

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, March 22, 2016

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”

Regular Agenda

- | | |
|---|------------|
| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – February 23, 2016 | |
| 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 | |
| -April and Janan | |
| g. Boosters, PISA, Home & School – committee reports | |
| III. OLD BUSINESS UPDATE | 5 minutes |
| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Administrator(s) – Recommend teacher contracts – Done in February | |
| b. Board Chair –Notifies Parish Pastors of any Board vacancies. | |
| • Parish Pastors - Begin the search for new Board Members | |
| c. Finance Committee – Present Regina Inter-Parish Catholic Education Center budget – Done in February | |
| d. Date of August Board Meeting – Move to August 30 th 2016 | |
| 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	4/26/16	6:30 PM	MPR
B. Executive Committee	2 nd Thursday	5/12/16	6:30 AM	Business Office
C. Finance Committee	3 rd Wednesday	4/20/16	4:30 PM	HS Library
D. Policy/Bylaws Committee	1 st Thursday	4/07/16	9:00 AM	Business Office
E. SIAC/Education Committee	2 nd Thursday	4/14/16	4:30 PM	HS Library
F. Catholic Identity Committee	4 th Thursday	4/28/16	4:00 PM	HS Library
G. Building & Ground Committee	2 nd Monday	4/11/16	6:00 PM	Business Office
H. Strategic Planning Committee	2 nd Monday	4/11/16	6:30 AM	Panera Coralville
I. Health & Safety	3 rd Tuesday	4/19/16	6:00 PM	HS Library

II. ENROLLMENT

2015-2016 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	469	463	461	461	462	464	466	464		
JR/SR	372	374	373	372	370	374	374	373		
PreK	82	80	80	80	82	82	82	82		
Total	923	917	914	913	914	920	922	919		

I. UPCOMING DATES

Band Recital	March 29	7:00PM	Band Room
9 th Grade Retreat	March 31		Off Site
6 th Grade Wax Museum	April 1	1:30PM	Elementary Gym
Vocal Pop Concert	April 1	7:00PM	HS Gym
Senior Trip	April 3-9		
Orchestra Concert 4-12	April 5	7:00PM	St. Patrick's Church
ACT's	April 9		High School
Davenport Diocese Youth Rally	April 9 & 10		Regina
8 th Grade Retreat	April 14		Off Site
No School	April 22		
Prom	April 23		Off Site

II. PRAYER SERVICE/MASS SCHEDULE

Prayer Service K-6	March 24	1:15PM	Elementary Gym
Prayer Service 6-12	March 25	11:00AM	HS Gym
Prayer Service K-5	March 25	11:15PM	Elementary Gym
Mass 7-12	March 30	2:10PM	HS Gym
Mass K-6	April 6	2:00PM	Elementary Gym
Prayer Service 7-12	April 6	2:10AM	HS Gym
Mass 7-12	April 13	2:10PM	HS Gym
Prayer Service K-5	April 13	2:30PM	Elementary Gym
Memorial Mass K-12	April 20	9:45AM	HS Gym

III. Holy Days of Obligation

Holy Thursday	March 24
Good Friday	March 25
Holy Saturday	March 26
Easter	March 27

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING
February 23, 2016
Regina MPR
Regular Meeting Minutes

