

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, June 27, 2017

**6:15 Reception for Outgoing Board Members**

6:30pm Regular Board Meeting

MPR

*Vision: To foster excellence with faith, knowledge, and community*

**Regular Agenda**

- |  |            |
|--|------------|
| <b>I. CALL TO ORDER – Board of Education</b>                 | 10 minutes |
| a. Opening Prayer  |            |
| b. Roll Call   |            |
| c. Chairperson Remarks                                       |            |
| d. Approval of Minutes – May 23, 2017                        |            |
| e. Approval of Agenda  |            |
| f. Open to the Audience                                      |            |
| <b>II. ADMINISTRATION REPORTS IN PACKET/QUESTIONS</b>        | 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         |            |
| <b>III. OLD BUSINESS UPDATE</b>                              | 5 minutes  |
| a. Campaign & Construction Update                            |            |
| <b>IV. NEW BUSINESS DISCUSSION</b>                           | 10 minutes |
| a. Date for August 2017 Board Meeting                        |            |
| b. Election of 2017-18 Board Officers                        |            |
| c. Hand out Board of Education Self-Evaluations              |            |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>                      | 10 minutes |
| <b>VI. COMMITTEE REPORTS IN PACKET/QUESTIONS</b>             | 5 minutes  |
| <b>VII. MEETING SCHEDULE (Refer to the Information Page)</b> |            |
| <b>VIII. CLOSING PRAYER</b>                                  | 1 minute   |
| <b>IX. EXECUTIVE SESSION</b>                                 | 15 minutes |
| <b>X. ADJOURNMENT</b>  |            |

**INFORMATION PAGE**

**I. MEETING SCHEDULE**

A. Next Board Meeting	4 <sup>th</sup> Tuesday	7/25/17	6:30 PM	MPR
B. Executive Committee	2 <sup>nd</sup> Thursday	7/13/17	6:30 AM	Business Office
C. Finance Committee	Wednesday	7/19/17	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 <sup>nd</sup> Thursday	7/13/17	9:00 AM	Business Office
E. SIAC/Education Committee	2 <sup>nd</sup> Tuesday	7/11/17	4:30 PM	HS Library
F. Catholic Identity Committee	3 <sup>rd</sup> Thursday	7/20/17	4:30 PM	HS Library
G. Building & Ground Committee				
H. Strategic Planning Committee	3 <sup>rd</sup> Monday	7/17/17	6:30 AM	Business Office
I. Health & Safety	3 <sup>rd</sup> Tuesday	7/18/17	4:30 PM	HS Library

**II. ENROLLMENT**

<b>2016-2017 Month-by-Month Comparisons</b>										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	450	450	448	448	449	448	448	447	446	446
<b>JR/SR</b>	387	382	383	383	382	383	381	381	381	382
<b>PreK</b>	82	80	80	80	80	80	80	80	80	80
<b>Total</b>	919	912	911	911	911	911	909	908	907	908

**I. UPCOMING DATES**

School Offices Closed    July 24-28

**II. PRAYER SERVICE/MASS SCHEDULE**

**III. Holy Days**

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, May 23, 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: (Kecia Boysen), Carolyn Brandt, Tim Foley, Michelle Goldsmith, (Katy Lincoln), (Jessica Mehegan), (Ryan O’Hearn), Alan Opheim, Glenn Plummer, Stacy Sueppel, Pam Schowalter, Celeste Vincent.
  - c. Chairperson remarks- Congratulations to boys and girls track participants. Congratulations to graduates.
  - 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.
  - b. Jr/Sr High – Report in packet. Foley presented power point on Intervention PLC. Power point attached.
  - c. Enrollment – Report in the packet.
  - d. Business Office – Report in packet.
  - e. Religious Education – Report in the packet.
  - f. Foundation – Report in packet.
  - g. Boosters, PISA, Home & School – none.
- III. Old Business Update
  - a. Second reading of Policy 681.1R- PE Waiver. Shey read policy. Motion by Shey to dispense with third reading as no objections. Second by Witt. Motion carried. Shey moved to approve Policy 681.1R, Page seconded. Motion carried.
- IV. New Business Discussion
- V. Calendar and Discussion Items
  - a. Invite new Board of Education members to the June Board Meeting and announce the slate of Board Officer Candidates for the upcoming year. Shey announced Alaina Welsh as new St. Wenceslaus representative. Fr. Rudy will be Provost. Fr. Witt will be representative to Foundation board. Shey announced slate for upcoming year: Matt Pacha, chair; Anne Kelly, vice chair; Angela Villhauer, Treasurer; Janan Rustan, secretary. Any other nominees need to be shared with Shey prior to June meeting.

