

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, October 25, 2016

6:30pm Regular Board Meeting

Regina MPR

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**

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|--|------------|
| <b>I. CALL TO ORDER – Board of Education</b>   | 10 minutes |
| a. Opening Prayer  |            |
| b. Roll Call   |            |
| c. Chairperson Remarks   |            |
| d. Approval of Minutes – September 27, 2016  |            |
| 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.   |            |
| <b>IV. NEW BUSINESS DISCUSSION</b>   | 10 minutes |
| a. Acceptance of parcel of land.   |            |
| b. Mutual of American 403 Plan amendment.  |            |
| <b>V. CALENDAR AND DISCUSSION ITEMS</b>  | 10 minutes |
| • <b>Finance Committee</b> – Begin the budgeting process, Contact the Pastors and invite them to the meetings. |            |
| • <b>Policy</b> - Notification of proposed By Law change.  |            |
| <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	11/22/16	6:30 PM	MPR
B. Executive Committee	2 <sup>nd</sup> Thursday	11/10/16	6:30 AM	Business Office
C. Finance Committee	Wednesday	11/18/16	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 <sup>st</sup> Thursday	11/03/16	9:00 AM	Business Office
E. SIAC/Education Committee	2 <sup>nd</sup> Thursday	11/10/16	4:30 PM	HS Library
F. Catholic Identity Committee	3 <sup>rd</sup> Thursday	11/17/16	4:00 PM	HS Library
G. Building & Ground Committee	2 <sup>nd</sup> Monday	11/14/16	6:30 PM	Business Office
H. Strategic Planning Committee	3 <sup>rd</sup> Monday	11/21/16	6:30 AM	Panera Coralville
I. Health & Safety	3 <sup>rd</sup> Tuesday	11/15/16	6:00 PM	HS Library

**II. ENROLLMENT**

2016-2017 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Elem</b>	450	450	448							464
<b>JR/SR</b>	387	382	383							373
<b>PreK</b>	82	80	80							82
<b>Total</b>	919	912	911							919

**I. UPCOMING DATES**

Jr/Sr Service Day	Oct 28		
Halloween Parade	Oct 28	1:30 PM	Front Circle
Book Fair	Nov 3,4,7-9		Elementary Media Center
Staff Appreciation Week	Nov 7-11		
Band Festival 7-12 Conference	Nov 11	7:00 PM	Off Site
Senior Citizen Thanksgiving Dinner	Nov 17	11:00 AM	High School Gym

**II. PRAYER SERVICE/MASS SCHEDULE**

Mass 7-12	Oct 26	2:10 PM	High School Gym
All Saints Day Mass K-12	Nov 1	9:30 PM	High School Gym
Mass 7-12	Nov 9	2:10 PM	High School Gym
Mass 7-12	Nov 16	2:10 PM	High School Gym
Thanksgiving Mass K-12	Nov 22	9:45 PM	High School Gym

**III. Holy Days of Obligation**

All Saints Day	Nov 1
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REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, September 27, 2016

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, April Rouner, Stacy Sueppel, Pam Showalter, Celeste Vincent.
  - c. Chairperson remarks- Thank you to Kathy Shey for organizing dinner. Thanks for teachers for coming.
  - d. Approval of Minutes- Kelly moved to approve, Rustan second, motion passed
  - e. Approval of Agenda – Kelly moved to approve, Nibaur second, motion passed.
  - f. Open to Audience- No comments from audience.
- II. Administration Reports
  - a. Elementary – Report in packet. Welcome to Katy Lincoln as elementary rep.
  - b. Jr/Sr High – Report in packet. Glenn attended River Valley Conference Board of Control, possible expansion of conference.
  - c. Enrollment – Report in the packet. Encouraged all board members to vote in Locals Love Us promotion.
  - d. Business Office – Report in packet. Deadline to register for Run for the Schools is Friday.
  - e. Religious Education – Report in the packet.
  - f. Foundation – Report in packet. Pacha thanked April for her time as ED of Foundation.
  - g. Boosters, PISA, Home & School – Home and School minutes in the packet.
- III. Old Business Update
  - a. Review Committee Rosters- please send any updates to Michelle Winders
- IV. New Business Discussion
  - a. Annual Pancake Breakfast Sunday Exemption- Kelly moved to approve, seconded by Father Page, motion carried.
- V. Calendar and Discussion Items
  - a. Administrators- CASA and the Elementary and Jr/Sr High School enrollment numbers will be reviewed at October SIAC meeting.
  - b. Finance Committee- Present the annual report on the Regina Inter-Parish Catholic Education Center financial condition/year end fiscal report. Done in July.

- c. Committee Chairs- Present a prioritized list of committee goals. Done at Strategic Planning session.
- d. Policy/By Laws Committee- Plan for the comprehensive review of the Policy Manual (one-third of the manual). Done in committee.

