

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, July 28, 2015

Regina MPR

6:30pm Regular Board Meeting

Our Vision:

“Regina strives to be the leading faith-based preK-12 educational center. We do this by instilling excellence through faith, character knowledge and community”

ANNUAL CORPORATE MEETING AGENDA

- I. **CALL TO ORDER**
- II. **BUSINESS**
 - a. Appointment of Board and Officers
- III. **ADJOURNMENT**

Regular Agenda

- I. **CALL TO ORDER – Board of Education** 10 minutes
 - a. Opening Prayer
 - b. Roll Call
 - c. Approval of Minutes – June 23, 2015
 - d. Approval of Agenda
 - e. Open to the Audience
- II. **ADMINISTRATION REPORTS IN PACKET/QUESTIONS** 15 minutes
 - a. Elementary
 - b. Junior/Senior High
 - c. Enrollment Report
 - d. Business Office
 - e. Religious Education
 - f. Foundation
 - April and Janan
 - g. Boosters, PISA, Home & School – committee reports
- III. **OLD BUSINESS UPDATE** 5 minutes
 - a. Formalize and present complete Confidentiality Agreement
- IV. **NEW BUSINESS DISCUSSION** 15 minutes
- V. **CALENDAR AND DISCUSSION ITEMS** 20 minutes
 - a. **Policy/By-Laws Committee**- Ensure that all new Board members receive copies of the Policy/By-Laws Manual and school handbooks.
 - b. **Strategic Planning Committee**- Hold Board Retreat and goal setting Meeting- Conducted on July 18th 2015
 - c. **Distribute Attendance/Termination Policy to Board Members**
 - d. **Policy/By-Laws Committee**- Present the summary of the Board of Education Self Evaluation.
 - Conduct new Board Member orientation.
 - Conduct Policy/By-Laws review for the Board.
 - e. **Executive Committee**-Appoint committee chairs, and install new Board members. Note: This is part of the Regina Inter-Parish Catholic Education Center Annual Meeting (By-Laws Article V Section 1.)
- 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	08/25/15	6:30 PM	MPR
B. Executive Committee	08/11/15	6:30 AM	Business Office
C. Finance Committee	08/19/15	4:30 PM	HS Library
D. Policy/Bylaws Committee	08/06/15	9:00 AM	Business Office
E. SIAC/Education Committee	08/13/15	5:00 PM	HS Library
F. Catholic Identity Committee	08/18/15	4:00 PM	HS Library
G. Building & Ground Committee	08/10/15	6:00 PM	Business Office
H. Strategic Planning Committee	08/03/15	6:30 AM	Panera Coralville
I. Health & Safety	08/18/15	6:00 PM	HS Library

II. ENROLLMENT

2014-2015 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	448	447	447	449	450	456	454	454	455	457
JR/SR	372	371	372	371	370	372	373	369	369	369
PreK	80	80	80	80	82	82	82	82	82	82
Total	900	898	899	900	902	910	909	905	906	908

I. UPCOMING DATES

Home and School Meeting	Aug 6	6:30PM	Elementary Library
Take Pride in your School Day	Aug 8	8:30AM	Playground
Booster Meeting	Aug 9	5:30PM	HS Library
Drama Camp	Aug 10-14	3:00PM	Elementary Gym
Teacher In-Service	Aug 18-19	8:00AM	
Open House Pre-school	Aug 20	8:00AM	Buddy, Bunny Room
Picture Day 7-12	Aug 20	8:00AM	HS Gym
Prep Day 7-12	Aug 20	8:00AM	High School
Open House K-6	Aug 20	1:30PM	Elementary School
School Offices CLOSED	Aug 21	All Day	
Meet the Teams	Aug 21-22	6:00PM	Football Field/HS Gym
Classes Resume	Aug 24		