- I. Call to Order –Board of Education
 - a. Opening Prayer
 - i. Father Beckman 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 Battistone, Carolyn Brandt, (Tim Foley), Michele Goldsmith, (Laura James), (Ryan O’Hern), (Jessica Mehegan), Alan Opheim, Glenn Plummer, April Rouner, (Amanda Rushton), (Stacy Sueppel), Pam Schowalter, Celeste Vincent.
 - c. Approval of Minutes- Shey noted wrong date on minutes. Fr Rudy moved to approve with change, Larew second, motion carried.
 - d. Approval of Agenda – Kelly moved to approve, Nibaur second, motion carried.
 - e. Open to Audience- none.
 - f. Chairperson remarks- Reminder to committee chairs to report on goals at April meeting. Congratulations to Jared Brinkman, Girls Basketball and Boys Basketball.
- II. Administration Reports
 - a. Elementary – Report in packet. March is music appreciation month.
 - b. Jr/Sr High – Report in packet. Italy trip leaves in 18 days!
 - c. Enrollment – Report in the packet.
 - d. Business Office – Report in packet.
 - e. Religious Education – Report in packet.
 - f. Foundation – Report in packet.
 - g. Boosters, PISA, Home & School – no reports
- III. Old Business Update
- IV. New Business Discussion
 - a. Approval of 2016-17 Budget. Villhauer and Opheim provided presentation of budget. Motion made by Villhauer to approve the 2016-17 Operating Budget as presented for Total Income and Total Expense at \$7,233,468, encompassing related criteria set forth within said budget, seconded by Dumont, motion carried.
 - b. Approval of 2016-17 Calendar. Motion made by Larew to approve the 2016-17 calendar, seconded by Nibaur, motion carried.
 - c. Approval of 2016-17 Teacher Contracts (Executive Session)

V. Calendar and Discussion Items

- a. Board of Education- Board recommendation of Administrative contracts (Policies #360 and #360.1 Administrative Contract Renewal/Non-Renewal Process). Moved to Executive Session.
- b. Board Chair- Present the results of the Administrative evaluations to the Board of Education. Moved to Executive Session.
- c. Executive Session- Administrators recommend non-contract if any.

VI. Committee Reports – Reports in packet.

VII. Meeting Schedule:

a. Board Meeting	4 th Tuesday	3/22/16	6:30PM	MPR
b. Executive	2 nd Thursday	3/10/16	6:30AM	Business Office
c. Finance	3 rd Wednesday	no mtg	4:30PM	HS Library
d. Policy/ByLaws	1 st Thursday	3/03/16	9:00AM	Business Office
e. SIAC/Education	2 nd Thursday	no mtg	4:30PM	HS Library
f. Catholic Identity	4 th Thursday	no mtg	4:00PM	MPR
g. Building & Grounds	2 nd Monday	3/07/16	5:30PM	Business Office
h. Strategic Planning	2 nd Monday	no mtg	6:30AM	Panera C'ville
i. Health & Safety	3 rd Tuesday	no mtg	6:00PM	HS Library

VIII. Closing Prayer – Fr. Rudy provided closing prayer.

IX. Executive Session

- a. 7:45 Fr. Witt moved to adjourn into Executive Session, Nepola second, motion passed.
- b. EXECUTIVE SESSION

X. Reconvene from Executive Session – At 8:04 pm Dumont moved for the board to leave from Executive Session, Fr Witt seconded, motion carried. At 8:05 Dumont moved for the board to reconvene to regular open session, Fr Witt seconded, motion carried.

Motion made by Kelly to approve teacher contracts for Elementary as discussed in executive session: Bill Battistone, Julie Lacina, Amanda Rushton, Emily Feller, Mary Rockafellow, Katy Lincoln, Doug Vollstedt, Samantha Klaren, Joan Ochoa, Sara Nelson, Julie Rhomberg, Steph Foley, Gail Hensch, Diann Zirtzmann, Jared Galpin, Kassie Bailey, Kris Boulund, Jan Rudolph, Lindley Visser, Erin Vorwerk, Tracy Blomme, Krystle Davis, Marielle Redington, Alicia Andrews, Whitney Giller, Kris Rutt, Laura James, Becky Popelka, Lauren Galus, Lindsey James, Kristine Larson, Dana Ransom. Seconded by Rustan, Motion carried.

