

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
TUESDAY, November 27, 2018
6:30pm Regular Board Meeting
MPR

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

Regular Agenda

- | | |
|--|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks-Presentation for Run for the Schools | |
| d. Approval of Minutes – October 23, 2018 | |
| 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. Elementary Playground Project | |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Administrators: BEDS/Certified enrollment update | |
| VI. COMMITTEE REPORTS IN PACKET/QUESTIONS | 5 minutes |
| VII. MEETING SCHEDULE (Refer to the Information Page) | |
| VIII. CLOSING PRAYER | 1 minute |
| IX. EXECUTIVE SESSION | 15 minutes |
| X. ADJOURNMENT | |

INFORMATION PAGE

I. MEETING SCHEDULE

A. Next Board Meeting	4 th Tuesday	1/22/19	6:30 PM	MPR
B. Executive Committee	3 rd Wednesday	1/16/19	5:30 PM	HS Library
C. Finance Committee	4 th Wednesday	1/16/19	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	1/10/19	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 nd Tuesday	1/8/19	4:00 PM	HS Library
F. Catholic Identity Committee	3 rd Tuesday	1/15/19	4:30 PM	Room 409
G. Building & Ground Committee	Monday	12/10/18	5:30 PM	Business Office
H. Strategic Planning Committee				
I. Health & Safety	3 rd Thursday	1/17/19	5:30 PM	HS Library

II. ENROLLMENT

2018-2019 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	443	441	441	443						
JR/SR	364	353	353	353						
PreK	81	73	74	74						
Total	888	867	868	870						
2018-2019 Tuition										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Budget										
Elem	\$1,932,010	\$1,823,867	\$1,823,860	\$1,829,105	\$1,838,565					
JR/SR	\$2,437,080	\$2,257,742	\$2,257,742	\$2,257,742	\$2,257,745					
PreK	\$358,000	\$21,000	\$59,195	\$72,368*	&128,331*					

*Partial Month

I. UPCOMING DATES

PISA Wreath Pickup	Dec 1	10:00 AM	Cafeteria
JH Dance	Dec 1	7:00 PM	Cafeteria
Orchestra and Vocal Concert 7-12	Dec 5	7:30 PM	St. Patrick's Church
Vocal Concert K-5	Dec 6	7:00 PM	HS Gym
ACT's	Dec 8	8:00 AM	
Band and Vocal Concert	Dec 11	6:45 PM	HS Gym
Pre-School Christmas Program	Dec 13 & 14	3:30 PM	Cafeteria
Orchestra Concert 7-12	Dec 17	7:00 PM	CCPA
No School	Dec 20-Jan 2		
Classes Resume	Jan 3		
Final Exams 7-12	Jan 9-11		
Speech/Debate Varsity Conference	Jan 12		Off Site
Drama Coffee House	Jan 18	7:00 PM	Elem Gym
Dance Marathon	Jan 19	12:00 PM	
No School MLK Day	Jan 21		

II. PRAYER SERVICE/MASS SCHEDULE

Mass 7-12	Nov 28	2:15 PM	HS Gym
Prayer Service K-6	Dec 3	2:30 PM	Elem Gym
Prayer Service Reconciliation K-6	Dec 4	8:30 AM	Elem Gym
Reconciliation 3-6	Dec 4	9:15 AM	Elem Gym/MPR
Mass K-12	Dec 5	9:30 AM	HS Gym
Prayer Service K-6	Dec 10	2:30 PM	Elem Gym
Prayer Service Reconciliation 7-12	Dec 12	8:30 AM	HS Gym
Reconciliation 7-12	Dec 12	9:00 AM	HS Gym
Mass K-6	Dec 12	2:00 PM	Elem Gym
Prayer Service K-6	Dec 17	2:30 PM	Elem Gym
Prayer Service 7-12 Christmas Basket	Dec 19	11:00 AM	HS Gym
Mass 7-12	Jan 9	2:15 PM	HS Gym
Mass 7-12	Jan 16	2:15 PM	HS Gym
Prayer Service K-6	Dec 16	2:30 PM	Elem Gym

III. Holy Days

Immaculate Conception	Dec 8
Christmas	Dec 25
Solemnity Of Mary	Jan 1

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, Oct 23, 2018

6:30 PM

Regina MPR

Regular Meeting Minutes

I. Call to Order- Board of Education

- a. Opening Prayer
 - i. Father Witt provided opening prayer
- b. Roll Call-
 - i. Voting Members (absent in parenthesis): Ellen Abusada, Fr. Adam, (Fr. Beckman), (Jason Dumont), (Patrick Gavin), (Chad Hageman), (Fr. Juarez), Sue Kloos, Scott Nibaur, Matt Pacha, Janan Rustan, (Angela Villhauer), Alaina Welsh, Melinda Shetler, Fr. Witt, Annette Goodheart
 - ii. Ex-Officio Members: (Kecia Boysen), Carolyn Brandt, Tim Foley, (Michele Goldsmith), Alan Opheim, Glenn Plummer, Stacy Suepple, Pam Schowalter, Celeste Vincent, Julie Rhomberg, (Gail Hensch), Kelly Starr, (Bryce Smeins)
- c. Chairperson Remarks- Pacha invited BOE members to attend the Donor Appreciation Celebration at Hancher Oct. 28, 2018.
- d. Approval of Sept 25, 2018 Minutes- Rustan moved to approve minutes, seconded by Goodheart, motion passed.
- e. Approval of Agenda- Change date of Elem. Halloween Parade to Oct 31, 2018. Correct Elem. Budget to reflect \$1,829,105. Father Witt moved to approve amended agenda. Seconded by Shetler, motion passed.
- f. Open to the Audience- N/A

II. Administration Reports

- a. Elementary - Report in packet. Vincent expressed appreciation to the Priests. Thank you notes from students were given to the Priests.
- b. Jr/Sr High - Report in packet. Plummer stated that the Iowa Assessment Results are in. 7-12th Service day is scheduled Oct. 26, 2018. Foley will assist with Rosary out in front of Regina.
- c. Enrollment - Report in packet. Schowalter stated that Dr. Huang from Taiwan will be visiting Regina on Nov. 12, 2018. Schwalter has visited 31 preschools in the area to promote Regina.
- d. Business Office - Report in packet. Opheim provided an update on STO. Regina is at 31.5% of goal. Run for the Schools- will be represented next month.
- e. Religious Education- Report in packet. Brandt stated that RE students will be planting daffodils in front. Opheim recommended reaching out to Verducci regarding planting.
- f. Foundation - Report in packet.
- g. Boosters- none, PISA- none, Home and School- Report in packet.