II. PRAYER SERVICE/MASS SCHEDULE

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday June 23, 2015

Regina MPR

Regular Meeting Minutes

- I. Call to Order –Board of Education
 - a. Opening Prayer
 - i. Father Spiegel provided opening prayer
 - b. Roll Call –
 - i. Voting Members (absent in parenthesis): Fr. Beckman, Teri Brennan, Jason Dumont, Colette Hartley, Fr. Juarez, Anne Kelly, Jim Nepola, (Fr. Page), Janan Rustan, Melinda Shetler, Kathy Shey, Fr. Spiegel, Angela Villhauer, Matt Pacha, Rick Larew, Scott Nibaur.
 - ii. Ex-Officio Members: (Carolyn Brandt), (Tim Foley), (Bill Battestone), (Gail Hensch), (Laura James), (Alan Opheim), Glenn Plummer, April Rouner, (Stacy Sueppel), Pam Showalter, Celeste Vincent.
 - c. Approval of Minutes –Pacha moved to approve, Hartley second, motion passed
 - d. Approval of Agenda – Shetler moved to approve, Kelly second, motion passed.
 - e. Open to Audience - No comments from audience.
- II. Administration Reports
 - a. Elementary – Report in packet.
 - b. Jr/Sr High – Report in packet.
 - c. Enrollment – Handout. 824 students confirmed for fall, 4 pending. Retention numbers improving, 30 not returning compared to 69 from previous year.
 - d. Business Office – Report in packet.
 - e. Religious Education –
 - f. Foundation – At \$399K of \$450K goal. Working to finish strong.
 - g. Boosters, PISA, Home & School –
- III. Old Business Update
 - a. Buildings & Grounds report on Walk Around – General building condition good.
- IV. New Business Discussion
 - a. Busing Proposal -Pacha moved to enter contract negotiations with Durham Busing for 2015-2016 Busing provider. Dumont second, motion passed.
 - b. Approval of UI Sports Medicine Contract – Juarez moved to continue services contracted with UI Sports Medicine. Nibaur second, motion passed.
 - c. Confidentiality obligation discussion – Nepola presented a Confidentiality Agreement. Discussion ensued. Agreed to formalize and present complete agreement in July.
 - d. Election of 2015-2016 officers – Brennan moved to approve officers Matt Pacha – Chair, Anne Kelly – Vice Chair, Angela Villhauer – Treasurer, Kathy Shey – Secretary, Father Page - Provost. Spiegel second, motion passed.

- V. Calendar and Discussion Items
- a. Retreat Overview – Shetler reviewed topics to be discussed at July 18th BOE retreat.
Topics to include: By Laws review, Committee Goals, Confidentiality Agreement, Teacher salary and retention and completed strategic plan goals. Kelly distributed copy of BOE By Laws and Strategic Plan for review prior to BOE retreat.
 - b. Administrators – Submit initial Performance and Personal Growth goals for upcoming school year. Vincent and Plummer reviewed Center, K-6 & 7-12 goals. Included are plans to review Crisis Plan, additional ALICE Training, further develop Professional Learning Communities (to include reading “Practice Makes Catholic” by Joe Paprocki).
 - c. Board Chair – Recognition of out-going Board Members. Thank you to Father Spiegel, Colette Hartley and Melinda Shetler for their dedication and service.
 - d. Policy/By Laws committee – Present summary of BOE Self Evaluation – Kelly released summary via email earlier to group. Thanked group for well thought out participation. Will present comments to Executive Committee to formulate next steps.
- VI. Committee Reports – Reports in packet.
- a. Health and Safety reported that Regina will no longer be an election polling station due to concerns about inability to separate voters from students and staff.
- VII. Meeting Schedule:
- | | | | |
|-----------------------|---------|--------|-------------------|
| a. Board Meeting | 7/28/15 | 6:30pm | MPR |
| b. Executive Cmte | TBA | 6:30am | Business Office |
| c. Finance Cmte | 7/22/15 | 4:30pm | HS Library |
| d. Policy/ByLaws | 9/03/15 | 9:00am | Business Office |
| e. SIAC/Education | TBA | 5:00pm | HS Library |
| f. Catholic Identity | 9/15/15 | 4:00pm | HS Library |
| g. Building & Grounds | TBA | 6:00pm | Business Office |
| h. Strategic Planning | 7/06/15 | 6:30am | Panera Coralville |
| i. Health & Safety | 7/22/15 | 5:30pm | HS Library |
- VIII. Closing Prayer – Fr Spiegel provided closing prayer
- IX. Executive Session
- a. 7:48 Fr Spiegel moved to adjourn into Executive Session, Shey second, motion passed.
 - b. EXECUTIVE SESSION
- X. Reconvene from Executive Session – At 8:40pm the board reconvened from Executive Session
- a. Fr Spiegel moved to accept contracts for the following: Krystle Davis (6th grade), Ryan O’Hearn (Athletic Director 7-12), Coaches: Aaron Schmitz, AJ Adam, Ryan Lynch, Tanner Lamb, Scott Miller. Shey second, Larew abstained, motion passed.
- XI. Adjournment – At 8:42pm Fr Speigel moved to adjourn the meeting, Hartley second, motion passed.