Motion made by Larew to approve contracts for Junior/Senior High as discussed in executive session: Tim Foley, Ryan O'Hern, Brendon Aitken, Joan Belknap, Laura Boland, Allison Clasen, Diane Coffin, Shelly Conlon, John DeMarco, John Demory, Madison Frei, Michele Goldsmith, Abby Gould, Gordon Hackett, Martha Hartwig, Kevin Kahler, Bill Koenig, Caroline Marcotte, Kimberly Martin, Clark McFerren, Jessica Mehegan, Patrick Moeller, Christopher Murdock, Thomas Nelson, Amy Price, Barbara Reilly, Timothy Scholze, John Scott Shields, Katherine Sprengelmeyer, Stacy Sueppel, Marielle Thomas, Charles Tomes, Neil Turnnicliff, Katie Welter, Lynne Zoulek. Seconded by Fr Witt, motion carried.

Motion by Fr Witt to approve Coaches contracts as discussed in executive session: Chad Swope (head girls track), Abby Gould (Assistant Girls track), Keely Hinkel (Jr/Sr High co-head track), Beth Clark (Jr/Sr High co-head track), Norm Balke (volunteer boys track), Dan Rolling (volunteer boys track), Dave Coffin (head girls golf), Rick Larew (volunteer head boys soccer), Jon Prottzman (head softball), Kerry Feuerbach (assistant softball), Julie Nelson (Jr High softball), Jeff Pacha (head baseball), Emily Gahan (assistant Jr High softball), seconded by Nibaur, motion carried with 2 abstentions (Larew and Pacha).

Motion by Larew to renew contracts for Glenn Plummer and Celeste Vincent, seconded by Nepola, motion carried.

- XI. Adjournment – At 8:12pm Witt moved to adjourn the meeting, Dumont seconded, motion passed.

Respectfully submitted,
Kathy Shey
BOE Secretary

DRAFT

**REGINA ELEMENTARY
BOARD REPORT
March 2016**

FACILITATOR OF FAITH COMMUNITY

LENT – The Lenten theme this year for Lent is “Were You There?” Each class was given an event leading up to the crucifixion and resurrection of Jesus, and have displayed their art work in the hallways. May all of you have a blessed Easter!

RECONCILIATION – We celebrated the Sacrament of Reconciliation with 2nd-6th grade students on March 2. We want to thank the Iowa City Deanery priests for their assistance with this important celebration of God’s forgiving love.

UPCOMING RELIGIOUS CELEBRATIONS:

March 24 – Holy Thursday Prayer Service at 1:15 pm

March 25 – Good Friday Prayer Service at 11:15 am

April 6 – K-6 Mass at 2:00 pm

April 13 – K-6 Prayer Service at 2:30 pm

April 20 – K-12 Memorial Mass at 9:45 am

PRINCIPALS DIOCESAN RETREAT - Mrs. Vincent and Mr. Battistone will be attending the Diocesan Principals Retreat on April 15th at St. Patrick’s in Iowa City.

APRIL SERVICE MISSION:

The service mission for April at Regina will be for Iowa City Hospice. This service mission is coordinated by the 4th grade.

STANDARD #1 - VISION

NCEA - Mrs. Vincent and two teacher representatives will be attending the National Catholic Education Association conference in San Diego from March 28 – April 1.

CRAIG BADURA – Craig Badura will be coming to Regina Catholic Education Center on Monday, March 28. He will be presenting on the topic of “Digital Safety.” He will be working with the 3-6 graders in the afternoon on the topic of being a digital leader.

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

ELEMENTARY MUSICALS – Regina Elementary celebrated our students’ musical abilities with a K-2 musical performance, a Jazz Night for the 6th graders, and a 3-5 spring musical in March. Thank you to Whitney Giller and Dana Ransom, our K-5 music teacher and 5-6 band teacher, for all of their hard work. The students did a wonderful job in all shows.

ELEMENTARY/JUNIOR HIGH ART SHOW – Becky Popelka and John Demory are hosting a K-12 art show at Regina on April 28th from 5:00 – 8:00 p.m. in the multi-purpose room. Please visit the show to see the tremendous work done by our talented artists. Thank you to Becky Popelka who also prepared exhibits for the MidWest One Bank Art Show, which was held on March 3.

ORCHESTRA – The spring orchestra concert will be held on April 5 at 7 p.m. at St. Patrick Church.