III. Old Business Update N/A

IV. New Business Discussion

Communication advisory group- Welsh informed BOE members that all marketing efforts regarding Regina must be **approved** by the Communications/Marketing Coordinator, Shane Schemmel. This includes **ALL** logos, promotion, press, merchandise, banners, PR of Regina. Plan to have Shane Schemmel to communicate to all. Recommend using Constant Contact. Discussion ensued regarding branding. There is a standard being utilized.

V. Calendar and Discussion Items

VI. Committee Reports- Reports In packet.

- a. Pacha highlighted the revision of **Policy 204.0R Attendance/Termination**. See report. Priests are in support.
- b. Health & Safety- Kloos inquired about the emergency plan for Regina. Vincent, Plummer, and Opheim have been working on the Emergency Preparedness Plan with specific criteria that is due in July 2019. Foley indicated that School Messenger is a good communication tool. Administrators have been attentive to emergency plans for years.
- c. Catholic identity - Nibaur highlighted the new banners and desired feedback.

VII. Meeting Schedule

a. Board Meeting	4th Tuesday	11/27/18	6:30 PM	MPR
b. Executive Committee	2nd Thursday		TBA	
c. Finance Committee	3rd Wednesday	11/28/18	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	11/8/18	9:00AM	Business Office
e. SIAC/Education	2nd Tuesday	11/13/18	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	11/20/18	4:30 PM	HS Library
g. Building and Ground	2nd Monday		TBA	
h. Strategic Planning	3rd Monday		TBA	
i. Health and Safety	3rd Thursday	11/15/18	5:30 PM	HS Library

VIII. Closing Prayer- Fr. Adam provided closing prayer.

IX. Executive Session

a. At 7:10 pm, Rustan moved to adjourn in Executive Session, seconded by Goodheart, motion passed.

b. Executive Session

X. Reconvene from Executive Session - At 7:25pm, the board reconvened from Executive session.

Motion by Welsh to approve following contracts :

- | | |
|---|-------------------------------------|
| Dylan Sloan - 7th Boys Basketball, | Zach Ries - Volunteer Wrestling |
| Jeremy Brooks - Freshman Boys Basketball, | Mason Simpson - Volunteer Wrestling |
| Gary Belger - Assistant Varsity Boys Basketball | Rick Kron - Assistant Wrestling |
| Jacob Koch - Junior High Wrestling | |

Seconded by Father Witt, Motion approved.

XI. **Adjournment-** at 7:28, Father Witt moved to adjourn the meeting, seconded it by Welsh, motion passed.

Respectfully submitted,
Janan Rustan
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
November 2018**

FACILITATOR OF FAITH COMMUNITY

UPCOMING RELIGIOUS CELEBRATIONS:

Tuesday, November 20th, K-12, Thanksgiving Mass, 9:30 a.m. high school gym

Monday, December 3rd, K-6, 2:30, Advent prayer service, elementary gym

Tuesday, December 4th, 8:30 Reconciliation prayer service, 9:15 receive the Sacrament of Reconciliation in the multi-purpose room, grades 3-6

Wednesday, December 5th, 9:30 , K-12 Mass with Bishop Zinkula

Monday, December 10th, K-6, 2:30, Advent prayer service, elementary gym

Wednesday, December 12th, K-6 Mass, 2:00 p.m. elementary gym

Monday, December 17th, K-6, 2:30, Advent prayer service, elementary gym

ADVENT:

We will be having weekly prayer services for the Advent season on each Monday of December. Teachers also plan special activities in their classrooms.

RECONCILIATION:

Congratulations to all of the second graders who have received/will receive the Sacrament of Reconciliation during the months of November and December in their parishes.

UPCOMING SERVICE PROJECT:

December 3-7: Toys for Tots

STANDARD #1 - VISION

IOWA ASSESSMENTS:

Iowa Assessment results were sent home with parents at conference time.

A brief overview was shared at SIAC Committee on November 13th.

Center results will be shared at the January Board Meeting.

95% PERCENT GROUP:

Training for this literacy intervention was held on Tuesday, November 5th and Wednesday, November 5th for elementary teachers.

JANUARY IN-SERVICE:

Students will not have school on Jan. 21st due to staff in-service training. Administrators have arranged for faith formation hour requirements to be completed by Rosina Hendrickson, Lifelong Faith and Lay Ministry Formation Coordinator, on this day.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

MUSIC/BAND/ORCHESTRA PERFORMANCES:

The K-5 musical will be on Dec. 6th at 7:00 p.m. in the high school gym. The 5th and 6th band, vocal, and orchestra concert will be Dec. 11th at 6:45 p.m. in the high school gym.

PARENT-TEACHER CONFERENCES:

Conferences were held November 8th and 9th. We had high attendance rates at all grade levels and teachers reported high satisfaction with their conferences.

FOSS KITS:

K-6 teachers are in their second year of implementing FOSS science curriculum. Round one is complete and teachers are utilizing their second kits.

STANDARD #3 - MANAGEMENT

END FIRST TRIMESTER:

Report cards were sent home for all grades at conference time.

ASCD CONFERENCE:

Kelly attended the national ASCD conference in Nashville November 2-4. The focus of the conference was equity. Many wonderful speakers and sessions were attended.

PLAYGROUND PRESENTATION:

Elementary administrators showed initial playground layout with Health and Safety committee. See attachment.

AM/PM PLANNING:

Elementary administrators continue to work on staffing issues related to after school programming.

STANDARD #4 - COLLABORATION

STAFF APPRECIATION:

Staff Appreciation Week was a great success. Regina Elementary wants to thank all of the volunteers from Home and School, PTO, Boosters, and PISA who coordinated the events for the week. We truly feel appreciated and supported. Thank you to all support groups for helping to sponsor the week.