VI. Committee Reports – Reports in packet.

VII. Meeting Schedule:

a. Board Meeting	4 <sup>th</sup> Tuesday	10/25/16	6:30pm	MPR
b. Executive Committee	2 <sup>nd</sup> Thursday	10/15/16	6:30am	Business Office
c. Finance Committee	Wednesdays	10/5 and 10/19	4:30pm	HS Library
d. Policy/ByLaws	1 <sup>st</sup> Thursdays	10/6/16	9:00am	Business Office
e. SIAC/Education	2 <sup>nd</sup> Thursdays	10/13/16	4:30pm	HS Library
f. Catholic Identity	3 <sup>rd</sup> Thursdays	10/20/16	4:00pm	HS Library
g. Building & Grounds	2 <sup>nd</sup> Monday	10/10/16	6:30pm	Business Office
h. Strategic Planning	3 <sup>rd</sup> Monday	no mtg	6:30am	Panera C'ville
i. Health & Safety	3 <sup>rd</sup> Tuesday	10/18/16	6:00pm	HS Library

VIII. Closing Prayer – Fr Page provided closing prayer

IX. Executive Session

- a. 7:03 Villhauer moved to adjourn into Executive Session, Witt second, motion passed.
- b. EXECUTIVE SESSION

X. Reconvene from Executive Session – At 7:54 pm the board reconvened from Executive Session

- a. Kelly moved to accept contracts for the following coaching contracts: James Traynor, Tanner Lamb, Ryan Lynch, Justin Reeve, Jeff Miller, Nick Ziniel, Jacob Adam, Stu Ordman, Barry Lehman, Kaitlyn Cooley, Jeff Wallace, Matt Haas, Paige Besler, Chris Akers, Marv Halvorson, Mark Besler. Seconded by Witt, motion carried.

XI. Adjournment – At 7:58pm Rustan moved to adjourn the meeting, Kelly second, motion passed.

Respectfully submitted,  
 Kathy Shey  
 BOE Secretary

REGINA ELEMENTARY  
BOARD REPORT  
October 2016

**FACILITATOR OF FAITH COMMUNITY**

MASSES – Thank you to Father Page from St. Thomas Moore for celebrating Mass with us on October 12<sup>th</sup>.

**UPCOMING RELIGIOUS CELEBRATIONS:**

November 1<sup>st</sup> will be our All Saints Day K-12 Mass at 9:30 am.

Thanksgiving Day Mass, will be a joint K-12 Mass this year at 9:30 am on November 22<sup>nd</sup>.

**SERVICE PROJECT-**

October = Penny Wars/Run for the Schools and support for the Animal Shelter. Penny Wars raised \$1,137 for Run for the Schools. Our November service project is for the Iowa City food bank. This will take place the 7<sup>th</sup> through the 11<sup>th</sup>.

MONTH OF THE ROSARY – Regina Elementary celebrated the Month of the Holy Rosary with various classroom activities.

PRIESTHOOD SUNDAY- Special blessings on October 30<sup>th</sup> to our priests. This is a special day set aside in the United States to honor the priesthood. It is the last Sunday of October. It is a time to thank priests who have impacted our lives in so many ways. We say thank you for all that they have given to us through their priesthood. We are thankful for Father Beckman, Father Juarez, Father Witt, and Father Page. Thank you for helping our students and our school. We appreciate all that you do.

NATIONAL VOCATION AWARENESS WEEK-The week of November 6<sup>th</sup> -12<sup>th</sup> is National Vocation Awareness Week. We will be praying for more persons to answer the call to a religious vocation.

DIOCESAN CATHOLIC IDENTITY – Bill Battistone is currently a member of the Catholic Identity Committee for the Diocese of Davenport, and attended a meeting on October 13<sup>th</sup>.

**STANDARD #1 - VISION**

ELL/LAU PLAN APPROVAL – Regina’s center-wide ELL plan, the Lau Plan, was recently updated and submitted to the Department of Education. This plan details the services and supports provided to English Language Learners at Regina. Lagkana Waters will be the ELL provider for Regina Education Center.

BUILDING AND DEVELOPING VISIBLE LEARNERS – Celeste Vincent and Bill Battistone recently attended a workshop on building and developing visible learners, sponsored by Grant Wood AEA. This conference is part of the continued efforts to build engaged and effective instruction in the classroom.

FURTHER LITERACY EXPLORATION – Jodie Eidhal, Literacy Consultant for the Grant Wood AEA, presented a workshop to elementary teachers on September 22<sup>nd</sup> on further developing literacy core instruction and intervention for student learning. She will return again on November 10<sup>th</sup> to meet with individual grade-level teams to examine FAST data.

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

IOWA ASSESSMENTS – Students completed the Iowa Assessments (formerly ITBS) during the week of October 10-14. We expect results back within the next two months.

PARENT-TEACHER CONFERENCES – Conference schedules went home to parents on October 14<sup>th</sup>. Conferences will be held November 3<sup>rd</sup> and 4<sup>th</sup>.

ASSESSMENT DATABASE DECISION MAKING – Celeste Vincent and Bill Battistone attended a workshop on assessment database decision-making sponsored by the Grant Wood AEA. This conference was focused on statewide Early Literacy Implementation and Iowa TIER initiatives.

SCHOOL IMPROVEMENT ADVISORY COMMITTEE – Celeste Vincent and Bill Battistone attended and helped facilitate discussion at the first SIAC meeting on October 11<sup>th</sup>.