- b. Attend the Regina Inter-Parish Catholic Education Center Graduation. Pacha reminded all board members to try and attend.

VI. Committee Reports

VII. Meeting Schedule:

a. Board Meeting	4 <sup>th</sup> Tuesday	6/27/17	6:30pm	MPR
b. Executive Committee	2 <sup>nd</sup> Thursday	6/08/17	6:30am	Business Office
c. Finance Committee	Wednesdays		4:30pm	HS Library
d. Policy/ByLaws	2 <sup>nd</sup> Thursdays	TBD	9:00am	Business Office
e. SIAC/Education	2 <sup>nd</sup> Tuesdays		4:30pm	HS Library
f. Catholic Identity	3 <sup>rd</sup> Thursdays		4:30pm	HS Library
g. Building & Grounds	2 <sup>nd</sup> Monday	TBD	6:30pm	Business Office
h. Strategic Planning	3 <sup>rd</sup> Monday		6:30am	Pusiness Office
i. Health & Safety	3 <sup>rd</sup> Tuesday	6/20/17	4:30pm	HS Library

VIII. Closing Prayer – Fr Page provided closing prayer

IX. Executive Session

- a. 7:05 Nibaur moved to adjourn into Executive Session, Juarez second, motion passed.
- b. EXECUTIVE SESSION

X. Reconvene from Executive Session – At 8:05 pm the board reconvened from Executive session. Motion by Juarez to approve following elementary contracts: Elizabeth Mann for K-8 Art and Christine Ney for 5<sup>th</sup> grade. Seconded by Nibaur. Motion approved. Motion by Kelly to approve Cheryl Adam for high school math teacher contract, seconded by Villhauer. Motion approved. Juarez moved to approve coaching contracts for Jared Galpin for boys' basketball and Jordan Akers for volleyball. Witt seconded. Motion carried.

XI. Adjournment – At 8:07pm Juarez moved to adjourn the meeting, Page second, motion passed.

Respectfully submitted,  
Kathy Shey  
BOE Secretary

**REGINA ELEMENTARY  
BOARD REPORT  
June 2017**

**FACILITATOR OF FAITH COMMUNITY**

**PRAYERS:**

We thank Father Page for his time at St. Thomas More and assisting Regina Catholic Education Center.

**RELIGIOUS CELEBRATIONS:**

We had a beautiful end of the year Mass. Many of our parents and grandparents joined us for this day.

**RELIGION CALENDAR 2017-2018:**

This calendar has been created and is waiting for priest approval.

**NEW REGINA FAMILY MEMBER:**

Congratulations to Resource Teacher Jennifer McGrane on the birth of Hailey Marie, June 11.

**STANDARD #1 – VISION**

**SUMMER TRAINING:**

Our resource team is attending a five-day “Letrs” training during this month.

**LITERACY:**

Several teachers attended a Literacy training at Grant Wood AEA on June 20, 17.

**TECHNOLOGY:**

Thanks to the generous donations by Home and School. We will be adding Chrome-books to our 6<sup>th</sup> Grade experience for this upcoming year. This technology will be used to enhance instruction and prepare students for one to one use in 7<sup>th</sup> grade.

**SUMMER PREPARATION:**

Administrators and administrative assistants are continuing to discuss handbook, registration, and calendaring needs as we begin to prepare for the 2017-2018 academic year.

**ADMINISTRATIVE TEAM:**

Celeste and Kelly have been working together to prepare for the upcoming academic year.

**STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM**

**PRESCHOOL SUMMER CAMP:**

Preschool summer camp began on June 12<sup>th</sup>. There will be 32 campers.

**SUMMER SCIENCE CAMP:**

Teachers in grades K-6 will be attending Science in service for FOSS Kit Training this summer.

**STANDARD #3 – MANAGEMENT**

**REGISTRATION:**

We will be working as an administrative team for our goal of on-line registration to open August 1<sup>st</sup>.

**REPORTS:**

The spring BEDS report was submitted prior to the school year ending.

#### **STANDARD #4 – COLLABORATION**

##### HOME AND SCHOOL:

Home and School will hold their first meeting of the year on August 3<sup>rd</sup>. They will hold their “Take Pride in Your School Day” on Saturday, August 12<sup>th</sup>.

##### UNIFORM SWAP:

Thank you to Home and School, and all of our parent volunteers, who helped to organize and run our uniform sale on June 23<sup>rd</sup>.

##### PISA:

The next meeting for PISA will be on August 14<sup>th</sup> at 5:30 pm.