BOOK FAIR:

Home and School sponsored a wonderful elementary book fair on November 8th – 14th. A huge thank you to Rachel Scholze and Home and School parents for their efforts with this fundraiser. We thank the countless volunteers who helped run the cash register, setup books, and provided other support to the book fair.

Home and School:

Last meeting held on November 15th, next meeting will be on January 3rd.

PISA:

Last meeting held on November 12th. Next meeting will be on December 10th.

STANDARD #5 - ETHICS

EVALUATION:

The administrators are continuing to work on formal observations for on-track staff members.

EMERGENCY PREPAREDNESS OPERATIONS PLAN:

Center administrators had two planning days prior to the first official planning meeting for our EOP Committee (emergency preparedness operations plan). This was held on Monday, November 19th. Monthly meetings are planned for the remainder of the year. Official document is due June 2019.

STANDARD #6 - LEARNING COMMUNITY

NO CLASSES

December 20 – January 3	Christmas Break
January 4 th , 2018	Classes Resume
January 21 st	Staff In-service

FIELD TRIPS:

Third graders were able to go to Orchestra Iowa on Monday, November 19th.

ENROLLMENT SUMMARY

K=49

1=72

2=63

3=69

4=72

5=59

6=59

Total = 443

Regina Junior-Senior High School
Board Report
November 2018

Principal as Spiritual Leader

1. The Christmas Basket project is underway. The students will be helping 16 families this year. Please contact Mrs. Conlon if you wish to help or make a donation.
2. Students have started to sign up for the KAIROS retreat that will be January 23 - 27.
3. Upcoming celebrations:
 - November 28: 7-12 Mass @ 2:15
 - December 5: K-12 Mass w/ Bishop Zinkula @ 9:30
 - December 12: 7-12 Prayer Service and Reconciliation @ 8:30
 - December 19: 7-12 Prayer Service @ 11:00
 - January 16: 7-12 Mass @ 2:15
 - January 23: 7-12 Mass @ 2:15
 - January 30: K-12 Catholic Schools Week Mass @ 9:30

Principal as Instructional Leader

1. We have received our Iowa Assessment results. A report will be ready for the next board meeting.
2. First Semester finals will be held January 9-11. The tentative schedule is attached.
3. Departments will begin reviewing and updating their parts of the course description guide for next school year.

Principal as Administrator

1. Lynne, Tim, and I will be starting talks on changes to and developing the master schedule for next year.
2. The Consolidated Accountability and Support Application (CASA) Desk Audit is due December 15.
3. Enrollment Summary (11/19)
 - 7th – 77
 - 8th – 52
 - 9th – 66
 - 10th – 52
 - 11th – 45
 - 12th – 61
 - Total – 353

Principal as Communicator

1. Approximately 115 senior citizens were served a Thanksgiving Dinner on November 15. The event was sponsored by the National Honor Society under the direction of Mrs. Zoulek.
2. The 7th graders went to the Kirkwood Regional Center for the STEM Institute on November 19.
3. Activities Report
 - a. **Boys Basketball:** The Regals have 30 boys participating in basketball this year. The coaching staff consists of Jared Galpin, Barry Lehman, and Jeremy Brooks. They host Davenport Assumption on Nov 20th in a Hall of Pride scrimmage. .
 - b. **Girls Basketball:** The Regals have 18 girls participating in basketball this year. The coaching staff consists of Jeff Wallace, Mary Halverson, Mark Besler, and Bryce Smeins. They participated in the IGCA scrimmage on Nov 10th, going 3-1 for the day. The Regals travel to Iowa City West on Nov 20th for a Hall of Pride scrimmage. .
 - c. **Wrestling:** The Regals have 15 boys participating in wrestling this year. The wrestlers will open the season with a match on November 29th at Bellevue
 - d. **JH Basketball:** There are 21 7th grade girls out this season, coached by Chris Akers. There current record is 4-0 for the "A" team and 0-4 for the "B" team. There are 10 8th grade girls out this season, coached by Doug Vollstedt. Their current record is 4-0 for the "A" team and 3-1 for the "B" team.
 - e. **JH Wrestling:** The Regals have 20 wrestlers out for wrestling this year. They have participated in three meets this season.
 - f. **Fall Play:** The Fall play, Miss Holmes, was be performed on November 16th, 17th, and 18th. The cast and directors did an excellent job in present the play.
 - g. **Band:** Regina High School hosted the River Valley Conference Honor Band on Friday November, 9th. There was approximately 250 students from the fourteen conference schools that attend the event. The Honor Band performed their evening show before a full gymnasium.
 - h. **Robotics:** The FIRST Tech Challenge was held on November 17th in the high school gym. Students from area schools competed in the event. *FIRST* Tech Challenge teams (up to 15 team members, grades 7-12) are challenged to design, build, program, and operate robots to compete in a head-to-head challenge in an alliance format.
 - i. **Girls Cross Country:** Congrats to the team for finishing 2nd at the state meet in Fort Dodge on Saturday, October 27th. Annalee Bartels was an individual medalist with a fourth place finish.

4	Annalee Bartels	19:49.4
14	Josie Voss	20:45.1
33	Molly Vittetoe	21:56.6
34	Maeve Dunne	21:56.6
43	Kennedy Scott,	22:19.1
57	Mary Catherine Graff	22:44.7
71	Josie Purlsey	23:13.3

j. **FALL GPA's:** Congrats to the fall sports programs for their efforts in the classroom.

Football	3.45
Volleyball	3.633
Girls XC	3.721
Boys XC	3.226
Football Cheer	3.196

k. **Dance:** Congrats to Olivia Clark who was named state champion at the state individual dance championships.

Semester Test Schedule
Regina Junior-Senior High School
Jan. 9-11 (A Day all days)

Teachers not giving a final exam are expected to have an educational activity planned for the testing period.

Wednesday, 1/9

8:20 – 9:35	1 st Period Classes
9:45 – 11:00	3 rd Period Classes
11:10 – 12:25	5 th Period Classes
1:00 – 3:30	Test Make-up Period

Thursday, 1/10

8:20 – 9:35	2 nd Period Classes
9:45 – 11:00	4 th Period Classes
11:10 – 12:25	6 th Period Classes
1:00 – 3:30	Test Make-up Period

Friday, 1/11

8:20 – 9:35	7 th Period Classes
9:45– 11:00	8 th Period Classes
11:00 – 3:30	Test Make-up Period

****Students reporting late to a testing period will not be given additional time****

No lunch service will be provided over these three days of testing. If a student is staying at school they will need to bring their own lunch.