NGSS WORKSHOP – Celeste Vincent attended a workshop on the new Science standards on October 18<sup>th</sup>. This continues our efforts to implement new NGSS curriculum.

## **STANDARD #3 - MANAGEMENT**

END OF FIRST QUARTER – The first quarter will end on October 26<sup>th</sup>. Report Cards for 5<sup>th</sup> and 6<sup>th</sup> will come home on Monday, October 31<sup>st</sup>.

DIOCESAN REPORTS – Regina Education Center thanks Michelle Winders for her support and completion of this report for NCEA.

STATE REPORTS – Celeste and Bill have completed the state BEDS report.

## **STANDARD #4 - COLLABORATION**

FIRE PREVENTION – The Iowa City Fire Department presented a Fire Prevention Assembly on October 17<sup>th</sup>.

DONOR RECOGNITION – Administration attended the Regina Foundation's Donor Recognition event on October 23<sup>rd</sup>.

STAFF APPRECIATION – Staff Appreciation week will be celebrated on Nov. 7-11. Home and School and PTO are coordinating the events for this week.

PTO – Regina PTO will hold their 2<sup>nd</sup> meeting of the year on Nov. 10<sup>th</sup> at 6:00 p.m. in the elementary library.

BOOK FAIR – Home and School will sponsor the elementary book fair beginning on November 3<sup>rd</sup>. The book fair will be located in the elementary library.

## **STANDARD #5 - ETHICS**

EVALUATION – Professional staff have already met with their administrators and submitted professional growth plans. Administrators are currently working on observations and formal class evaluations for the fall.

CLIMB THEATRE – Regina Elementary welcomed Climb Theatre on October 3<sup>rd</sup>. K-6 students were presented with various interplays concerning bullying and social interaction with peers.

EMERGENCY PREPAREDNESS PLAN – Under new DHS state guidelines, an emergency preparedness plan was submitted on behalf of AM/PM and preschool.

FLU CLINIC – Regina Education Center will offer a flu clinic for staff and their families on October 27<sup>th</sup>.

## **STANDARD #6 - LEARNING COMMUNITY**

HALLOWEEN PARADE – Regina Elementary will host their Halloween Parade and parties on October 28<sup>th</sup> at 1:30 p.m.

NO CLASSES – November 4<sup>th</sup> – due to Parent/Teacher Conferences  
November 23-25 – Thanksgiving Break.

FAMILY BINGO NIGHT-The elementary will be hosting family bingo night as a way to celebrate community. Prizes include winning a donated turkey for Thanksgiving.  
November 13<sup>th</sup> beginning at 4:00 pm in the cafeteria. Thanks to Mr. Vollstedt for calling numbers.

HOME AND SCHOOL – Next meeting is on November 10<sup>th</sup> at 6:30.

PISA – Next meeting is on November 14<sup>th</sup> at 5:30 pm.

BOOSTERS – Next meeting is on November 13<sup>th</sup>.

ENROLLMENT SUMMARY as of 10/19/16

K – 61

1 – 67

2 – 67

3 – 65

4 – 62

5 – 77

6 – 49

Total Elementary Enrollment = 448

We have a second grade student starting on 10/31/16.

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

**Principal as Spiritual Leader**

1. The 7-12 Service Day is Friday, Oct. 28. The day starts with a prayer service at Regina. The students are arranged in groups and assigned homes and businesses in the area. Shelly Conlon has done a tremendous job in organizing this special day.
2. The World Apostolate of Fatima's Centennial Tour for Peace will be coming to Regina featuring the International Pilgrim Virgin Statue. There will be a presentation by the statue's custodian, prayer, and veneration starting at 1:30 on Thursday, November 3. All are welcome to join us.
3. Upcoming celebrations:
  - Nov. 1 - K-12 All Saint's Day Mass @ 9:30 in the JR/SR High Gym
  - Nov. 9 - 7-12 Mass @ 2:10 in the JR/SR High Gym
  - Nov. 16 - 7-12 Mass @ 2:10 in the JR/SR High Gym
  - Nov. 22 - K-12 Thanksgiving Mass @ 9:45 in the JR/SR High Gym
  - Nov.30 - 7-12 Prayer Service @ 2:30 in the JR/SR High Gym
  - Dec. 8 - K-12 Immaculate Conception Mass @ 9:45 in the JR/SR High Gym

**Principal as Instructional Leader**

1. The PSAT/NMSQT was given on October 12.
2. Iowa Assessments were given on October 17-18. We are in the process of scheduling make-up exams.
3. The midterm for 1<sup>st</sup> semester is October 26. Report cards will not be sent home. Teachers will be communicating with those parents/guardians that have students with grades lower than a C.
4. Our study groups on *Design in Five* have met twice. We have discussed the purpose of assessments and asking essential questions.
5. Laurie Boland will receive her CPR Instructor training at the UI at the end of October. This will allow Laurie to teach CPR to our students, as required by Iowa Code.