Respectfully submitted,
Anne Kelly BOE Secretary

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
Saturday, July 18, 2015
St. Patrick's Church
Special Meeting Minutes

- I. Call to Order –Board of Education 9:19 AM
 - a. Opening Prayer - Father Witt provided opening prayer
 - b. Roll Call –
 - i. Voting Members (absent in parenthesis): (Fr. Beckman), Teri Brennan, Jason Dumont, Patrick Gavin, (Fr. Juarez), Anne Kelly, Rick Larew, Jim Nepola, Scott Nibaur, Matt Pacha, Fr. Page, Janan Rustan, Kathy Shey, Angela Villhauer, Matt White, Fr. Witt.
 - ii. Ex-Officio Members: (Bill Battestone), (Carolyn Brandt), Tim Foley, (Gail Hensch), (Laura James), Alan Opheim, (Glenn Plummer), April Rouner,(Stacy Sueppel), Pam Showalter, Celeste Vincent.
 - c. Chairperson Remarks- Pacha remarked on purpose of meeting.
- II. Business Discussion
 - a. Approval of Durham Bus Contract- Opheim provided background and overview of new contract. Villhauer moved to accept the busing contract between Regina and Durham Bus Services. Neopla seconded. Motion carried.
- III. Adjournment – 9:28 AM. Nepola moved to adjourn the meeting, Villhauer second, motion carried.

Respectfully submitted,
Kathy Shey
BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
July 2015**

FACILITATOR OF FAITH COMMUNITY

OPENING MASS: Our opening K-6 Mass for the school year will be Wednesday, September 2nd at 2:00 p.m. All are welcome to attend as we bless our new year.

DIOCESAN IN-SERVICES: We will have diocesan in-service for all principals on Tuesday, August 4th. Regina will be meeting for Diocesan in-service on Wednesday, August 19th at St. Wenceslaus Church for our beginning of the year in-service.

STANDARD #1 - VISION

SITE PLAN- This planning group has met twice since our last board meeting. Administrators met together after formal presentation to do some more prioritizing.

ADMISSION: There have been several tours given lately. Pam Schowalter will give an update on admission numbers.

TECHNOLOGY INTEGRATION- The team of Julie Lacina, Julie Rhomberg, Jared Galpin, Diann Zirtzman, Alicia Andrews, Erin Vorwerk, and Celeste Vincent attended a three-day workshop called iPadU. This team will share ideas for further integration using ipads at our teacher inservice.

BUSING-The administrative team met with Durham busing company to discuss planning for the upcoming school year.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

BOOKS AND MATERIALS: Classroom supplies and other materials are arriving daily. Thanks to office staff for checking in all of these materials.

INSTRUCTIONAL PROGRAM ELL-Amy Price, current jr./sr. high teacher will be helping the elementary this year in the area of providing programming for English Language Learners.

Amy, Bill Battistone, and Celeste Vincent will attend LAU(ELL) plan training with Grant Wood AEA on August 10th. This new plan with new requirements is due September 15th.

NEW TEACHERS: New teachers will have their first meeting for our diocese on Thursday, August 13th at the diocesan office. Their next training day will be August 17th at Regina. They will be attending the Iowa City Chamber of Commerce luncheon for new teachers.

RETURNING TEACHERS: All faculty members will report to in-service on Tuesday, August 18th for Regina in-service. Diocesan in-service for teachers will continue on Wednesday. Thursday will be our open house day. In-service topics include: PLC (Professional Learning Communities), iPadU presentations for applications for the iPad, review of school safety allergies/diabetes health presentation, blood borne pathogens training, and other important topics.

