 2/17 – Upgraded Vanguard Mutual Fund Account to a Brokerage Account to accommodate gifts of stock to Foundation/capital campaign.
- 2/17 – Transitioned to ACH – direct deposit for employee payroll checks (fees waived)
- 2/17 – Transitioned to depositing checks with remote capture through Hills Bank Direct Merchant (allows Foundation to make deposits at our location using an image scanner. Check images are then sent electronically to Hills Bank for processing (all fees waived)
- 2/17 – Reviewing options to update Foundation employee retirement plan
- As of July 1, 2017 we will phase out using USPS PO Box and have mail delivered directly to Foundation.

Social Media Updates

2/7/16 – Renamed Facebook page from “IC Regina Alumni and Friends Networking” to “IC Regina Foundation and Alumni” to create consistency across website & social media platforms (Twitter name is IC Regina Foundation) and to include the Foundation name for more accurate identification/search purposes. Updated social media cover photos with student ambassador’s photo to create a more personalized look.

Other

- Completed Virtus training - 2/10/17
- Stewardship Committee – next meeting: Noon, Tuesday, March 21
- Development Committee – next meeting: 5:00 p.m., Thursday, March 23
- Proposed dates for Donor Appreciation Dinner: Sunday, October 15 (off football weekend) or Sunday, October 22 (away game Northwestern)

Athletic Department Report

Wrestling

Jared Brinkman became the first two-time state champion in the history of Regina wrestling by winning the Class 1A Heavyweight championship on Saturday, February 18th at Wells Fargo Arena in Des Moines. As a team, Regina had four total qualifiers for the state wrestling tournament:

Jared Brinkman
Ryan Schott
Nick Milder
Mason Simpson

Girls' Basketball

The Regina girls' basketball team advanced to the Class 2A state tournament after regional tournament wins over Tipton, Maquoketa Valley, and Bellevue. The Regals play Logan-Magnolia in the quarterfinal round at Wells Fargo Arena in Des Moines on Monday, February 27th at 5 p.m. The Class 2A semifinals are scheduled for Thursday (March 2nd) afternoon and the championship game will be played on Friday night (March 3rd).

Boys' Basketball

The Regina boys' basketball team finished second the River Valley Conference south division and ended the season with a 13-9 record after a district semifinal setback to Central Lee on Thursday, February 16th.

Finance Committee
No Meeting in February
Updates for the Committee & Board for the Month of February 2017

- Budget – Alan and the administrators have met and discussed a budget that would have us balanced. With principals individually, each line item of their respective budget was reviewed. Several items will be tweaked as some quotes and guidelines come to us in coming weeks. Budget will be discussed at the committee level in March; however, we have not yet determined if the budget will be presented to the Board in March, April, or another month.
- Portions of Phase 0 of the Capital Project will begin after spring break. Anticipated work at that time will be excavation work on the 1st Avenue Drive and Barrel Roof replacement. Other aspects of Phase 0 will begin after school is out.
- A mid-year review of tuition receivables is occurring in February and continuing into March. Some accounts will be turned over to collection when warranted.
- Michelle W., Angela, and Alan met with two individuals with ICCSD personnel regarding the busing contract for 2017-18 (a reminder that June 30 ends our current 3 year agreement). A contract is required with ICCSD for any state funding of our routes. There are no guarantees to what the state will pay; just this is the only mechanism that allows the school to receive such payments. We agreed on a one-year extension of the current contract with our goal being to bring ICCSD, Regina, and Durham in to common terms for lengths of the contracts.