DES MOINES OPERA – The Des Moines Opera will be visiting Regina Elementary on March 30. They will be doing small workshops with our students, as well as putting on a short performance.

INSERVICE – Regina Elementary will have an in-service day on April 22.

STANDARD #3 - MANAGEMENT

EVALUATIONS – Administrators and teachers have finished the second round of evaluations for the school year, and will now begin working with Tier II teachers on professional goal outcomes.

REGISTRATION – The Elementary Office is continuing to contact those who have not returned their registration forms for next year. At this time, only two students have indicated they are not returning. One is moving back to Korea and the other is moving out of state.

CALENDARING – The administrative team is working on calendaring and registration processes for the 2016-17 school year.

AM/PM ACCREDITATION LICENSE – Regina Elementary is currently in the final stages of receiving a license for our AM/PM program. This has been a very long process and we thank Jen Kahler and Rachel Scholze for their time and effort on this project.

STANDARD #4 - COLLABORATION

HOME AND SCHOOL – Home and School will have their next meeting on April 7th at 6:30 p.m. in the elementary library.

PTO – PTO's next meeting is on April 7th at 6:00 pm in the elementary library. This is the last meeting of the year for PTO.

STANDARD #5 - ETHICS

VOLUNTEER APPRECIATION – We will be taking time in the month of April to recognize all of our volunteers who help make Regina a special place.

HOSPICE SERVICE PROJECT – Regina Elementary' service mission for April is Hospice. On April 24th, during the Hospice Walk, Regina Elementary will have many students, faculty, and parents present to show our support of Iowa City Hospice.

STANDARD #6 - LEARNING COMMUNITY

WEEK OF THE YOUNG CHILD - The Week of the Young Child is April 11th through the 15, celebrating with a parent breakfast on April 14 and April 15. We thank our Director, Mary Pechous, for leading our Pre-K program.

END OF 2ND TRIMESTER/3RD QUARTER – The second trimester report cards for K-4 were sent home on March 11. The third quarter ends on March 29 and report cards for 5-6 will go home on April 8.

ENROLLMENT SUMMARY

March Elementary Enrollment = 464

**Admissions
Pam Schowalter
Board of Education
March 2016**

Elementary had 461 students for certified enrollment on October 1, 2015. Currently, we have 464 students. Since our February Board of Education meeting, elementary had two students leave. (1-2nd grade/1-5th grade)

Junior/ Senior High had 373 students for certified enrollment on October 1, 2015. Currently, we have 373 students. Since our February Board of Education meeting, Jr. High had one student leave. (1-11th grade)

Our current enrollment #'s for 2015-2016—837 students
This is compared to 2014-2015—818 students

Regina's growth currently is 19 students. There are 2 prospective students for the 15-16 school year (applications have been submitted)

	K	1	2	3	4	5	6	7	8	9	10	11	12	total
Feb.	63	68	62	66	79	55	73	66	57	68	73	52	58	840
March	63	68	61	66	79	54	73	66	57	68	73	51	58	837
			-1			-1						-1		-3

Retention

- Enrollment banners were placed at all four parishes and the Newman Center. They will stay until the first week in May.
- Individual postcards to the incoming kindergarten students welcoming them to Regina were sent 3/9/16
- Student Ambassadors wrote cards to the 8th grade students welcoming them to Regina HS. Cards were sent 2/22/16
- The Marketing Committee met and came up with a timeline to share information on AP classes, Chromebooks and Biomedical course being offered at Regina in 2016-2017. We are also sharing information with the Press Citizen, Catholic Messenger and Gazette.
- We are also promoting with our current families and parishes the Digital Citizenship guest speaker and event on March 28th during the school day and evening.
- Constant Contact announcement on AP offerings and Regina's ranking will go out to all current Regina families, as well as new/pending families to Regina.
- Parent ambassadors connected with 2015-2016 new families with February talking points.

- New families have been informed on the financial aid process, as well as Foundation Scholarship information on how to apply.
- The Bubble Group will now meet 2x a month for the rest of the school year.
- Easter banners were ordered for the front of Regina.