EARLY LITERACY INTERVENTION TRAINING-Celeste, Bill, and teacher, Tara Gorsh, attended this training previously. Additional teachers will be trained on August 14th by the state support team for this. Materials have been ordered to support this process through title funds.

OPEN HOUSES: All board members are invited to join us for beginning of the school year open houses.
August 20th, 10:00-12:00, Preschool Open House
August 20th, 1:30-3:00, K-6 Open house

FIRST DAY OF SCHOOL: Our first day of school will be Monday, August 24th.

FIRST STEPS: There will be "First Steps" offered for kindergarten parents on the first two days of the school at 8:30 a.m. This will give kindergarten parents a smaller setting to ask more questions and receive details on how to start the year in a positive way for their child.

STANDARD #3 – MANAGEMENT

REGISTRATION: On-line registration will go live on Monday, August 3rd. Special thanks to Michelle W. and Jess for coordinating components for on-line registration. Thanks to Michelle and Lisa who will be stuffing packets for pick up at the school beginning August 3rd also.

HIRING-The summer continues with interviewing/hiring for an elementary teacher, preschool teachers, and AM/PM workers at this time. Thank you to Jen Kahler and Mary Pechous who are preparing plans for the upcoming year for these two programs.

STANDARD #4 - COLLABORATION

HOME AND SCHOOL: Home and School's first meeting of the school year will be held on August 6th at 6:30 p.m.

HOME AND SCHOOL CHOCOLATE SALES: Chocolate will be delivered the week of August 17th. We will have our chocolate assembly on Tuesday, August 25th at 2:00 p.m. Profits from this fundraiser go to sponsor programming for the students and staff.

TAKE PRIDE IN YOUR SCHOOL WORKDAY: Take Pride in your School Day is scheduled for Saturday August 8th. Special thanks to our support groups for sponsoring this day from 8:00 a.m. - 12:00 p.m. Home and School will be working on the playground area and spreading mulch.

PTO: They will hold their first meeting of the year on Thursday, September 10th.

PISA: Parents in Support of the Arts held their opening meeting this past week. Next meeting is August 10th.

BOOSTERS: Kinnick seat installation will take place on Saturday, August 1st.

STANDARD #5 – ETHICS

NEW PARENT ORIENTATION: Regina Elementary and Junior/Senior High will have a new parent welcome session on Tuesday, August 11, at 7:00 p.m., in the elementary gym. Thank you to Ann Larew for coordinating the speakers and format.

STANDARD #6 - LEARNING COMMUNITY

PRESCHOOL SUMMER CAMP: Our last day for preschool summer camp is July 31st.

ENROLLMENT SUMMARY as of July 16th

Total is at 472 for enrollment.

K-66

1-72

2-59

3-67

4-80

5-53

6-75

**Regina Junior-Senior High School
Board Report
July 2015**

Principal as Spiritual Leader

1. The Religious Celebration Calendar for the 2015-2016 school year has been sent by Shelly Conlon to the parish priests for review.
2. Shelly and I are working on a change to daily prayer for the upcoming year. We want to focus on prayers that we feel are important for our students to know. We will be doing the same prayer daily over a few weeks in order to help our students learn the prayer.
3. Liturgical season banners have been ordered. They will be displayed in the lobby and used during Mass.

Principal as Instructional Leader

1. We will be creating our Professional Development Calendar for 2015-2016 over the next couple of weeks.
2. The science and business departments will be utilizing standards based grading in their classrooms this year. More communication in regards to standards based grading will be sent out by the teachers throughout the year.

Principal as Administrator

1. All openings are filled (pending Board approval). We are still working on ways to cover study halls and the digital curriculum lab.
2. The Master Schedule for next school year is complete. There may be a few changes made in order to fix some scheduling issues.
3. Our handbook review is complete.