#### **STANDARD #5 – ETHICS**

##### HIRING:

We thank the following employees who donated their time to be on hiring committees: Kris Boulund, Jan Rudolph, Whitney Giller, and Diane Platte

##### LEADERSHIP TRAINING:

Celeste Vincent will be attending Grant Wood AEA summer *Leadership Symposium: The Leaders as a Deep Change Agent*, on June 27.

#### **STANDARD #6 – LEARNING COMMUNITY**

##### OFFICE STAFF:

The office staff is working diligently to prepare for registration.

#### **ENROLLMENT SUMMARY**

AS OF JUNE 20, 2017

TOTAL: 470

Students leaving K-5 for the 2017-2018 school year = 16

Moving=1

Out of state=5

International=1

Home school=3

ICCSD=6

Students incoming for 2017-2018 school year (not including K) = 15

1<sup>st</sup>=3

2<sup>nd</sup>=3

3<sup>rd</sup>=3

4<sup>th</sup>=2

5<sup>th</sup>=1

5<sup>th</sup>=3

\*Some students still pending due to records.

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

**Principal as Spiritual Leader**

1. The Religious Celebration calendar for the 2017 - 2018 school year is near completion.
2. We will be transitioning 9<sup>th</sup> grade Theology texts to Ave Maria Press from Our Sunday Visitor for the 2017-2018 school year. 10<sup>th</sup> grade Theology will make the same transition for the 2018-2019 school year.

**Principal as Instructional Leader**

1. AP results should be back in early July. A report should be ready by the July meeting.
2. Aspire results are back. A report should be ready by the July meeting.
3. We continue to work on our professional development calendar for the 2017-2018 school year.

**Principal as Administrator**

1. Spring BEDS and Student Reporting in Iowa were certified.
2. Our Desk Audit was evaluated and we did not have any non-compliance issues.
3. We currently have 1 opening in the Junior Senior High School for vocal music. We have filled our social studies opening.
4. Our handbooks are being reviewed/revised for next school year.

**Principal as Communicator**

1. Regina ranked 7<sup>th</sup> in the state of Iowa in regards to our AP Index. We were the 2<sup>nd</sup> ranked small school and nonpublic school in Iowa.
2. Goals for 2017-2018:
  - a. Evaluate, revise, and implement new counselor program
  - b. Develop faculty faith formation program
  - c. Develop new teacher evaluation system (carry-over from 2016-2017)
  - d. Assess *Play Like a Champion Today* program (carry-over from 2016-2017)
  - e. Develop introductory course for international & non-Catholic students
  - f. Continue implementation of Design in Five process
  - g. Develop a partnership with ACT
  - h. Continue/start implementation of new science and social studies standards
3. The master schedule is nearly complete.

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

**Enrollment**

Elementary started the 2016-2017 school year with 450 students; we currently have 446.

Jr./Sr. High started the 2016-2017 school year with 388 students; currently, we have 382 students

Total # of students as of 5/23/17=829 students

**2016-2017 K-12 Total:** 831 students (enrollment was certified October 13, 2017)—we have one 7<sup>th</sup> 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	50	64	74	53	828	<b>May 2017</b>
62	67	67	65	62	78	49	72	70	52	65	75	54	838	<b>August 2016</b>
								+1						

**Recruitment:**

WIA/IIA—Wisconsin International/Iowa International Academy have signed their contract. Regina has one student from WIA/IIA for this fall.

Kindergarten 2017-2018--Our numbers are looking strong. We are continuing to tour prospective 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. In June our Kindergarten Class of 2030 received an invite to watch for the Regina float in the 4<sup>th</sup> of July parade, as well as received a Regina “Crown” tattoo.

In July families will be informed of our Scrip program, as well as registration packet availability for August pick up.

New Prospective Families have been invited to see “us” at the 4<sup>th</sup> of July parade.



Admissions Happenings:

Tours—6 students/5 families

Skype Interviews—1

**Projections for 2017-2018**

<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
76	3	2	4	2	1	3	7	6	9	2	3	1	<b>43 accepted + K</b>
	0	3	2	2	2	1	2	1	0	1	0	0	<b>14 pending</b>
	1	0	1	0	0	1	0	0	1	2	0	0	<b>6 pipeline</b>

**Retention:**

Registration follow up for any students who have not registered for the 2017-2018 school year has been completed. Jr./Sr. High students who are confirmed not to return to Regina have had handwritten “blessing” cards sent to them. Exit Surveys will go out the last week in June to all families who will not be returning to Regina.