**PISA
Board Report
February 2017**

Attendees: Peg Thomsen, Kevin Sheehan, Amy Sheehan, Sue Burger, April Kurovski, Celeste Vincent, Dana Ransom, Amy Nibaur, Caroline Marcotte

Old Business:

Cake Auction- not well attended- don't know final total-

Large group- State Speech

Ensemble- three 1

Mime 2 -1 1-2

Improv- all three 1

But none did not go to State

Coffee House was well attended-many students there- made 60.00

Five former students from Regina part of CCPA Next to Normal

New Business:

April 7-9- JH play James- same director as High School (40 kids are going out)

Peg going to do labels for the Elementary School for the students to put on their shirt after preview

Peg will make some thank-you's

Treasurer Report:

Kevin shared information of monthly budget

Administration Report:

Celeste shared that it was a great talent show for Catholic School Week- lots of different arts represented- (dancing, singing, playing, jokes, etc...)

Feb 22- preview of the musical

March- music appreciation month

March 2 (K-2) and 9th (3rd-5th)- 7 pm in the Elementary Gym

Art- Becky has a student teacher- Midwest One Art Show this spring- working on items

Hancher- is giving us two places to display our art work

Diane now has 4 basses.

Teachers Report:

Dana- Solo ensemble Festival- took 9 groups of kids- all earned top ratings of 1 and a couple 1 pluses

Recital on Tuesday- then performed again on Saturday.

Combined Jazz night with 6-8 grader - March 30th in band room 7 pm

Some students will go to Honor Band April 22nd- SEIBA

May 11th- Last concert - 5/6 Band Vocal

Caroline-

2 students went to Honor Choir- went to Wartburg- Bella Nibaur and Anastasis Scholze

Musical is coming together - Painting the set this week-

Sign- up Genius- is working to get all organized-

Judy Duncan-taking care of pit-

Wednesday- going to public library and then going to Bickford Cottage (taking 6 kids)

Start loading Saturday at Regina- then Sunday load in at CCPA

March 24th- POPS concert - Amy Brandt said she would help with decoration

Mark Santilla- free, will need to pay for drummer (has played here before)

Going to do a combo with fish fry- Kevin will talk with Tom Brandt about that-

April 1- Solo Ensemble at Durant HS- all students need to learn a piece if doing a solo at POPS

May 10th- Spring Concert

Marnie - has shout out money

Policy and By Laws Committee
February 9, 2017 9:00 AM

Present: Kathy Shey, Alan Opheim, Glenn Plummer, Celeste Vincent, Michelle Winders

Reviewed policy 601.0 R

Reviewed policy 615.1 R

Reviewed policy 681.0 R. This policy was changed to policy 680.0 R to be consistent with numbering of diocesan policy.

Reviewed policy 901.0 R

Revised policy 902.0 R. This policy was revised to reference Iowa Code and consistency with policy 540.2 R

Reviewed policy 912.0 R. This policy will go to executive committee for further review in relation to capital campaign.

Alan to confer with finance committee regarding policy 808.0 R

Respectfully submitted,
Kathy Shey

Health and Safety Report February Board Meeting

The Health and Safety committee did not meet in February, due to areas of interest being in status quo. Communication conducted with committee members. Next meeting to be scheduled as needed, to address goal setting for the year.

Catholic Identity Minutes Jan. 19th 2017

Present: Carolyn Brandt, Ellen Abusada, Bill Battistone, Scott Nibaur, Ann Larew, Jan Rudolph, Rick Larew, Noel Verducci, Father Witt, Tim Scholze, Diane Coffin

Absent: John Demory, Shelly Conlon, Glenn Plummer

1. Old Business

- a. **Shelly and Bill Kairos Update-** They were very happy with the past Kairos retreat. We have another one this coming weekend. 14 students signed up and six facility members going.
- b. **John D last supper painting-** This will be postponed to April 28th weekend.
- c. **Bill B. with rubric or self-evaluation of Regina-** This is in the final stages and will be turned over to Regina Administration.
- d. **Noel last supper painting-** Ann and Noel will be measuring the wall and we hope to have it hung soon.
- e. **Regina more involved in the Parishes-** Scott talked to the priests at the last board meeting and we will work to involve as many Regina students and parents as possible at next year's Catholic Schools Week. It is on our calendar for December to start organizing.