Principal as Communicator

1. The 2015 AP Report is attached below.
2. Regina's 2015 AP Awards are attached below.

**2015 AP Awards
32 Total AP Scholars**

AP Scholar (15): *Receive grades of 3 or higher on 3 or more AP Exams.*

Lauren Clapp
Mackenzie Conlon
Nicholas Green
Adriana Kammerer
John Lanternier
Ashlyn Mulcahey
Thomas Nepola
James Porter
Jacqueline Rapp
Payton Raso
Lauren Ronnfeldt
Nathan Stenger
Gabriella Thomsen
Cecilia Vargas
Abigial Wylder

AP Scholar with Honor (8): *Average grade of at least 3.25 on all AP Exams taken, and grades of 3 or higher on 4 or more of these exams.*

Conner Brown
Jarod Concha
Shelby Dumont
Caleb Gehris
Morgan Goedken
Joseph Jennings
Christopher Rice
Kyra Wilson

AP Scholar with Distinction (9): *Average grade of at least 3.5 on all AP Exams taken, and grades of 3 or higher of 5 or more of these exams.*

Molly Arndt
Killian Beck
Derek Burger
Christian Daniel
Ian Kron
Alex Salisbury
Emilio Tovar
John Wagner
Nick Ziniel

National AP Scholar (1): *Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on 8 or more of these exams.*

Killian Beck (12)

2015 AP Results

(72 students took 155 AP exams)

Interpretation of AP Scores with Grade Equivalents in Parentheses

- 1: No recommendation
- 2: Possibly qualified
- 3: Qualified (C)
- 4: Well qualified (B)
- 5: Very well qualified (A)

	5	4	3	2	1	AVG.
Biology	2	2	16	3	0	3.13
Calculus AB	2	1	5	4	4	2.56
Calculus BC	0	2	1	2	0	3.00
Chemistry	1	1	1	1	1	3.00
Economics Macro	0	7	0	1	1	3.44
Economics Micro	0	2	2	0	0	3.50
English Language	1	8	7	3	0	3.37
English Literature	2	6	9	4	0	3.29
European History	0	1	1	0	0	3.50
Government U.S.	2	1	3	2	0	3.38
Psychology	0	2	3	3	6	2.07
Spanish Language	0	0	1	0	0	3.00
Statistics	1	3	1	0	0	4.00
U.S. History	1	3	1	7	1	2.69
World History	1	1	5	3	0	3.00
TOTAL	13	40	56	33	13	3.05
Percentage of Total	8.4	25.8	36.1	21.3	8.4	100
# of AP Students	10	24	36	26	13	

Grade-By-Grade Report

	5	4	3	2	1
9 th &<(2)	1	1	0	0	0
10 th (6)	0	1	2	2	2
11 th (24)	7	13	20	14	2
12 th (37)	4	22	31	16	9
Unknown (3)	1	3	3	1	0

AP Equity and Excellence

10th Grade – 4.4%

11th Grade – 29.8%

12th Grade – 36.6%

*Percentage of students enrolled in each grade that scored a 3 or higher on at least 1 AP test this year.

Graduating Class Summary – 43.7%

*Percentage of 12th Graders that scored a 3 or higher at any point in high school.

	10th	11th	12th	Graduating Class Summary
2008	NA	25.3%	28.3%	31.7%
2009	8.6%	25.8%	19.4%	31.9%
2010	5.8%	31.0%	27.9%	37.7%
2011	7.9%	30.1%	42.6%	58.8%
2012	13.0%	29.4%	32.9%	41.4%
2013	25.0%	29.3%	31.3%	39.1%
2014	12.3%	39.1%	35.7%	41.1%
2015	4.4%	29.8%	36.6%	43.7%

Iowa AP Index (Number of AP Tests Given Divided by Graduates in the Given Year)

Year	Index	Rank
2006	2.20	2 nd
2007	2.14	3 rd
2008	2.19	1 st
2009	1.69	3 rd
2010	1.32	7 th
2011	2.05	3 rd
2012	2.93	2 nd
2013	2.38	3 rd
2014	2.72	3 rd
2015	2.87	3 rd
2016	2.18	ANTICIPATED