**Principal as Administrator**

1. Parent-Teacher Conferences will be held on Thursday, November 3 from 4:00-8:00 and Friday, November 4 from 8:00-12:00. Teachers will hold conferences in their classrooms. We are using an online scheduler for scheduling conferences on Thursday evening, but Friday morning conferences are not being scheduled.
2. The Fall BEDS is complete.
3. Our CASA submission was approved by the state.
4. Regina's desk audit for the Iowa Department of Education's Differentiated Accountability system is due December 15<sup>th</sup>. We must upload artifacts that demonstrate our system meets the state's requirements to a Google site.
5. Enrollment Summary (10/19)
  - 7<sup>th</sup> - 71
  - 8<sup>th</sup> - 70
  - 9<sup>th</sup> - 51
  - 10<sup>th</sup> - 64
  - 11<sup>th</sup> - 74
  - 12<sup>th</sup> - 53
  - Total - 383



## Principal as Communicator

1. UI Visit Day for Iowa City schools was October 3.
2. The following posters will be placed in all classrooms. The Teacher's Creed was developed by the 7-12 staff prior to the start of school. The Mission, Vision, and Values poster replaces the poster created a few years ago.
3. Bo Porter will be coming to speak with our 7-12 grade students on November 11 at 11:00. Bo played football and baseball at UI and played and managed in MLB. The following is from Bo's Facebook page. *Winning the Mental Battle*  
*The person that believes he CAN and the person that believes he can't, are both right. Which one are you? Success starts in the mind...it's very difficult and sometimes impossible for the human body to achieve, what the mind doesn't conceive. Having faith in your purpose is the first step to conquering your purpose!*



# REGINA

CATHOLIC EDUCATION CENTER

## *Mission Statement*

Regina is committed to preparing tomorrow's leaders through a comprehensive educational experience focused on excellence and anchored in the teachings of the Roman Catholic Church.

## *Vision*

To foster excellence with faith, knowledge, and community

## *Values*

Learn and live our Catholic faith

Build community

Educate each student to his or her potential

Provide vast opportunities for growth

Develop strong moral character



# REGINA

JUNIOR & SENIOR HIGH SCHOOL

## *Teacher's Creed*

### **The ideal teacher will strive to...**

Care about each student's faith. • Be prepared, organized, and content savvy.

Make students feel welcome, appropriately care about them by providing a nurturing and supportive environment, and take the time to answer questions by being available to them. • Regularly and appropriately challenge students.

Be publically supportive of the students' extracurricular activities and their community involvement.

Know their students' personally while maintaining a professionally consistent relationship with them.

Be a good communicator using a variety of presentation styles that exhibits the qualities of enthusiasm, encouragement, fairness, humor, empathy, and clarity of expectations.

### **The ideal teacher strives to avoid...**

Being rigid, inflexible, close-minded, and negative in the school environment.

Abusing their power, belittling their students, and gossiping. • Showing favoritism.

Having an unstructured classroom with no clear objectives. • Assigning work with no justifiable educational value.

Treating their work as merely an 8:00 a.m. to 3:30 p.m. job.

**Admissions**  
Pam Schowalter  
October 2016  
Board of Education Report

**Enrollment**

Elementary started the 2016-2017 school year with 450 students; we currently have 448. There are 26 new students in 1<sup>st</sup>-6<sup>th</sup> this year. We had 62 kindergarten students registered.

Jr./Sr. High started the 2016-2017 school year with 388 students; currently, we have 383 students. There are 26 new students in grades 7<sup>th</sup>-12<sup>th</sup> this year.

52 new students to Regina

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	
61	67	67	65	62	77	49	71	70	51	64	74	53	831	October
62	67	67	65	62	78	49	70	70	51	64	74	53	832	September
62	67	67	65	62	78	49	72	70	52	65	75	54	838	August
-1					-1		<b>+1</b>							Oct. +/-
	1*	1								1*	1*		4	pipeline

\*January-3/Oct. 31<sup>st</sup>-1=4

**Recruitment:**

Student Involvement Team (S.I.T.) met October 11, 2016. Topics included Homecoming, Regina visibility, shared activities with 6<sup>th</sup>/7<sup>th</sup> grade students, signage discussions. Our next meeting is November 8, 2016.

Parish Baptism Database (August 2015 to August 2016) Our first “contact” was sent out in October to one-two and three year olds. “Save the Date: for Kindergarten Round Up will be mailed in November to our four year old data base.

\*WIA—Wisconsin International Academy discussions continue. The International Ad Hoc has met 3x in October.

\*Locals Love Us—LOCALSLOVEUS.com—This is a word of mouth recommendation to promote Regina’s Preschool/daycare. Our goal is to be the #1 voted preschool/daycare in Iowa City. This publication reaches over 50,000 folks in our area. It is used by the Chamber, real estate offices, the Homebuilder’s Association, etc...Ryan Bell, Regina parent and Locals Love Us employee will be presenting checks Oct. 27<sup>th</sup> to Regina elementary and Regina Jr./Sr. High for \$1, 000 each at their faculty meetings. Thank you for all who voted for Regina!

### **Retention:**

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

Parent Ambassador Program is pairing new families with seasoned Regina families. We are looking to have this operating September through May. We are complete with elementary family pairings and have a couple of gaps with Jr./Sr. High families. We are finalizing our list for the 2016-2017 school year.