Student Ambassadors—will be meeting the week of June 26<sup>th</sup> to work on banners for the 4<sup>th</sup> of July Parade. Sign Ups have been completed for beginning of school activities.

4<sup>th</sup> of July Coralville Parade—Regina will have a float again this year. Regina Scouts will walk/ride with us. Blaze softball has been invited, along with the Cross Country Teams.

**Board Report**  
**June 27, 2017**  
**Alan Opheim**  
**Director – Finance / Operations**

Business Office –

- Capital campaign expenditure summary / detail is up-to-date.
- The STO, as of June 16, has not yet released results of the Financial Aid information. Sandy is unable to process any aid requests until we have that information. We do know that all Iowa STO's have been asked to provide data to legislative personnel. We presume that has to do with their efforts at a school choice package, budget issues for the publics, and/or the renewal of the STO amount, which occurs periodically.
- Jim and I met with a representative of ServPro to begin the activity of preparing our Emergency Ready Profiles. This will take portions of our crisis plan dealing with contacts (such as utilities, key vendors, etc.) location of shut offs, and other "need at our finger tips". After the information provided is gathered, through a secure, and password protected app, the principals, IT director, myself, and other designated personnel will be able to access the data from wherever they are, and with any type of mobile device. We are looking forward to the next step in this process.
- Our fiscal year end is June 30. This becomes a very busy time of year as 12-month reports are prepared, reviewed, and submitted to the Diocese and others.

Special Events / Fundraising / Advancement

- Planning is underway for Family Fun Festival. Event dates: August 18 & 19.

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.
- Jim and / or I have been active in order certain items in the remodel, including ordering lockers, bathroom partitions and other items.

Ad Hoc and other participation

- Advancement Team meetings
- Detailed meeting on locker room renovations
- Site plan, campaign meetings, preparation, and analysis have been consist additions to the monthly agenda
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Run for the Schools (missed the June meeting) although involved with correspondence and volunteer efforts

Committee Meeting Schedule:

Finance – July 19, 2017 – Among other topics will be a working session dealing with creating a flow-through 5-year rolling budget.

Building and Grounds – TBA

**Foundation Board Report**  
**Kecia Boysen**  
**6/23/2017**

**Capital Campaign**

Capital Campaign: **\$4,440,210 total** - \$4,330,210 from gifts and pledges; \$110,000 from in-kind gifts (74% of campaign goal)

**Other:**

- Released update video on website and social media, focusing on success of the campaign to date and changes/additions to the campaign projects. Include announcement of hitting the funding projection but support is needed to get to the overall goal. Will be sent to everyone through constant contact on June 14.
- Mailed update letters on June 9 to donors letting them know of the changes/additions to the projects.
- Securing commitments from those who responded favorably in planning study by June 16.
- Complete Group A major gift appeals by June 30.
- Complete Group B major gift appeals by July 28.
- Andrew is following up with cabinet members on their assigned prospects.
- Have a second in-pew appeal – pastors will ask for appeal/campaign support from parishioners. Andrew will speak to pastors week of 6/12 regarding this.
- In-pew appeal weekends have finished. These are the weekends they took place:
  - St. Thomas More – April 29-30
  - St. Patrick – May 13-14
  - St. Wenceslaus – May 13-14
  - St. Mary – June 3-4
- The final report presentation will take place on July 10 – time and place TBD

**Annual Appeal**

\$406,685.86 as of 6/23

**Budget**

FY 2017-2018 Budget was voted on and approved at the 6/20/17 Foundation Board Meeting

**Scholarship Awards & Luncheon**

The scholarship awards and luncheon were held on Wednesday, May 24. Forty-six underclassmen and ten graduating seniors received scholarships and four recipients received special awards. The luncheon was well attended by benefactors and deserving students. The Stewardship Committee did a wonderful job with the theme, decorations, food, beverage and set-up/clean-up.

### **Office Efficiencies**

- Created a group health care insurance policy for the Regina Foundation through Wellmark Health Plan of Iowa (Jack Muller). All eligible employees may now sign up under the group policy.