Five-Year Trend for Average Scores

	2011	2012	2013	2014	2015
Biology	2.100	2.565	2.733	2.632	3.13
Calculus AB	3.071	2.421	3.273	2.583	2.56
Calculus BC	2.111	3.250	4.667	3.833	3.00
Chemistry	4.667	2.750	3.000	2.600	3.00
Chin. Lang	0.000	0.000	0.000	3.000	0.00
Econ-Macro	3.100	3.133	3.500	3.333	3.44
Econ-Micro	3.375	4.000	4.000	4.200	3.50
Eng. Lang	3.696	3.550	3.417	3.440	3.37
Eng. Lit	3.550	3.381	3.211	3.455	3.29
Env. Sci.	0.000	0.000	5.000	0.000	0.00
Eur. Hist.	0.000	5.000	0.000	0.000	3.50
Gov. Comp.	5.000	0.000	0.000	2.500	0.00
Gov. U.S.	4.167	2.833	3.167	3.500	3.38
Japan. Lang.	0.000	0.000	5.000	0.000	0.00
Physics B	2.833	2.500	4.500	0.000	0.00
Psychology	2.722	2.773	2.353	2.857	2.07
Span. Lang	1.200	4.000	3.000	2.600	3.00
Statistics	3.000	2.125	3.500	3.600	4.00
U.S. History	3.571	3.600	3.714	3.714	2.69
World Hist.	0.000	0.000	3.091	3.143	3.00
TOTAL	3.010	3.000	3.167	3.184	3.05

Five-Year Trend for % of Total AP Students with Scores 3+

	Regina	Iowa	Global
2011	70.2	65.1	60.2
2012	67.5	64.0	61.5
2013	67.1	62.9	60.9
2014	78.1	63.0	61.3
2015	69.4	64.5	60.6

**Admissions
Pam Schowalter
Board of Education Report
July 2015**

Enrollment:

Elementary started 14-15 school year with 447 students and finished in May with 457 students (+10)

Jr./Sr. High started 14-15 school year with 371 students and finished in May with 369 (-2)

2014-2015 Total enrollment percent=101%

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
67	4	6	1	3	3	7	5	5	7	4	4	2	118	Accepted
			3		1		1						5	Pending
1		1			1	2		2			1		8	Pipeline

2015-2016 Projections:

K	1	2	3	4	5	6	7	8	9	10	11	12	total	
67	72	60	66	80	53	76	71	55	70	69	48	58	845	
(9)	(4)	(16)	(10)	(4)	(31)	(8)	(4)	(20)	(5)	(6)	(27)	(17)	To cap	

Total: 845 students = 103.3%

14-15 BEDS # 818 students

Retention:

Exit Survey results will be shared at the August Board of Education meeting.

Personalized letters—will be finished and sent out by the end of July for Jr./Sr. High school students not returning to Regina this fall.

Thank you notes to all 2014-2015 Parent Ambassadors will be sent out the first week of August.

Recruitment and Retention:

Student Ambassadors will assist at:

- New Parent Orientation on August 11th
- New Student Breakfast grades 7-12 on August 12th
- Elementary Open House (Crownie will be available) August 20th
- Grade 8-12 student registration for new students August 20th
 - w/ music and Fruitzen truck for returning

Baptism Record Database—

- One Year Contact #1--59 gifts sent 7/15/15
- Two Year Contact #1—96 gifts sent 7/21/15
- Three Year Contact #1—71 gifts sent 7/28/15
- Four year contact—created with graphic designer —Crownie magnet—Class of 2029 (K-12th grade attending Regina)—hope to have made and send out in August.
- Next contact #2 to all of the above families with be informational letter regarding Catholic School's Week—Regina will also speak at parishes—board members, students, myself...
- 4 year group will also receive a Save the Date #3 and a Kindergarten Round Up Invite #4 (Feb. 11, 2016)

Shadow Days a flyer was put in registration packets informing current Regina families about upcoming Shadow Dates for the 2015-2016 school year. We are asking our parents to reach out to perspective future Regals and invite them to visit Regina. We will be continuing this campaign this year of asking our current satisfied families to "spread the Regina word."

Kindergarten Round Up—ordered marketing materials (100 posters and 1,000 postcards) looking to keep growing kindergarten enrollment.

4th of July parade—HUGE success—lots of positive feedback. We had over 100 Regina participants. Shared out on Facebook!