Student Ambassadors had their first meeting on September 20<sup>th</sup> at 7:30 AM. We have 30 students-grades 7-12 participating in this program. Student Ambassadors participated in Crownie Night on October 21<sup>st</sup>.

Student Ambassadors also assisted at the Foundation Donor Dinner on Oct. 23<sup>rd</sup>. They had an opportunity to share their Chrome Book usage and projects with our donors and thank them for their support.

\*Postcard Promo -- Student Ambassadors sent postcards out to first grade students about their favorite Halloween memory and the fun of the costume parade and parties. Postcards will be mailed the third week in October.

\*Poster Promo—Retreat team leaders (RTL) will be featured in our next poster promo to be shared around Regina. The new posters will be on display in November. This is a new retention tool that we will use throughout the year to showcase activities, sport, services and clubs that our students participate in and will hang around the school. There will be an assortment of students and Regina staff focused on these posters.

Kindergarten Round Up –we will be calling all preschool and day cares in the Corridor and mailing “Save the Date” cards to these centers to share with their four yea old population. Posters and invitations will go out in January to these centers, as well. **Kindergarten Round Up is February 9, 2017 at 6:00 PM .**

Tours—5

Shadows-3

Chinese Delegation Tour- 12 attended- Oct. 20<sup>th</sup> (ASA Global)

**Regina Tri-Parish Religious Education  
Board Report  
October 25, 2016**

**Wednesday, September 28, 2016**

- We had our first real class for K-6. Everything went well. It was extremely busy with new registrations coming in that night and having to find rooms for the new students.

**Wednesday, October 5, 2016**

- 1<sup>st</sup> graders made Prayer Pockets. They are made from felt and they hold prayers. They get a different prayer every week to learn and then they put it in their Prayer Pocket and take it home so they can say them with their parents.

**Sunday, October 9, 2016**

- This was class for the 7<sup>th</sup> and 8<sup>th</sup> graders.
- They learned about the Eucharist and Adoration.
- They all had a chance to go visit the Adoration Chapel

**Wednesday, October 12, 2016**

- 3<sup>rd</sup> graders made a Creation Quilt. Each student gets a square of white fabric and they draw something that God created with fabric markers. They had fun.
- 5<sup>th</sup> grade had a Bible presentation. Father Witt handed out Bibles in the Chapel. Every 5<sup>th</sup> grader received their own Bible. Thank you Father Witt!

**Wednesday, October 19, 2016**

- 3<sup>rd</sup> graders had a Creation Prayer Service with the Creation Quilt they made last week. Now every week it will be displayed in the hallway so that everyone can see the beautiful quilt they made.
- 4<sup>th</sup> grade had a visit with Father Juarez. Thank you Father Juarez!

**Sunday, October 23, 2016**

- This was class for the 7<sup>th</sup> and 8<sup>th</sup> graders.
- They learned about the Sacrament of Matrimony.

Off to a great start!!  
Carolyn Brandt, Director  
Regina Tri-Parish Religious Education

**SIAC Committee Meeting**  
**October 11, 2016**  
**4:30-5:30 High School Media Center**

**Members Present:** Chad Hageman, Glenn Plummer, Celeste Vincent, Bill Battistone, Erin Vorwerk, Laura James, Katherine Sprengelmeyer, Ray Colony, Johna Leddy with guest Rick Larew

**Literacy Overview:** FAST-elementary (Celeste or Bill), I-Ready- junior high (Glenn or Tim) Mr. Battistone and Mrs. Vincent talked about the FAST testing that is done in the elementary school. It has been done with primary grades K-3 for two years, but the intermediate grades 4-6 were added this year. The tests in the early grades look at fluency and comprehension, while the intermediate is only testing on fluency at this time. The testing is administered three times a year (beginning, middle, and end of the year). Last year's data showed tremendous growth from one testing time to the next. For the most part students have been doing quite well with the testing. In the junior high, Mr. Plummer talked about I-Ready for both reading and math. This program is just administered to students who are below level reading level or not proficient on math standards, Mr. Plummer said that students on this computer based program have made significant gains.

**Technology Update:** Chromebooks in grades 7-12 (Glenn), what are the needs of teachers? (all) Mr. Plummer talked about the use of Chromebooks as did several of the teachers in attendance. The Chromebooks have been working well with few to any technical issues and students are being responsible for them and their care. Some teachers in the junior and high school have made the comment that the Chromebooks have "made them better teachers." It was said that they are adding rigor to the curriculum with the use of the Chromebooks. Turnaround for the Chromebooks is set at every 3 years, with the next ones being touch screen. Some classes are starting to incorporate online textbooks and this will happen more in the future as curriculum needs updating. It can be a cost savings as only one classroom set of hard cover books would be purchased along with the license to use the virtual books online.

**ACT/Regina Partnership:** Presentation by Rick Larew for the SIAC Committee's consideration Rick Larew presented on a possible partnership with ACT of Iowa City. Something like this was brought up about 10 years ago and it didn't make it to final stages. This may be something similar, but the SIAC committee decided to entertain a presentation by ACT to find out more about this possibility and what benefits would be extended to Regina. More to come on this after our November meeting when we will be hearing a presentation from them.