### **Committee Meetings**

- PR/Marketing Committee – Meeting held Thursday, May 18. Discussed Regina Record content and turnaround. Committee members suggested including a more journalistic bend in future publications. As recommended, we included an article on the International Student program and Pam's recent overseas recruiting trip to China. Also discussed ways to market annual appeal at year-end. Committee suggested sending AA flyer home in preschool/elementary backpacks. Flyers sent home the next day 5/19.
- Stewardship Committee – Committee met 5/16 to finalize plans for the Scholarship Luncheon (5/24). Committee members arranged for food, beverages and volunteered to help set-up the day of event.
- Development Committee- Committee met at 5 p.m., Tuesday, May 30 to finalize an action plan for the final year-end push. Committee members divided up calling lists and will work on personal calls and follow-up throughout the month of June. Each committee member was assigned to contact 15-25 donors. A phone-a-thon has been scheduled for Thursday, June 22 at the Foundation offices for remaining low-level calls.
- Foundation Board Meeting – Next meeting: 4:30 p.m., Tuesday, July 18

### **Donor meetings & calls**

- The month of June will be focused on year-end annual appeal calls, meetings and follow-up. Numerous in-person meetings have been either completed or are on the schedule and calls are being made daily to donors who have given in the past 2-3 years, but have not yet given this year.

### **Other**

- The Foundation hired a new Administrative Assistant, Katherine Weiner, who began her part-time duties on Tuesday, May 23. Katherine will be working 12-15 hours/week and comes to the Foundation with an extensive administrative background. She most recently provided administrative support to the Newman Singers.
- Regina Record hit mailboxes on Tuesday, June 6. We have received numerous calls and positive reaction to the new format and design.
- Shelley returns from vacation on Wednesday, June 21. The next e-blast reminder will be sent 6/22 and unable to reach letters will be sent Friday, 6/23 to donors we have been unable to connect with.
- The Board Development Committee held a phone-a-thon from 6 – 8 p.m., Thursday, June 22 at the Foundation offices. Eight members of the committee made 25+ calls each to donors who have given to the Annual Appeal in the last two years, but not yet this year. Approximately \$4000 was committed to the appeal over the phone.
- The next Impact Report planning meeting will be held 6/27. Drop date planned for Sept.1

Policy and By Laws Committee

June 20, 2017 9:00 AM

Present: Kathy Shey, Glenn Plummer, Anne Kelly, Jason Dumont

1. Reviewed Junior Senior High parent code of conduct. Approved other than making sure complaint process matches procedure from parent handbook. All parents will be asked to sign as part of registration process. Kathy to talk to Celeste to make sure okay for elementary as well.
2. Discussed board of ed self eval.
3. Discussion of Regina Social Media Policy to go along with Diocesan policy. Discussion tabled until both Celeste and Alan can be present.
4. Need to look at possibility of Regina policies to go along with 3 new diocesan policies in the 600 section. Discussion tabled until next meeting. Celeste, Glenn and Alan to discuss prior to meeting.
5. Discussion regarding concerns about staff/faculty confidentiality from emails. Need to be sure this is in the staff handbook. Discussion of Virtus training for coaches, need to make sure all coaches are signing off on staff handbook as well as coaches' handbook. Discussion of form need to allow kids to drive back and forth to athletic events off campus. Glenn to follow up with each of the above. Will discuss again at next policy meeting.

Respectfully submitted,  
Kathy Shey

**Health and Safety**  
**Janan Rushtan**

Health and Safety did not meet this month due to no pressing issues. Administration is looking at their schedules for a time that the IC Police Dept. could do a safety evaluation of our campus.

**Athletic Department Report**  
**June 2017**

**Track**

Jared Brinkman won the Class 2A shot put at the state track meet in Des Moines.

**Boys Soccer**

The Regina boys soccer team won the IHSAA Class 1A state championship after wins over Solon, Beckman, and Assumption.

**Girls Soccer**

The Regina girls soccer team qualified for the IGHSAU Class 1A state tournament after regional victories over West Liberty, Solon, and Central DeWitt.

**Baseball**

The Regina baseball team will host postseason IHSAA district tournament games on July 11<sup>th</sup> and July 15<sup>th</sup>.

**Softball**

The Regina softball team will host postseason IGHSAU regional games on July 5<sup>th</sup> and July 7<sup>th</sup>.

May 30, 2017

Dear Regina Board of Education,

I am very excited to be recipient of the Regina Board of Education Leadership Scholarship.

I am currently a second grader in Ms. Nelsonss class where I love math class and going to P.E. (I also really like chicken nugget day!) My other favorite activities include reading and hanging out with my friends at recess. Outside of school, I love playing sports including: baseball, basketball, football and wrestling. Next year I will get to see one of my little brothers every day at school because he will be in the preschool. I still have to wait a few more years though for my baby brother to hang out with me every day.

Thank you for your generosity, which will allow me to keep going to Regina. The extra expense of being at a private school can be a stress on our family with three kids, but this makes it a little easier and allows me to keep doing all the other extra curricular activities that I love.

As I continue my education at Regina, I am very thankful for receiving your thoughtful gift.

Sincerely,

Kaleb Moeller

Kaleb Moeller