Board Report
Report from Alan Opheim
Director – Finance / Operations
July 28, 2015

Business Office –

- Busing – Completed contract work with Durham, notified CIT of the switch; Michelle W working with their contacts on routes
- Fiscal year end was June 30; working on year-end financial which will be in the August Board packet. Likely quarterly review will be at the August Finance Committee meeting
- Worked with Angela V. on orientation for Regina financials, preparation for strategic planning (both formal and as goals for ourselves)
- Facilitated bringing our Cost to Educate model up to date

Special Events / Fundraising

- Work continues on FFF, Gala, and small group donor one-ask meetings

Buildings & Grounds

- Facilities Coordinator
 - Ultimately 14 applications were received; conducted 8 telephone interviews; 5 persons interviewed in person; 3 outsourced companies presented varying plans to incorporate the position into their structure
 - Hired Jim Burchers who started July 20

Ad Hoc and other participation

- Participated in:
 - 1 Enrollment Update Meeting
 - 1 Site Plan Group Meeting
 - 2 Site Plan prep meetings
 - Weekly Advancement Team meetings
 - Other informal as needed

Finance
July 22, 2015

Attendance: Angela Villhauer, Matt Pacha, Anne Kelly, Scott Nibaur, Terry Bowton, Michele Goldsmith, Stacy Sueppel, April Rouner, Alan Opheim

Topics discussed:

1. Angela – Committee introductions, comments
2. Stacy and Michele discussed concerns of teachers in general regarding pay and benefits, and specifically about some of the issue with summer interviews / persons leaving Regina for more pay
3. Alan -- STO Update
4. Angela – Strategic, retreat, and advancement prompted discussions; passed out the 8 points from the in-home visits that related to Finance Committee
5. Alan – Update information from Cost to Education especially as it related to the methodology of arriving at Cost to Educate amounts
6. Update on completion of bus contract

Next Meeting: August 19, 2015; 4:30 p.m. High School Library

**Regina Foundation
Executive Director's Report
July 17, 2015**

2014-15 ANNUAL APPEALS/REPORT:

Final Appeal total was \$425,000 (goal was \$450,000). Annual Appeal Summary presented at BOE retreat. Made lots of personal phone calls and sent emails the last weeks of the Appeal to try to bring it to goal. Major gifts received last year, but not this that equaled \$67,035:

- \$20,641 less from UICCU Give & Grow Matching Gift Program
- \$10,764 less in Con Fuoco Endowment Funding
- \$ 5,830 less from two major donors
- No gifts from one \$15,000 donor, one from a \$7,500 donor, one from a \$5,000 donor (last two concerned about workings/leadership at Regina), one from a \$2,000 donor (business issues)

On the flip side, we had about 12 major gifts that were either first time, recaptured or increases from the year before that equaled \$34,000. Included in this amount is a \$2,500 gift from the Krause Gentle Foundation out of Des Moines (Kum & Go affiliate) who intends to continue to give annually at a major gift level going forward.

ADVANCEMENT WORKS:

- Continue to meet weekly as a team.
- Trish & April held a One Ask meeting with Roger Reilly & Jennifer Lough from Hills Bank on July 1st.
- One Ask gathering July 21st at Matt & Katy White's home. **Any board member willing to host a gathering?**
- Worked together on a follow-up letter for those who have made a One Ask pledge. Will work on a mailing to those who have not yet returned their form.
- Came to agreement on what should be included from a fund-raising standpoint in the Regina parent packet. Foundation revised "Culture of Philanthropy" flyer common to all support groups and Alan volunteered the school would pay to copy the colored flyer; Foundation revised and ordered Regal Society brochure for Boosters. Trish created in index cover page for parents. All support groups will be represented in the packet.
- School also paid ½ of the printing and mailing costs of the Annual Report at fiscal year end.

COMMITTEE WORKS:

- Executive ...met on July 8th. Report to be provided by chair. New executive committee member, Fr. Gary Beckman, met with Chrissy & April on June 26th for board orientation.
- Finance: ED submitted 2015-16 operating budget to committee for first approval & then approved via email by all board members by June 30th.
- Development...met on June 18th. Requested that ED arrange for Jody Ruff Pellerin, executive director of Xavier, to come and speak to Development Committee members, Foundation & BOE members on July 16th. Report to be given by chair.
- Stewardship...met July 14th. Finalized Conflict of Interest Policy & job description for a committee member. Molly & Anne Kelly will make personal calls to prospective members. Report to be given by chair.
- PR/Marketing... Met on July 7th. Continue to focus on social media and new website. Report to be provided by chair.