Recruitment

- Admissions spoke on behalf of Regina at our four parishes March 5th/6th and 12th/13th. Thank you to all of our parish priests for their flexibility in sharing our message.
- Our kindergarten numbers are solid. We have three additional student applications pending.
- Registrations were due Feb. 26th (grades 7-12). S.I.T and Student Ambassadors discussed ways to assist in a timely turnaround of student registrations. Our teachers continue to assist in reminding students to turn in forms; this is greatly appreciated. We will contact parents beginning in April on registrations not turned in for 2016-2017.
- We are currently touring 6-7 new families each month. We are following up with thank you cards from the Admissions Office, as well as from some of the students.
- We have had 3-4 students shadowing each month at Regina. Some of these are students who have toured Regina with their parents.

Pipeline

K	1	2	3	4	5	6	7	8	9	10	11	12	total
3	3	4	3	2	1	0	4	3	6	1	2	0	32

**Report from Alan Opheim
Director – Finance / Operations
March 22, 2016 Board Meeting**

Business Office –

- We continue to promote via newsletters and upcoming constant contact messages the April 15 deadline for Financial Aid Applications.
- If there were such a thing, March would be considered as near to normal as we get in the Business Office.
- Michelle W submitted our “intent to apply” notice to the Washington County Riverboat Foundation. The full packet will be submitted prior to April 1st. We are applying for a larger grant this time, which will focus on our needs due to regulatory changes in reading requirements and evaluation. Odds of receiving part or our entire request – totally unknown and unpredictable.

Special Events / Fundraising

- Trish announced to the Regina community the change in the dates (and sublimely the name) of Fall Fun Festival to Family Fun Festival moving to Friday August 19 and Saturday August 20, thus off of Labor Day Weekend. As announced during the calendar vote last month, we will return to having school all day the Friday before Labor Day in August. She is now in full swing of booking entertainment and setting up the new schedule for this event.

Buildings & Grounds

- Bids will be in hand by the end of spring break for our rotational carpet work being done this summer.
- Quotations to upgrade our door system to a web based product is not going as well as hoped, so Jess, Jim, and I continue to evaluate options in this area.
- Our annual insurance walk-around was conducted Friday, February 19. The report was reviewed by the Building and Grounds Committee and is attached with the Board packet along with my responses.

Ad Hoc and other participation

- Advancement Team meetings
- Spring break meeting with Nationwide also included notice of changes to their local management structure; included Jim Burchers and Dave Shirk (Nationwide)
- Meetings as needed (Security, custodial, administrators, budget topics,) - 10+

**Regina Tri-Parish Religious Education
Board Report
March 22, 2016**

February 24, 2016

- Kind. – 1st grade – Class at Regina
- 2nd – 6th grade – Reconciliation at St. Patrick Church
- 7th – 8th grade – Reconciliation at St. Patrick Church. This class will take the place of their Sunday Feb. 28 class. It was really great to have them at St. Patrick's.
- A **Very Big Thank You** to all the priests that were there.

March 2, 2016

- 3rd graders did an activity about the Ten Commandments in the Cafeteria
- Everyone filled up a treasure chest with an object that reminds him or her of that certain commandment.
- They really had a great time doing this project.

March 6, 2016

- 7th and 8th grade went thru the Stations of the Cross in the main Church.
- They also did two Lenten activities.

March 9, 2016

- 5th grade made Kiddush cups for their Sedar meal, which is coming up for them.

March 16, 2016

- No Class – Spring Break!