Students need to make arrangements for transportation in order to leave school immediately after their last testing period or test make-up period.

All students are to be in their scheduled classes from 8:20-12:25 on Wednesday and Thursday, and from 8:20-11:00 on Friday. All students are to be in school for their study hall, with the exception of juniors and seniors. Juniors and seniors may leave campus during their study hall.

**Admissions
Pam Schowalter
November 2018
Board of Education Report**

Enrollment

K	1	2	3	4	5	6	7	8	9	10	11	12	total
49	72	63	69	72	59	59	78 (+1)	52	66	52	45	61	797
		1		1		1*		1*		2			6 pending/ accepted 18-19

*international

Enrollment

Elementary K-6: 443 students

Jr./Sr. High 7-12: 354 students

Taiwanese Delegation--Principal Lo and Dr. Huang from Taiwan visited Regina on November 12th. After visiting Principal Lo has agreed to endorse Regina to the students and parents of Lo-Ming Jr./Sr. High School. Dr. Huang visits schools and promotes Regina with area headmasters and principals. He was very impressed with his visit to Regina. He is affiliated with ASA Global.

We are planning a January delegation from Taiwan for parents and students to see Regina firsthand and potentially attend Regina Fall 2019.

Thanksgiving Cards—We have sent out Thanksgiving cards from the Regina staff to all current Kindergarten students, as well as to student’s families (20) who are registered for Kindergarten 2019-2020. Cards were also sent to all families who have applications pending or are in our pipeline. New families received cards from us, too!

Student Ambassadors met on November 13th. Student ambassadors will be ringing bells for the Salvation Army in December for our service project.

Student Ambassadors volunteered **at Parent/Teacher conferences** on November 8th and 9th. We appreciated them in greeting our current parents and assisting them with directions to their child’s classrooms.

New students—Regina welcomes back a new 7th grade student on November 12th.

Tours/Shadows—we have had several tours and shadows this month. We are also touring for the 19-20 kindergarten class.

Parish Banners—Communication and Marketing continues to work with Presentations, Inc. for new banners for our parishes and Newman Center. We hope to complete this project by mid December.

Kindergarten Round Up—Admissions met with elementary principal on November 16th to create a time line leading up to Kindergarten Round Up on Thursday, February 21, 2019 at 6:00. If anyone knows potential new kindergarten students, please pass along their information to Regina Admissions.

We are also working with Communication and Marketing for the “Save the Date” postcards and posters to out to area preschool/daycares.

Retention

Parent Ambassadors received information for the month of December to share with new families.

Enrollment Ad Hoc met on Monday, November 5th at 3:30 in the library.

SIAC meeting was held on Wednesday, November 14, 2018 at 4:00.

Business Office Board Report
November 27, 2018
Alan Opheim
Director – Finance / Operations

Business Office –

- STO – As of this writing, there is still room in the STO, however, I believe it will fill this week.
- Grant results mentioned last month are in. Theisen’s awarded \$800 towards security / cameras. We received nothing from the Washington County Riverboat Foundation. Thanks to Michelle W for preparing and submitting these requests, and the follow-up that is required for the Theisen’s grant.
- A synopsis of the activity regarding the 403B Plan and 401K Plan authorized in May is attached as a separate report.

Building & Grounds

- Both of our reports from the fire and insurance inspections are back. There were no serious violations recorded, and as expected there are items recommended to make a few areas safer. Building and Grounds will review these in the near future.
- I am involved with many project discussions in a multitude of areas throughout the school.
- I have been actively involved in the playground project. More on this in other reports from Celeste and/or Health and Safety.

Emergency Operations Plan (EOP)

- Each accredited school district in Iowa is charged with creating an EOP by June 30, 2019. This is to be created from templates offered through the Department of Education. The requirements include having a cross section of individuals on the committee. We have individuals (some serving dual purposes) who represent police, fire, Johnson County Emergency Management, Johnson County Department of Health, healthcare, Board, teachers, and administrators. Other sectors may be included during specific topics.
- Celeste, Glenn, and I will be taking part in 9 webinars between now and May, along with an all-day session completed in September.
- One or more of us will provide monthly updates on our on-going process.
- Our November meeting included an orientation session and tour of the building. We discussed the Purpose and Scope of the project. We discussed that this is a participating committee. All members had input at the meeting and we believe this will be an active committee with a lot of input from a variety of backgrounds.
- At the end of the project, there will be a document that will be available for the “community at large”, as well as an internal document.

Ad Hoc and other participation

- Two Diocesan recommended webinars
- Advancement Team meetings
- Nationwide – Various topics
- Meetings as needed (Security, custodial, administrators, finance related topics,)
- Playground and other B&G project meetings with other staff members
- Run for the Schools Monthly Board Meeting
- Board related meetings

Committee Meeting Schedule:

Finance – November 28, 2018 4:30 HS Media Center

Building and Grounds – December 10, 2018 5:30 Business Office

**Regina Tri-Parish Religious Education
Board Report
November 27, 2018**

October 24, 2018

- K-6th had class

October 28, 2018

- 7th and 8th graders learned about Marriage.

October 31, 2018

- K-6th did not have class due to Halloween

November 7, 2018

- 2nd graders had a visit from Father Steve Witt.
- It was held in the chapel and Father went over everything that is in a chapel.
- They even went into the sacristy.
- The 2nd graders really enjoyed it and learned a lot!!
- Thank you Father.

November 11, 2018

- 7th and 8th graders learned about Reconciliation.
- They will be going to Reconciliation on Wednesday, November 14th along with the 3rd – 6th graders.

November 14, 2018

- K-2nd had class at Regina.
- 3rd – 6th received the Sacrament of Reconciliation at St. Wenceslaus Church.
- 7th and 8th received the Sacrament of Reconciliation at St. Wenceslaus Church.
- Parents were invited to participate in Reconciliation along with their children. A lot of parents choose to receive the Sacrament.
- 6 priests were there. Thank you very much.