2. Reports

- a. **High School Report-** Ash Wednesday prayer service this week. At the facility meeting, there were suggestions about having new non-Catholic facility members participate in a class to understand the meaning of the mass.
- b. **Elementary Report-** Ash Wednesday prayer service this week. The lent theme is "the "son" shines through".
- c. **Religious Education-** Classes have been working on subjects like; anointing of the sick, vocations, holy orders, and reconciliation. Father Beckman held mass on 2/9 and blessed everyone's throat.

3. New Business

- a. Thank you to Rick and Ann Larew for donating the lego picture of Mary. Ann will work with Mr. Demory to purchase this.
- b. Thanks to Mr. Foley and his family for donating a jig saw puzzle of the Sistine Chapel. This puzzle will be framed and hung at Regina.
- c. There is a new picture of Jesus in the Chapel. This is a gift from the Des Moines Dowling Students from Kairos.
- d. Concerns about how the altar in the MPR is being treated. Many times drinks, books, etc. is setting on the altar. This is a blessed altar and shouldn't be a storage collector. We discussed moving it to the opposite side of the room and placing a sign on it that this is a blessed altar, please treat with respect.
- e. We have 13 rooms that need a crucifix. Scott and Ms. Coffin will choose three designs for teachers to pick from.

Due to Spring Break

Next Meeting- Thursday March 23rd 4:30pm in the Library

Home and School Meeting Minutes January 5, 2017

- I. Opening Prayer – Returning from Break
- II. Introductions
- III. November Minutes were approved
- IV. Principal's Report – Celeste Vincent
 - a. Thanks for Silver Tea and K-2 Field Trip to Old Creamery Theater
 - b. Important upcoming events:
 - a. Catholic Schools Week 1/30-2/3
 - b. Family Fun Night 1/28/17
 - c. Talent Show 1/31 at 1:15pm
 - d. K-12 Catholic Schools Week Mass 2/1 at 9:30am
 - e. 6th Grade vs Faculty Volleyball 2/3 at 1:00pm
 - f. January Service Mission - Ronald McDonald House 1/17-1/20
 - g. No school 1/16
 - h. K-6 Mass 1/11 at 2:00pm
- V. Teacher Representative Report – Tracy Blomme
 - a. Thanks was expressed for the Silver Tea
- VI. Treasurer's Report/Chocolate Report – Chrissy Chambliss
 - a. The balance on October 31, 2016 was \$42,771.74
 - b. The balance on December 31, 2016 was \$34,488.71
 - c. Income in November 2016 included \$1,250.00 Boosters Staff Appreciation Week donation, \$1,700.00 PTO Staff Appreciation Week donation (Student Directory Proceeds), \$250.00 PISA Staff Appreciation Week donation, \$2,878.85 Book Fair Proceeds, and \$3.68 in interest
 - d. Income in December 2016 included \$3.66 in interest
 - e. Expenses in November 2016 included \$1,170.00 for Field Trip, \$200.00 Book Fair Startup Money, \$55.33 for paper products, and \$271.07 for Staff Appreciation Week
 - f. Expenses in December included \$2,690.84 for Book Fair Expenses, \$4,795.00 for Playground Upkeep, \$131.23 for Staff Appreciation Week, and \$5,055.79 for Silver Tea
 - g. Anticipated expenses for January 2017 include Family Fun Night and Catholic Schools Week
- VII. Committee Reports – Committee Sign-up passed around
 - a. Book Fair – Kathy Shey not present, tabled to next meeting
 - b. Silver Tea – Sofia Livorsi
The event went well
Tables were moved to the back of the cafeteria to prevent bottle neck at entrance doors and this worked well
May need to send an additional reminder about making donations
Discussed coordinating a little bit better in the future with PTO so that notices go out together about both Silver Tea and Crystal Bowl
Discussion was brought up regarding Staff Appreciation Week falling close to Silver Tea and perhaps asking parents for too many donations close together, consider moving SAW to combine with CSW? – further discussion tabled to next meeting
 - c. Family Fun Night
Will be held on 1/28/17
Alaina will send volunteer list to FFN chairs