**Next meeting: November 8, 2016**

**Possible topics:** NGSS Overview, ACT/Regina Partnership, Current issues/concerns  
Submitted by Chad Hageman

## Health and Safety Committee Minutes 10-18-2016

**Present:** Glenn Plummer, Celeste Vincent, Kelli Zimmerman, Scott Nibaur, Sue Kloos

**Absent;** Kris Bonnett, Janan Rustan, Scott Gaarde, Andrew Nugent

### 1. Review committee goals for 2016-2017

a. **Hire a School Nurse**-- Still working on this. Scott N. had a few conversations with Cindy Penny, Chief Nursing Officer at Mercy. More to come!

b. **Complete CRP/AED for Facility in 2017-2018 school years**-- We are looking to complete CPR course for facility in January or February 2018. It has been four years since last renewal.

c. **Complete CPR for HS students prior to graduation.** Need to develop a long term goal/plan for this training during the school year.—Glenn and Laurie Boland are putting together a plan for this. Laurie is also going to be our CPR expert/instructor at Regina. She is taking the instructor course next week at the University of Iowa.

d. **Have a guest speaker on Bullying**- Completed. We received some good feedback for the lower grade levels. High School not as engaged.

e. **Back parking lot safety; more cameras, signs**- No update

f. **Estimate a replacement cost for Elementary playground equipment.** Consider including this in our capital campaign—No update

### 2. New Business

a. We discussed the safety of our students at Regina Football games. Do we need a policy? Complaints of fighting and “rough housing” going on and parents aren’t watching their kids. If someone would get hurt is Regina liable for that? We will send reminders out next year at the beginning of the school year.

b. Laurie Boland came to discuss health subjects/topics and any needs she could have from School Board. She can’t think of any needs now, but will think about it some more.

Next meeting: Would like to review another time for this meeting.



## PISA Meeting Minutes

**Attendance:** Kevin Sheehan, Amy Sheehan, April Kurovski, Peg Thomsen, Sue Burger, John Demory, Caroline Marcotte, Gina Kline,

### Old Business:

**Butter Braid/ Greenery/ Cookie Dough-** Tried to run off 600 order forms - copier broke- they have been made now-

Order forms- will go out to elementary this Friday - Need to be back Nov. 4th. Added in the sheet everything that PISA does- Encouraging all kids to sell 50.00. Advertising in multiple places.

Nursery and Sueppel comes on Friday, Dec. 2nd 3:30- 4 Sat., Dec. 3- Pick up 10-2. Gina is looking for a replacement.

We have two names of interested individuals that would like to be more involved in PISA. We need to get the list of other interested volunteers from Michelle Winders from registration. Peg will work on this.

Incentives: drawing for Pancheros gift card for every person for every \$50 worth of product or donations collected.

Out of dress code day--Ms. Marcotte will check with Tim Foley on that possibility.

### New Business:

Can we do an activity fee for Play and Musical?- Discussed that needs to be a school board/ Alan - Caroline going to look into that - That fee though does not go back to Musical- Peg discussed that-

### Teacher Reports:

**John Demory-** Thinking about play and musical set- going to have Kara Batcheler to get a team together to paint the set. Wednesday Art Club- maybe could help. Have the skrim that can be painted. Have a senior who wants to do a big thing for her senior seminar. Student teacher starting  
Mr. Demory will take on the Fine Arts t-shirt endeavor. This will be a fundraiser for PISA.

**Caroline-** Took 19 students to River Valley High Conference

4 students made Opus Choir

6 students trying out for All-State Choir next week

2 students auditioned for National Honor Choir-

Having a student teacher

Wants to do audition for My Fair Lady- Nov. 7th

Contracts are signed for My Fair Lady-

Costuming - needs to look into to figure out - budget and what we will need

Discussed ideas about how to make kids be realistic about time and how to be committed

### Diane-

Things are going well.

Great 4th group- a lot of kids continued in 5th grade

### Kevin Sheehan--

First Annual Mum Sale Special thanks to Peg Thomsen for doing the majority of the work and also Deanne Sharpless for her assistance.

Grossed \$2300

Net: \$1380

A quick way to earn money. Thinking of adding pumpkins next year.

**Ad Sales:**

Going well

Mergen: donated \$250 so we will offer them an ad

Registrations: \$1500 anonymous\

Billion-request the kids go out to Billion before they give a donations

Wavelength: letter to go out this week

**PISA Website** (on main website):

Needs updated

New hire, Jessica Murray, has responded to Kevin, will work on it.

**Cake Auction:**

Pick a date- Jan 27th / Jan 28th- tentative dates-

Will email Pam Hinman

**Policy Meeting  
September 1, 2016**

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

1. Reviewed following policies with no changes:

313.0R

380.0R

408.0R

417.0R

903.0R

545.5R

2. Reviewed following policies with revisions:

242.0R

402.0R

220.0R

3. Reviewed Procedure for Conducting Business and made slight revisions.

Respectfully submitted,

Kathy Shey

**Policy and By Laws Committee**

**October 6, 2016 9:00 AM**

Present: Kathy Shey, Alan Opheim, Glenn Plummer, Celeste Vincent, Anne Kelly

1. By-laws

- a. Article X, 1 month notice to by-laws. Vote to take place in November.
- b. Any place the word "President" comes up in by-laws will be removed.
- c. Article IX- Committees. Will update and present at October board meeting to reflect current (accurate) policy.