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

Regina Foundation Report
11/27/18
Kecia Boysen
Executive Director

Capital Campaign (as of 11/12/18)

Cash gifts and payments made to date:	\$3,221,086.45
In kind gifts and payments made to date:	\$ 234,243.06
Remaining cash pledges to be fulfilled (271 of donors):	\$1,382,480.68
Total*:	\$4,837,810.19

*total reflects \$35,850.00 (7 donors) written off

Capital Campaign Cash on hand: \$46,539.87

Jason Dumont met with Bishop Zinkula on 10/31, in Matt Pacha's absence, to walk through the new Athletic Training Facility, discuss CC progress and timing of the presentation of the educational wing expansion to the Diocese Building & Grounds Committee.

Kecia and Eric Aitchison participated in conference calls with Mike Blom of The Steier Group on 10/19 and 11/9 to discuss re-engaging the consultants for the next steps of the Capital Campaign. Steier submitted a proposal with three service options and Kecia had a follow-up call with Mike on 11/19 re: the planning study. Results will be presented to the Foundation Board and joint exec. committees at 11/27 meetings. Next meeting of the Capital Campaign Continuation Committee: TBD.

Excellence Fund (annual appeal)

☑ 2018-2019 Excellence Fund (annual appeal) as of 11/20/18 - **\$87,343.71 (262 donors)**

☑ Excellence Fund last year at this time **\$66,197.56 (151 donors)**

The Excellence Fund year-end mailing dropped on 11/14 & 15 to **1,051** donors in the following categories:

- **25** Current Donors – CD (given between July 1 – September 30, 2018)
- **320** LYBUNTS – Gave under \$250 in FY 2017-2018 but not yet in FY 2018-2019
- **308** Major LYBUNTS (Last Year But Unfortunately Not this Year) – MAJ L – Gave \$250+ in FY 2017-2018
- **364** SYBUNTS (Some Year But Unfortunately Not this Year)– Gave under \$250 between FY 2014-2015 and FY 2016-2017
- **34** Major SYBUNTS – MAJ S – Gave \$250+ between FY 2014-2015 and FY 2016-2017

A final mailing to parents, alumni and alumni parents who have not given to the EF will be mailed the week of December 3.

Office Efficiencies

- Kecia presented a document to the Executive Committee on 11/7 regarding internal controls for the Foundation. The document outlines how mail and donations are processed, gifts recorded and acknowledged, banking and credit card practices, Stripe account access, information about accounts payable, access to QuickBooks, record retention and other Foundation processes/procedures. The document will be reviewed by Exec. and Foundation accountant.

Committee Meetings

- Communications Advisory Committee: Met Tuesday, 11/13 (minutes attached). Next meeting: Tuesday, December 11.
- Development Committee: Met Tuesday, 10/30 (minutes attached). Next meeting: TBD
- Stewardship Committee: Met Tuesday, 10/23 (minutes attached). Next Meeting, Noon, Tuesday, December 11
- Foundation Executive Meeting – Next Meeting: Wednesday, December 12
- Foundation Board Meeting – Next Meeting: Tuesday, December 18

Donor meetings & calls

- Number of personal visits and calls completed over the past month (goal = 26 visits/calls per month on average) = October: 27
- Visits/calls of note: Martha Neuzil (major donor), planned gift to create Endowed Named Scholarships; John Allen (teacher), memorial gifts in Margaret's name to the Teacher Endowment Fund; Kathy Dore (major donor & alumni), presentation to Senior Seminar students in spring 2019.

Other

- Visibility in the Regina community (goal = at least 2 events per month) = October: 4 (10/17 - World Hunger Mass, 10/28- Donor Appreciation Celebration, 10/30 - Mosley's Share the Profit Day, 10/31 – Halloween Parade).
- In honor of Regina's 60th Anniversary the Foundation spearheaded an effort to capture the celebration with drone photos of the junior/senior high students making the number 60 and Pre-K - 6th students forming a cross. We also encouraged teachers to celebrate with classroom activities representing the number 60 on 11/16, the 60th day of school during the 60 anniversary year. Check out Facebook for highlights and pics of these fun activities.
- Regina Foundation staff, Kecia, Shelley, Katherine and Shane and volunteer, Jane DeFrance Brown '68, attended the **Life with Phil Talk** featuring Regina Alumna and media industry innovator, Kathy Dore '68, hosted by The UI Center for Advancement on Thursday, Nov. 8.
- The first annual Regal Eats was held on Saturday, November 3 at the Elks Club with proceeds benefitting the Teacher Endowment Fund. The event was enjoyed by more than 170 guests and raised \$15,000.
- Mosley's held a Regina Restaurant Fundraiser on Tuesday, Oct. 30 with 10% of all food and beverage sales donated to the Foundation. Foundation staff attended over the lunch hour and there was great representation from the Regina community.
- The Donor Appreciation Celebration on 10/28 was a huge success and we received many comments after the event about the location, program, food and entertainment. The Foundation also received several handwritten thank you notes after the event. We had 194 donors RSVP to the event and approximately 150 attended.

- In September, the Foundation started a **Business Partner THANK YOU THURSDAY** campaign on Facebook to recognize our Business Partners at the Crown (\$5,000+) and Platinum (\$2,500 - \$5,000) levels. Each week a new business is recognized with a thank you, business photos and links to their FB page. To date, nine businesses have been recognized.

Upcoming Events

- Tuesday, November 27 – Giving Tuesday
- Tuesday, February 5, 2019 – Thank-A-Donor Day
- Saturday, February 9, 2019 - Regina Gala

Synopsis of Action Taken Pertaining to the Regina Inter-Parish Catholic Education 403(B) Plan and Trust as referenced in the following motion taken:

From May, 22, 2018 Board of Education Minutes.