- d. Catholic Schools Week – Chrissy Chambliss
Still working on the plan for this year
Last year – breakfast on Monday, lunch on Wednesday, rice krispie treats for kids on Thursday, Smoothies on Friday
 - e. Uniform Sale – Heather Feller
Donations still accepted tomorrow (1/6) and Monday (1/9)
A few open spots remain on the SignUp Genius
 - f. Spring Chocolate – Karina Smith
World’s Finest has made some changes – they are no longer able to sort and package orders by student and prices have changed so that items are now \$6 instead of \$8
Discussion took place and the decision was that we would not pursue a Spring Chocolate Sale this year but rather the Chairs will think about a new fundraising option for later in the Spring
- VIII. New Business
- a. Tracy Bomme mentioned that Regina Baseball will be putting on a Daddy-Daughter dance coming up soon

Attendance List

Officers:

President: Alaina Welsh

Vice President: Erin Pottebaum

Treasurer: Chrissy Chambliss

Secretary: Katie Horner

Faculty/Staff:

Celeste Vincent – Elementary Principal

Bill Battistone – Elementary Assistant Principal

Tracy Blomme – Teacher Representative

Parents:

Michelle DeGroot

Heather Feller

Bethany Lagani

Julie Conlon

Maura Casey

Karina Smith

Sofia Livorsi

Ben Kratz

ADDENDUM
TO
CONTRACT FOR NONPUBLIC STUDENT TRANSPORTATION

This Addendum to Contract for Nonpublic Student Transportation (“Addendum”) is entered into as of the ___ day of _____, 2017, by and between **Iowa City Community School District** (hereinafter referred to as the “**District**”) and **Regina Inter-Parish Catholic Education Center** (hereinafter referred to as the “**Contractor**”).

RECITALS

- A. District and Contractor have previously entered into a written Contract for Nonpublic Student Transportation dated July 1, 2014 (hereinafter referred to as the “**Contract**”), in which District agreed to pay Contractor to provide school transportation services to certain nonpublic students, and Contractor agreed to provide school transportation services to certain nonpublic students.
- B. The Contract provided for a term of July 1, 2014 through June 30, 2017. District and Contractor now wish to extend the Contract.

TERMS AND CONDITIONS

In consideration of the foregoing recitals and the following terms and conditions, District and Contractor hereby agree as follows:

- 1. **Recitals.** The foregoing recitals are hereby incorporated by reference into this Addendum.
- 2. **Definitions.** All terms used herein, unless otherwise specified, shall have the meaning ascribed to them in the Contract.
- 3. **Extension of Term.** Provided neither party is in default of the Contract, upon the June 30, 2017 expiration of the current term, the term of the Contract shall be extended from July 1, 2017 through June 30, 2018.
- 4. **Other Terms and Conditions Remain.** Except as amended hereby, all of the other terms and conditions of the Contract remain unchanged and in full force and effect.
- 5. **No Third Party Beneficiaries.** This Addendum shall inure to the sole benefit of the parties hereto. Nothing contained herein shall create, or be construed to create, any right in any person not a party to this Addendum; provided that, however, this Addendum shall be binding on the parties and their respective successors and assigns.
- 6. **Counterparts/Facsimile or Electronic Signatures.** This Addendum may be executed in counterparts, each of which shall be deemed to be an original and all of which, taken together, shall constitute one and the same instrument. The use of facsimile or pdf signatures for the execution of this Addendum shall be binding and shall have the same full force and effect as if originally signed.

IN WITNESS WHEREOF, the parties have caused this Addendum to be executed on the day and year written above.

DISTRICT:

IOWA CITY COMMUNITY SCHOOL DISTRICT

By: _____
Chris Lynch
President of the School Board

CONTRACTOR:

REGINA INTER-PARISH CATHOLIC EDUCATION CENTER

By: _____
Alan D. Opheim
Director of Finance and Operations