Carolyn Brandt, Director
Regina Tri-Parish Religious Education

Regina Foundation
Executive Director's Report
March 13, 2016,

ANNUAL APPEAL UPDATES:

- Annual Appeal 2015-16 funds received to date = \$195,588 (as of 3/11). Unrestricted \$131,760.
- All segmented donor populations have been mailed an Appeal solicitation letter.
- Four of ten alumni phone-a-thon dates have been held. Other six will be held the last 2 weeks of March. In addition to having a request in the daily student announcements, Shelley and April went into all of the 7-12 religion and service group classrooms to personally ask students to participate.
- We put out emails, constant contact, and newsletter notices to ask for parents to volunteer to make follow-up calls on other parents. No one has volunteered to date.
- Sent a "Take a Leap of Faith" Appeal email blast on Leap Day to 500+
- Foundation Weekend in the parishes will be April 16 & 17. Need both parent and student speakers in all parishes and Newman Center for all Masses that weekend.
- Received word this past week that UICCU will be sponsoring the Give & Grow program again beginning April 1st. They have capped Regina Foundation's matching total at \$5,000.
- Created an Appeal flyer for leadership donors which goes into much more detail on components of Appeal.
- **The total of the Annual Appeal at this same time last year was \$252,989....which is \$57, 401 ahead of where we are currently.** This is attributed to a couple of facts: (1) There are 150 persons who gave a total of \$85,910 last year by March 31st who have not yet given this year to the Appeal; (2) Of the 217 leadership donors, 17 gave less than they did last year. Of those 17, there were five who gave \$25,736 less...one of them \$14,236 in endowment growth. I am aware of the reasons why on three of the five and will contact the other two to ensure it is not something we've done.
- On the flip side, 10 of the leadership donors gave increased gifts totaling \$7,750 more than what they gave last year.
- **Bottom Line...Like all years, securing retention of leadership donors is key to the success of the Appeal. April will send out leadership donor names to all Foundation board members to complete calls by April 15th.**

COMMITTEE WORKS: Reports on all of the following meetings will be provided by Committee chairs.

- Executive ...Met with Joint Executive Committee on Feb. 22nd. Foundation execs met on March 9th.
- Finance: Did not meet in March.
- Development...New Chair, Greg McLaughlin, received board orientation from Chrissy and April on 2/29. The Development Committee met on March 10th. Of grave concern is 3 members recently tendered their resignations due to either personal or business conflicts. Main focus of new chair will be increasing membership for a committee of at least 8 volunteers and two staff. Committee member job description approved and 10 potential new members will be contacted in March.

- Stewardship...was scheduled to meet on March 8th, but due to family emergency meeting was scheduled. Will be rescheduled soon.
- PR/Marketing...met on Feb. 25th.

OTHER:

- Held Greece meeting with all travelers on Feb. 16. Made power point presentation to cover everything in detail. The group size is 32 and will be on our way on March 15th and will return March 25th.
- Completed much work for joint executive committee discussion/action...primarily in regards to campaign company interviews on April 7th (draft of questions & set appointments) and restructure considerations.
- Working with Foundation intern on creation of spring online alumni newsletter.
- Other meetings...administrator's meeting; marketing meeting with Jason Dumont & Pam Schowalter (3/10) and Advancement Team with BOE executives (3/10).
- Continuing Ed ...Association of Fundraising Professionals day conference 3/2 in Moline; Eastern Iowa Planned Giving Council - lunch seminar in Iowa City 2/16

Building and Grounds
Regina Catholic Education Center
March 07, 2016

Attendees: Mike Streb, TJ Brandt, Tom Haverkamp, Matt White, Doug Bottorff, Scott Nibaur, Tom Brandt, Jason Dumont, Matt Pacha, Jim Burchers and Alan Opheim; Guests included Ed Bracken, Jon Prottzman, and Andy Gahan

Topics

- Batting facility presentation by Blaze and baseball
 - While the Committee sees benefit to the facility, coordination with site plan, 1st Avenue Access / Water Retention issues, and fund raising, will all impact future potentials of this facility. Jason and Scott, along with Ed will continue to maintain an open dialog as multiple avenues continue to be discussed.
- Review GuideOne Insurance Report
 - Report attached for reference, along with Alan's response to GuideOne.
- Review / update cost expectations for
 - Driveway / parking lot improvements
 - Carpet plans for summer
 - Update Millennium door program concerns / issues
- Updates
 - Barrel Roof
 - Site Plan
 - Other
- Boosters – Tom Brandt –
 - Current status of baseball project
 - Sod should be in by month's end
 - Light work continues
 - Provided other updates