403 B Discussion and Motion Villhauer provided summary of finance subcommittee findings to make a change in vendor for 403. This opportunity will provide better customer service and increased support for staff members. Dumont inquired about maintaining different investment options. Villhauer moved to accept the recommendation from the 403 B Committee, supported by the Finance Committee, to drop Mutual of America as our primary Investment Provider. Villhauer also moved to appoint Business & Financial Strategies as our Plan Broker effective June 1, 2018. There is a possibility that we will move to a 401 K plan rather than a 403 B Plan. Should this happen, it will require dropping TIAACREF as an Investment Provider. Further be it authorized to sign any Plan documents or other papers needed for this transition, up to and including the termination of our current Plan, creating a new Plan, and / or other amendments that may be required. Should a second signature be required, the then- serving Provost or Treasurer shall be the second signature. Seconded by Father Witt, motion passed. Abstentions- Dumont and Pacha.

Actions Taken

- Determined that the advantages of a 401K Plan outweighed keeping the 403B Plan, therefore, terminated the 403B Plan.
- TIAA-CREF (TIAA) and Mutual of America (Mutual) notified of termination in late August
- Mutual is requiring an amendment to the Plan which is the actual termination of the Plan.
- Final payments to the 403B Plan were made in late August. Initial payments to the 401K Plan were made in late September.
- 83 employees participate in the 401K Plan as of this date.
- A new Plan Document for the 401K has been implemented.
- There will be a final IRS 5500 filed when required in a future month.

**Policy Committee Meeting
Nov 8, 2018**

Attendance: Janan Rustan, Anne Kelly, Annette Goodheart, Alaina Welsh, Glenn Plummer, Celeste Vincent, Michelle Winders, Alan Opheim.

Policy 213.0 Board of Education/Faith Formation Committee

Chain of Command/Complaints or Concerns: Reviewed due to new Diocesan updates. Will continue to address, as information is provided to Regina from the Diocesan.

Policy 512.0 Dress Code: Reviewed and no changes to policy warranted. Changes to handbook will be conducted by administrators. Recommend staff continue to enforce dress code requirements to students. Policy committee members will research alternative places to purchase school uniforms.

Policy 205.0R Transfer of Board Records: Reviewed and no changes warranted. All BOE records are retained by Executive Team Coordinator.

Next meeting will be Jan 10, 2019

Submitted by,
Janan Rustan
Policy Chair

Health and Safety Committee Minutes / 11/15/2018

Present: Glenn Plummer, Melinda Shetler, Celeste Vincent, Alan Opheim, Sue Kloos (chair)

Excused: Andy Nugent

Agenda items:

Communication: Following up on a previous topic, the new Hitting and Weight Room Facility is NOT part of the Regina Campus intercommunication system. It was not part of its budget at the time of completion. Safety issues regarding this will be addressed at the Joint Committee Emergency Task Force meetings that will be taking place.

Glenn, Celeste and Alan have had some preliminary meetings preparing for the whole committee getting together. The first official meeting involving key community members such as the ICPD, Johnson County Sheriff, etc is slated for Monday November 19, 2018. The Emergency Plan for the Regina Campus is required by the state by June 30th, 2019.

Liability: Discussion was initiated re: the liability when organizations outside of Regina are using the new Hitting Facility. Issues presented included if the organization was a Regina based group or a Non Regina based group and if they were also subject to virtue training requirements.

Alan was going to follow up on a few key issues; Regina and proof of insurance, virtue requirements, etc The Diamond Dreams Organization and Fall, 2018 hitting sessions were mentioned; topics included liability forms, schedules working around current usage by Regina student athlete teams such as Baseball and Softball having first priority and then... Blaze, Regals Club Baseball, Little Hawks, Diamond Dreams, etc.

Realizing that outside use of the facility could help offset maintenance and up-keep of the facility but also protecting ourselves in the event of potential liability

Ongoing issues with who has keys and access to the facility and swipe pad installation.

Immunizations: The Regina Elementary has passed its required immunization audit. The Regina High School has not passed their audit and will be re inspected in December, 2018. Some parents have not had their children's immunizations up to date for meningitis. The families involved have been notified. They claim that they do not want to risk the side effects from the meningitis immunization itself.

Playground Equipment for Regina Elementary and Preschool was discussed. A possible update to the area was presented including handouts and site maps. It was pointed out that the Regina Elementary was built in 1987 and that the current equipment was the original equipment and consists of wooden structures, swings, and a sandbox. The current structures have a capacity of 100 students or so at a given recess period. The proposed structures could accommodate 230-240 students.

The bids were narrowed down to two companies. Mark Boland of Boland Recreation Company out of Marshalltown was ranked the best provider. Site maps were distributed. Discussion followed that included in the total cost would be removal and landfill fees of the existing structures, leveling and excavating of the area to help provide somewhat flat surfaces for installation, and moving the proposed new equipment from the drop off point to the installation areas. The proposed renovation of the playground area would include three multilevel structures designed for the varying ages of students ranging from preschool aged children through the elementary years.

There are three possible surfaces to be installed under the new equipment; engineered wood fiber (has run off issues with a good rain), loose rubber fill and poured synthetic turf. Their life expectancy, warranty, cost and replace rate were discussed. The proposed new structure would have a 25-30 year life expectancy. The current price quote will be honored until Jan. 31st, 2019. Of note, all three proposed surfaces have been installed at Longfellow Elementary. Celeste was going to reach out to their staff for feedback and opinions.

NEXT STEPS: Fundraising efforts for the proposed update in playground equipment was discussed; Excellence Fund, Regina Foundation, earmarked donations, etc. Also, present to the Diocesan Building and Grounds.

" We the Health and Safety Committee support the plan as presented and recommend moving forward with next phases of approvals and pricing."

**Home & School
November 15, 2018
Meeting Minutes**

A. Opening Prayer – Kelly Starr

B. Introductions

C. October Minutes Approved

D. Principal's Report – Celeste Vincent

- Thank you for the marvelous teacher appreciation week!
- Conferences - special thank you to teachers and staff for all of the extra effort!
- Looking forward to welcoming the Advent Season
- Have a blessed Thanksgiving!
- 2:30 Advent prayer service every Monday during Advent – all are welcome
- Toys for Tot - December service mission
- Christmas performance - December 6
- Mass with the bishop - 9:30 on December 5
- Mass before Christmas break
- Start back on January 3 - next Home & School meeting
- Wreath and Butter Braid pick-up is December 1
- High School had their senior meal today.

E. Teacher Representatives

- Mrs. Hensch - Thank you for all you do to H&S!