2. Revisions to following policies with the statement "any changes to by-laws automatically updates policy without need for 3 readings": 206.0R, 207.0R, 220.0R

3. Update to 221.0R: The names and email contact of the members of the board of education will be listed on the Regina website. Remove all names and contact information from policy.

4. Board members will be provided a copy of BOE member names and contact info.

5. All diocesan policies should be updated in Regina policy manual.

Respectfully submitted,

Kathy Shey

Regina Inter-Parish Catholic Education Center  
Profit and Loss Statement  
For the Three Months Ending September 30, 2016

	<b>Jul - Sep 16</b>	<b>Jul - Sep 15</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Income</b>				
40000 · Tuitions	826,816.95	728,148.01	98,668.94	13.55%
41000 · Assessments	388,032.19	421,193.23	-33,161.04	-7.87%
42000 · Foundation Funding	64,250.00	0.00	64,250.00	100.0%
43000 · Diocesan Funding	13,476.00	12,116.28	1,359.72	11.22%
44000 · Nutrition Income	78,313.63	69,786.37	8,527.26	12.22%
45000 · Other Incomes	282,217.40	493,045.28	-210,827.88	-42.76%
46500 · Bus Route Income	5,157.75	53,150.00	-47,992.25	-90.3%
<b>Total Income</b>	<b>1,658,263.92</b>	<b>1,777,439.17</b>	<b>-119,175.25</b>	<b>-6.71%</b>
<b>Gross Profit</b>	<b>1,658,263.92</b>	<b>1,777,439.17</b>	<b>-119,175.25</b>	<b>-6.71%</b>
<b>Expense</b>				
60000 · Salaries & Wages	1,039,033.65	973,899.89	65,133.76	6.69%
60145 · Benefits	202,731.17	206,013.04	-3,281.87	-1.59%
61000 · Educational Supplies	142,896.51	125,153.27	17,743.24	14.18%
61040 · Computer Technology	43,521.62	45,386.42	-1,864.80	-4.11%
62000 · Facility Expenses	141,041.07	136,571.69	4,469.38	3.27%
63000 · Operating Expenses	35,932.91	35,779.30	153.61	0.43%
64000 · Building Upkeep	42,727.93	52,603.97	-9,876.04	-18.77%
65000 · Nutrition	18,034.66	39,115.16	-21,080.50	-53.89%
66000 · Income Offsets	270,606.26	78,461.52	192,144.74	244.89%
66500 · Busing - Routing	9,611.28	9,331.20	280.08	3.0%
68000 · Interest Expense	11,320.83	11,320.83	0.00	0.0%
69000 · Depreciation Expense	33,120.00	33,120.00	0.00	0.0%
<b>Total Expense</b>	<b>1,990,577.89</b>	<b>1,746,756.29</b>	<b>243,821.60</b>	<b>13.96%</b>
<b>Net Income</b>	<b>-332,313.97</b>	<b>30,682.88</b>	<b>-362,996.85</b>	<b>-1,183.06%</b>

Regina Inter-Parish Catholic Education Center  
Balance Sheet  
September 30, 2016

	Sep 30, 16	Sep 30, 15	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10000 · Unrestricted Cash	1,134,881.87	804,427.52	330,454.35	41.08%
11000 · Savings	1,570,416.82	1,630,628.66	-60,211.84	-3.69%
<b>Total Checking/Savings</b>	<b>2,705,298.69</b>	<b>2,435,056.18</b>	<b>270,242.51</b>	<b>11.1%</b>
<b>Accounts Receivable</b>				
12000 · Tuition Receivables	2,962,274.14	2,348,922.79	613,351.35	26.11%
<b>Total Accounts Receivable</b>	<b>2,962,274.14</b>	<b>2,348,922.79</b>	<b>613,351.35</b>	<b>26.11%</b>
<b>Other Current Assets</b>				
12200 · Prepaid Computer Contracts	2,833.00	6,171.25	-3,338.25	-54.09%
<b>Total Other Current Assets</b>	<b>2,833.00</b>	<b>6,171.25</b>	<b>-3,338.25</b>	<b>-54.09%</b>
<b>Total Current Assets</b>	<b>5,670,405.83</b>	<b>4,790,150.22</b>	<b>880,255.61</b>	<b>18.38%</b>
<b>Fixed Assets</b>				
13000 · Long Term Assets	3,771,758.47	3,904,238.47	-132,480.00	-3.39%
<b>Total Fixed Assets</b>	<b>3,771,758.47</b>	<b>3,904,238.47</b>	<b>-132,480.00</b>	<b>-3.39%</b>
<b>TOTAL ASSETS</b>	<b>9,442,164.30</b>	<b>8,694,388.69</b>	<b>747,775.61</b>	<b>8.6%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
20000 · Current Liabilities	3,492,134.66	2,845,050.15	647,084.51	22.74%
<b>Total Other Current Liabilities</b>	<b>3,492,134.66</b>	<b>2,845,050.15</b>	<b>647,084.51</b>	<b>22.74%</b>
<b>Total Current Liabilities</b>	<b>3,492,134.66</b>	<b>2,845,050.15</b>	<b>647,084.51</b>	<b>22.74%</b>
<b>Long Term Liabilities</b>				
26000 · Long Term Loans	584,562.55	610,017.79	-25,455.24	-4.17%
<b>Total Long Term Liabilities</b>	<b>584,562.55</b>	<b>610,017.79</b>	<b>-25,455.24</b>	<b>-4.17%</b>
<b>Total Liabilities</b>	<b>4,076,697.21</b>	<b>3,455,067.94</b>	<b>621,629.27</b>	<b>17.99%</b>
<b>Equity</b>				
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	-332,313.97	30,682.88	-362,996.85	-1,183.06%
<b>Total Equity</b>	<b>5,365,467.09</b>	<b>5,239,320.75</b>	<b>126,146.34</b>	<b>2.41%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,442,164.30</b>	<b>8,694,388.69</b>	<b>747,775.61</b>	<b>8.6%</b>