OTHER:

- Helped serve lunch and take photos at the Yowell/Regina VIP golf tournament on June 19th. Shelley did a great job recording, receipting and reporting all payments for the tournament made through the Foundation.
- Chrissy & April met on July 13th to prepare their joint Power Point presentation for the BOE retreat on July 18th.
- Worked with a number of alumni classes on their reunions for this summer
- Working on Regina Record alumni newsletter to, hopefully, send to print in July.
- Coordinated ads for the Greece tour to go in all diocesan newspapers in the State of Iowa.
- Attended meeting for all Regina administrators on June 25th for updates/concerns for the new school year.

**Health & Safety
Work Session
7-18-2015**

Committee Goals for 15/16 school year

- Explore the possibility of an on-site part-time nurse
 - Assist with procedure questions
 - Handling / Identifying potential issues
 - On-going training and resource for staff
 - Provide oversight related to things such as immunizations, incident reports, communicable disease control, etc.

Primary Question: How would it be structured and funded?

- Actively / continue to partner with Buildings & Grounds when appropriate to coordinate efforts regarding building safety concerns, issues, and needs. This would include active participation during segments of the site review, building and updating plans, etc.

Primary Questions: What has been identified as top priority from a safety perspective and how might it be addressed within the framework of the Building and Grounds plans? Our suggestion would be to designate one committee member to spearhead the coordination. Topics of possible interest: locker rooms, building safety, etc.

- Health & Safety: educational opportunities. Reach out to staff taking inventory of what types of things are being done for both students and staff, identify gaps, and explore ways to supplement the training and resources.
 - Guest speakers
 - CPR training
 - Diet, sleep and healthy habit topics – posters, speakers, handouts, awareness programs

Primary question: How, if applicable, to supplement and complement current programs and classroom material?

Committee accomplishments 14/15 school year

- Reviewed list of building issues and prioritized for attention or completion. Example: Mod stairs and locker rooms. Some issues cannot be addressed short term, but are being evaluated for long term resolution
- Reviewed athletic training services in place and contract. Ensured service expected service levels were in place and made recommendation to continue current services
- Proposed additional ALICE training for all staff - administration is moving forward
- Reviewed on-site blood drives and will be making our recommendation to administration
- Polling site – determined Regina should be removed from participating as a public polling place
- Doors – reviewed locking mechanisms and timing – made a few modifications as allowed by the current in place system
- Reviewed current incident reporting policy – determined current processes in place are appropriate
- Reviewed vaccine waiver policy and method of recording – found all procedures are adequate
- Discussed staff vaccine / physical protocol – currently pending and in process
- Emergency contact cards – reviewed need and determined there is a solution on the horizon that will mitigate this issue
- Head injury testing – verified procedures and protocols are in place
- Established a working relationship with Building & Grounds, have worked to become more aware of the duplicate needs and issues
- Ensured anti-bullying policy, training and protocol are in place and that staff continues to be alert and engaged in addressing any signs or concerns with the appropriate parties and that such concerns are documented correctly
- Verified current health & safety policies are current in the BOE policy manual
- Have established a regular meeting time, expanded committee membership, and reporting processes

Health & Safety Meeting 7-21-15

Attendees: Scott Gaarde, Rick Larew, Janan Rustan, Scott Nibaur, and Angela Villhauer

On Campus Blood drives

- Reviewed what discussion has taken place to date
- Committee agreed unanimously to continue current policy: no on campus blood drives
- Agreed we would revisit down the road
- We would also be happy to work with Mississippi Valley Blood Center to help them communicate when there were opportunities for donations near by

Epi-pens

- Discussed the new ruling and information provided by Administration
- Committee is comfortable with Administration's approach and view at this time
- No further action is required at this time

Goals and accomplishments

- Reviewed proposed goals and accomplishments – see attached
- Made minor modifications
- Group agreed on the goals and listed accomplishments, understanding that goals may be increased or modified as necessary

Committee chair

- Angela will be chairing the finance committee, so Scott Nibaur will be taking over Health & Safety. Meetings will continue to be the 3rd Tuesday of the month, but we will start at 6:00 pm instead of 5:30