F. Treasurer's Report

- Budgeted \$57k for chocolate sales and will only get about \$56k if we collect everything
- \$429 was the sell-out bonus instead of \$700
- \$1,500 from One Mission
- Most expenses were Chocolate related (prizes were under budget)
- Will have a few staff appreciation expenses will be coming in
- Wish list is under by ~\$500
- Should consider how to spend some carry-forward balances.
 - A. Potentially help with playground updates

G. Committee Reports

1. One Mission update - Sofia Livorsi

- T-shirt sales went well
- Next thing - there is a website where people can order whenever they want Regina apparel.
 - A. Look into possibility of gold shirt option.
 - B. Send something out after Thanksgiving - an option for Holiday Shopping
- Send something else out at the beginning of the next year.

2. Book Fair recap - Kathy Shey

- Book fair went well
- 2 kids used chocolate prizes
- Total sales were \$9,141.85, of that \$500 was tax.
- We used Follett not Scholastic
 - a. They offer book profit and Kathy used that to purchase books for teachers. If you do that, you have to purchase everything before you close out your fair.
- We can take \$1,578 in cash or \$2,367 in books (title wave)
 - a. They have over 1 million titles available.
 - b. We will take the title wave
- Opinion on Follett
 - a. More expensive than Scholastic
 - b. Good selection
 - c. We didn't have any holiday or cookbooks or Christian books because they shorted us. They will correct this in the future.
 - d. Scholastic has some cheaper books.
 - e. Much easier setup than Scholastic
 - f. They are already booked for the Spring
- Food for the teachers was really easy and much appreciated.

3. Staff Appreciation update - Missy Aitchison

- Will be \$30-\$40 over budget; will decrease Catholic School's Week spending
- Than you to Kimberly Cronk and Keely Hinkel on Monday
- Stephanie Wilhelm did the artwork and sponsored breakfast on Wednesday
- Tuesday - Amanda Gavin organized and sponsored lunch from Panera
- Popcorn Bar - Samantha Kaeding and Erin Litton
- Mexican Buffet lunch sponsored by Tammy Mergen
- Themed gift baskets at the popcorn bar
- Jessica, Maureen, Laura - organized wish list items
 - a. Filled every request!

4. Silver Tea – Sofia Livorsi

- Reception after the Christmas Concert and Christmas gift for teachers
- Letter will go home November 26. Deadline is December 12.
- There will be another note to go home later the week of 11/26 to ask parents to bring cookies. All K-5 families will bring cookies
- There are cups left over from staff appreciation that we can use. Missy and Sofia to look at napkins from staff appreciation
- To see about boy scout coolers
- Had a bowl of Hershey Kisses last year; should we do that again? Yes - do that again.
- Volunteers - last time we talked about trying to take the load off elementary parents. Missy will take care of volunteers.
 - a. Missy will reach out to the Dance Team
- Will need new chairs and co-chairs next year.
 - a. Can an email go out to ask someone to take this over?

5. Family Fun Night - Molly Jamieson

1. DJ has been previously booked
2. January 26
3. Gym has been booked.
4. Photographer for photo booth needs booked
5. Always run out of glow necklaces

6. Catholic Schools Week – Laura Rowlette and Jessica Smith

7. Chocolate before School sales - Kathy Shey will help Brandi Campbell

I. Adjourn

THERE WILL BE NO DECEMBER MEETING

NEXT MEETING: January 3, 2018 at 6:30PM (Elementary Library)

• Attendance:

- Sarah Valiga
- Shannon Lynch
- Brandi Campbell
- Molly Jamieson
- Mary Ann Allan
- Gail Hensch
- Kelly Starr
- Celeste Vincent
- Laura Rowlette
- Maureen Vlasick
- Jessica Smith
- Missy Aitchison
- Kathy Shey
- Kara Houser
- Sofia Livorsi

Regina Communication Advisory Group

November 13, 2018

Present: Alissa Jarrett, Chris Clark, Alana Welsh, Shane Schemmel

Notes

1. Consistent Staff email signatures discussion
 - a. A Regina community member pointed out to board members that email signatures for various administrators and coaches, group leaders varied enormously in how Regina was named (Regina Catholic, vs Regina HS, vs Regina Catholic Education Center). Additionally graphics were used for a variety of different purposes and weren't standard.
 - b. Chris indicated that G-Suite typically allows for the creation of an organizational standard email signature that can be used by staff.
 - c. The group recommends that standard signatures be created for select administrators, and potentially for key coaches and volunteers interacting with the community outside of Regina.
2. Regina graphic identity update & next steps
 - a. Shane indicated that she is receiving updated graphics and source files from designer this week.
 - b. Committee was unanimous that we need to publish these items, along with best use practices and Shane's contact information and how she can assist school staff and volunteers.
 - c. Shane will develop a new web page and graphic identity kit for campus use and availability in the new year.
3. Potential collaborations with vendors/volunteers
 - a. Shane updated the group about a presentation she entertained with vendors from Bankers Advertising concerning assistance with Regina branding.
 - b. Bankers offered to assist Regina with managing their brand and implied that they would assist Regina with enforcing any brand trademarking
 - c. Group decided Bankers' offer was kind but decided not to pursue matters further.
4. Regina marketing campaign possibilities
 - a. Chris updated the group on discussions with Patrick Gavin from BOE and Ad Hoc enrollment committee regarding advertising and promotion for Regina.
 - i. Chris indicated that there was discussion about how/whether to target north corridor families for Regina enrollment.
 - ii. Additionally, Chris indicated further discussions were forthcoming about some changes Regina may undertake to better reposition itself in the Iowa City community (via the ad hoc enrollment group)