**Board Meeting**  
**October 25, 2016**  
**Report from Alan Opheim**  
**Director – Finance / Operations**

Business Office –

- Quarterly reports are being completed
- Form 5500 SF for our 403 B plan completed and filed timely
- First Quarter (September 30, 2016) results in the packet – Attention is drawn to the fact that our budgeted income will be more than what our actual income will be due to several factors, with the biggest being our tuition income. The administrators and finance committee are aware of this and together we will be adjusting as needed. While significant, at this time, no major changes are needed, just some pullback on optional spending, or early spending.
- STO contributions – 71% in the STO bank; 99% pledge. Monies directed toward Regina must be to the STO by November 30, and earlier if all member goals are achieved prior to November 30.

Special Events / Fundraising / Advancement

- Run for the Schools was October 16. Regina was well represented both in runners and volunteers; thank you. Results are expected at the next Board meeting.
- Save the date for Gala is Saturday, February 4. Watch for exciting announcements for changes being planned to bring The Kentucky Derby to Gala 2017.

Buildings & Grounds

- We continue to delve into projects while at the same time taking care of the daily needs of the school.
- Preliminary timelines and needed information for the First Avenue project are being discussed and started.
- We have received a formal “move out” notice from our tenant at the 2218 Rochester property. We have a potential renter beginning December 1; so will keep you apprised of this transition.

Ad Hoc and other participation

- One Run for the Schools Board meeting
- Advancement Team meetings
- Meetings on International Student, WIA, and Regina potentials
- Subgroup meetings on busing, income with eye on budget,
- 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,)

Committee’s Next Meeting:

Finance – November 16, 2016      4:30 p.m.      HS Media Center  
Building and Grounds – TBA    Business Office

## Finance Committee – October 19, 2016

### Members Attending (Absent)

- o Jennifer Lough
- o Deanna Green
- o Scott Nibaur
- o Matt Pacha
- o Ellen Abusada
- o Angela Villhauer
- o Stacy Susspell
- o Michele Goldsmith
- o Pam Schowalter
- o (Chrissy Chambliss)
- o Celeste Vincent
- o (Glenn Plummet)
- o (Terry Bowlan)
- o Alan Opheim

## Finance Committee Agenda October 19, 2016

- o Opening prayer
- o Role call
- o Opening comments
- o Review of last meeting pending items
- o Pam – automatic re-enrollment
- o Quarterly financials
- o Topics for next meeting
- o Open discussion

## Review of Pended Items – First Avenue Extension

- o First Avenue Access
  - o Lighting study – Won't know until closer to the time, currently Shive Hattery has been asked to start topography study and Phase 0 drawings
  - o Rely on Mid America to provide poles and lights along new drive
  - o Will increase snow / ice / mowing budget based on estimates using past data and estimated size
  - o For next fiscal year – will assume any additional expenses associated with entrance will be passed on to the campaign (camera's, light study, signage, Catholic Identity, etc)

## Review of Pended Items – Athletics

- o Fees and expenses
  - o Beginning to analyze 2 years of data broken out as able by sport
  - o Have not been able to allocate coaching expenses to each sport from a system perspective. it is a manual process – will be done at some point
- o Boosters – financials available through QuickBooks access – but system does not provide the ability to merge and report data in a concise manner
- o Weight room – Beyond the scope of our committee to determine how it is run. Maintaining goal of it being a self-sustaining program. However, we have shared committee concerns with staff.
- o Financial budget conversations and recommendations to take place with Ryan



### Review of Pended Items – Miscellaneous

- o Home School fees – athletic
- o Not a budgetary topic for now, will move topic forward to spring
- o Other costs outside of athletics – would be covered through tuition

### Presentations

- o Pam – Continuous enrollment
- o Alan – 1<sup>st</sup> Quarter Review of Financials

### Topics for Next Meeting

- o No meeting on November 2<sup>nd</sup>
- o Next meeting November 16
  - o Topic of discussion – headcount for budgeting purposes
- o Follow-up on "continuous enrollment" topic