- b. Alissa Jarrett suggested Regina explore/consider co-op advertising with select business partners
 - c. Shane suggested meeting with Flow Media a local marketing group she's worked with who has experience in creating ad materials for social media, tv, print
 - d. The group agreed Shane should meet with Flow Media and begin developing a proposal around creating an awareness campaign about Regina that could tie into changes recommended by the ad hoc enrollment group.
5. Regina social media update
- a. Shane discussed current feedback that Regina needs a twitter presence (currently our institutional accounts focus on Facebook)
 - b. Suggestion to link Facebook and twitter - via a common tool but most tools are twitter first
 - c. Chris will investigate social media aggregation toolsets.
6. Regina Comm group - new member suggestions?
- a. Group discussed adding 1-2 new members to the comm team to expand representation
 - b. Ideal candidates will have background/professional marketing/pr experience
7. Regina website review & club/group webpage requests -- deferred to next meeting
8. Group briefly discussed the challenge multiple graphic identities present to Regina
- a. Reiterated Shane as a resource for all school communication efforts
9. Intern status update
- a. Shane indicated intern hiring has been a back-burner item while other communication efforts have been forthcoming -- graphic identity, constant communications, other materials
 - b. Alaina and Alissa encouraged Shane to push this to the front of the priority list given the opportunity it presents to increase her work output in the coming months.
10. Adjourned

PISA Meeting Agenda November 12, 2018

Attendees: Diane Platte, Megan Glass, Travis Richter, Whitney Giller, Amy Nibaur,

Prayer: The Lord's Prayer

Welcome/introductions:

Teacher/Admin. Updates:

Celeste: I am working with Megan on a timpani purchase and Whitney on some tripod light purchases. Please let me know if there is anything I need to follow-up on from the meeting. Sorry I cannot attend.

Tom Nelson: (Insert his email) he is gone this weekend and in NY.

Megan Glass: The elementary band Christmas concert is Tuesday, December 11 in the HS gym. I would like to create a more auditorium-like feel in the space. At last year's spring concert (which was only elementary band), we used the tall black curtains as a backdrop. That helped a little bit. Mrs. Giller and I are looking into using some LED lights on portable light trees as stage lighting in the gym. Turning off the house lights will also help with creating an auditorium-like atmosphere. I will collaborate with Mrs. Platte and Dr. Richter on ideas for this year's Christmas concert.

The 6th grade clarinet choir will play at the Advent Mass on December 12. This group will also perform their piece (O Come O Come, Emmanuel) on our Christmas Concert December 11.

Diane Platte: Going great!

Whitney: All going great. Lights for concerts- make it more like a concert--Nativity first, all performers at end, solos and piano,

Honor Band 200+ students came from the 14 schools in the district

Travis:

Service day at _____ singing, trivia games, colored pumpkins

Thursday, Zofia Opus concert in Ames

Dec. 5th Concert-St. Pat's

Dec. 12th-Whole choir, evening 7:30pm. Englert

Mads and Bads-hoping to get it together

Singing Group of 9th grade boys-"Side Street Boys"

Musical Auditions Nov 29 and 30th

Play tryouts done by: Travis, Krista, Beth

Honor Choir:

Old Business:

Pumpkin Sale: Feedback- Get Mr. Demory's pumpkins a week or 2 before? Hy Vee

Have Krohl's deliver to Regina that day or ask Deb's father? Less pumpkins wasted?

Have students decorate pumpkins to sell/auction off?

Sell painted ones for more

Sell for one or two prices \$5.00 or \$10.00

Gourds \$1.00 for all

Deb's father in law

Parent Teacher Conference Coffee/Tea/Hot Cocoa: Deb's idea - flowers for sale for teachers!

*Need larger sign asking for donations.

One table in elementary only

Honor Band Friday, November 9th: How did it go.

New Business:

Fall Play: Miss Holmes

Need: Coffee cups (RL), coffee filters (RL), flowers for purchase (RL - 2 dozen),

Senior (Ask Krista how we should support the the seniors)

Rachel S - have you asked that the chair be set up? Yes

Chair set up by custodians at angled direction per director request.

PISA shirts?

Butter Braid/Greenery: Pick up on Dec 1

12/5 7-12 vocal concert St. Patrick

12/10 - Next PISA meeting

12/12 Englert Theatre 7:30 - HS Choir

12/6 K-5 Choir Concert

12/11 5-6 Band and Choir Concert-at Regina

12/17 -CCPA orchestra and band

Cake Walk Options: - I think we picked January 25th

SPEECH:

*1/19 ? District Large Group Speech

*2/2 State Large Group Speech

*2/16 All State

*2/23 District Individual Speech

*3/9 State

*3/25 Allstate

When is this? Coffee House - 1/18-the Friday before Districts

3/1 - 3/3/19 - Musical - The Little Mermaid

Auditions possibly 11/29 or after Fall play is finished.

Casting will be a group effort

Hiring a pianist for musical practice

Name	10/24/17	11/28/17	1/23/18	2/27/18	3/27/18	4/24/18	5/22/18	6/26/18	7/24/18	8/28/18	9/25/18	10/23/18
Matt Pacha	O	X	X	O	X	X	X	X	X	X	X	X
Patrick Gavin	O	X	X	X	X	O	X	X	O	X	O	O
Angela Villhauer	O	X	X	X	X	X	X	X	X	X	X	O
Janan Rustan	X	X	X	X	X	X	X	X	X	X	X	X
Sue Kloss	X	X	X	X	X	X	X	X	X	X	X	X
Ellen Abusada	X	X	X	X	X	X	X	X	X	O	X	X
Chad Hageman	X	X	X	X	X	X	O	O	X	X	X	O
Jason Dumont	X	X	O	O	X	O	X	O	O	X	O	O
Alaina Welsh	X	X	X	X	X	X	X	X	X	O	X	X
Scott Nibaur	X	X	X	X	X	X	X	O	X	X	X	X
Annette Goodhart	NA	NA	NA	NA	NA	NA	NA	NA	O	X	X	X
Melinda Shetler	NA	NA	NA	NA	NA	NA	NA	NA	X	X	X	X
Fr. Rudy Juarez	O	O	X	O	O	X	O	X	X	X	X	O
Fr. Gary Beckman	O	X	X	X	O	X	X	X	X	X	X	O
Fr. Steve Witt	O	X	X	X	O	X	X	X	X	X	O	X
Fr. Chuck Adam	X	X	X	X	O	X	X	X	O	X	X	X
Alan	X	X	X	X	X	X	X	O	X	X	X	X
Glenn	X	X	X	X	X	X	X	X	X	X	X	X
Celeste	X	X	X	X	X	X	X	X	O	X	X	X

Key:

X=Present

O=Absent

NA=Not a Member