1111 Ashworth Road
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West Des Moines, IA 50265-3538
515.267.5000 Phone
www.guideone.com

February 29, 2016

Alan Opheim
Regina Schools
2150 Rochester
Iowa City, IA 52245

Subject: INSPRESP Policy Number(s): CID 01189705, CPP/E 01200170, BAP 01711774, WC 01200169
RLB DQA-166-1

Dear Alan :

Thank you for extending me the opportunity to visit the Regina Schools to discuss its operations and tour the facility on February 19, 2016.

Based on my visit and observations, the attached recommendations are being submitted for your corrective action. These recommendations are intended to assist you in addressing conditions and/or practices which could result in incidents or loss. The recommendations are listed in order of importance based on an estimation of the potential for loss.

Please return the enclosed copy of the recommendations within 45 days indicating the actions you have taken or plan to take. You can e-mail your response to losscontrolsurvey@guideone.com, mail your response to the GuideOne Commercial Department at the above address or fax it to 515-267-5750. Please copy the subject line of this letter onto any correspondence you send us.

Thank you for your prompt attention to these concerns.

Sincerely,

Joseph J. Heintz, CSP
Senior Loss Control Specialist
1-515-201-3995
JHeintz@GuideOne.com

CC: 14272, Molyneaux Insurance

Note: GuideOne Insurance Loss Control services are for insurance purposes only to assist its staff in the underwriting process. GuideOne Insurance does not warrant or represent that its Loss Control services detect all hazards or potentially harmful conditions, and any remedial or corrective recommendations are not intended as a warranty of compliance with any laws, regulations or standards.



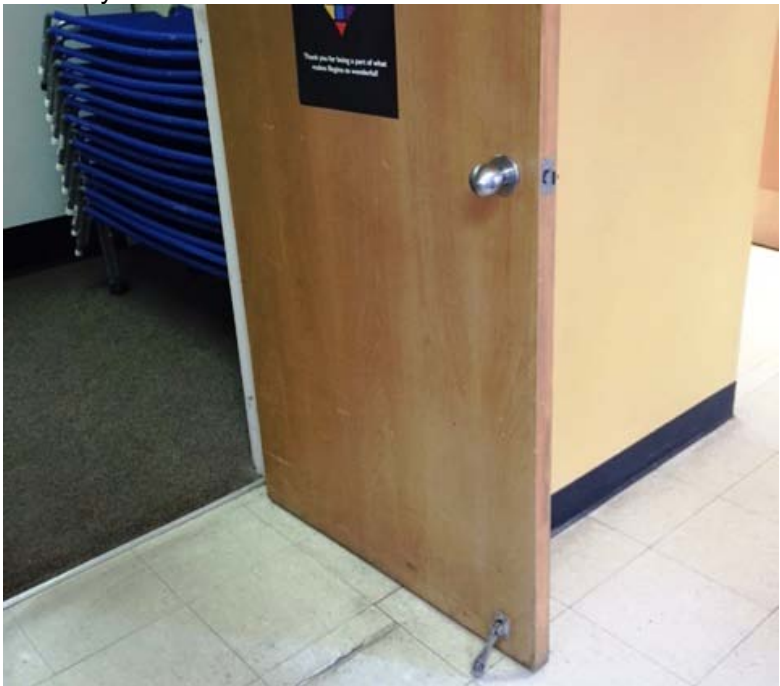
1111 Ashworth Road
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 West Des Moines, IA 50265-3538
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February 29, 2016

Alan Opheim
 Regina Schools
 2150 Rochester
 Iowa City, IA 52245

Subject: INSPRESP Policy Number(s): CID 01189705, CPP/E 01200170, BAP 01711774, WC 01200169
 RLB DQA-166-1

The recent Loss Control survey indicated the following items need attention:

ITEM #:	Recommendation:	Action Taken:
02-16-01	<p>New recommendations:</p> <p>The fire door at the base of the steps located by the elementary school office is being kept open by a door stop which will allow the spread of smoke and fire to other parts of the building. To help prevent the spread of smoke and or fire to other parts of the building, this doors should be kept closed at all times. If this door needs to be kept open, magnetic closures tied into the fire alarm should be installed. By having the closures tied into the fire alarm system, the doors will automatically close when the fire alarm system is activated.</p> 	<p>Due to the nature of the location, and manner this door sticks into the hallway, special parts had to be ordered. They are here, and will be installed during the week of March 14, 2016. Once installed, we will contact Simplex or an Electrician for hook-up. Expected project completion, now April 15, 2016 or before.</p>

<p>02-16-02</p>	<p>The dugouts for the softball and baseball diamonds are not equipped with protective barriers to prevent stray balls from entering the dugouts and potentially injuring an occupant of the dugout. To help prevent a potential injury, the dugouts should be equipped with a protective barrier such as netting to prevent stray balls from entering the dugouts.</p> 	<p>After Joe's visit, I informed the Activities Director that this would be a priority. Now with the written recommendation, the AD and Booster Club, along with Baseball coaches will ensure completion.</p> <p>Expected date, not later than the first home game in late May or early June, 2016.</p>
<p>02-16-03</p>	<p>The eyewash stations and showers in the chemistry labs are not being tested on a regular basis. To help ensure that the eyewash stations and showers will function properly in the event of an emergency, each eye wash station and shower should be tested on a monthly basis and a log kept of the testing. The log should include the date of the testing and the initials of the person conducting the testing.</p>	<p>This log will be kept in the rooms with the eyewash stations and showers.</p> <p>Testing will begin yet this month, March 2016.</p>
<p>02-16-04</p>	<p>Combustibles are being stored in close proximity to the electrical panels and other electrical equipment in the elementary school janitors closet, room 321, and mechanical room of the high school increasing the risk of a fire. To help reduce the risk of a fire, a concerted effort should be made to reduce the amount of combustibles being stored and to keep all stored items at least 36" away from the electrical panels and electrical equipment.</p> 	<p>Some closets are such that 36" is not available and still use the closet. We will continue to use best judgment in what goes into those closets (i.e. custodial carts, even the dehumidifier shown is less combustible than other items might be).</p> <p>Our outsourced custodial company uses room 311, and they will receive this report.</p> <p>This is an area that we strive for improvement throughout the year, and admittedly sometimes are better than others.</p>



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02-16-05	<p>Previous recommendations: When entering the wrestling room during my September of 2014 visit, a student was found in the room by himself laying on a mat with the lights off. In addition during the visit, the wrestling room was found to be unlocked again. As we discussed, the wrestling room is somewhat in an isolated part of the building and leaving the door unlocked could lead to the unauthorized use of the room. To help prevent the unauthorized use of the wrestling room, the door should be kept locked at all times when not in use.</p>	<p>Best practices call for this door to be locked. I have sent the comment to our Activities Director (new this year) for enforcement.</p>
02-16-06	<p>A large amount of combustible items are stored in the 2nd floor mechanical room, new chemistry storage room, and in the storage rooms located in the lower level. In addition these items are being stored in a hap hazard manner both of which increase the risk of a fire and a trip and fall related loss. To help prevent a potential fire and or a trip and fall related loss, the amount of items stored must be reduced and a concerted effort made to maintain proper housekeeping. In addition all staff members must be held accountable for their storage and housekeeping practices.</p>	<p>This will be an assigned task of our new Facilities Coordinator.</p> <p>The second floor mechanical room is in fact a storeroom that has two electrical panels and a number of HVAC panels. We adhere to the 36” rule on the electrical panels. This is the largest single room in the building for storage. We have semi-annual clean-up / clean-out days for this room, but will endeavor to increase the frequency of designated times for compliance. In addition, we continue to work towards improving the situation.</p> <p>That science room will be worked on with the science teacher in question.</p>
02-16-07	<p>The doors for janitor’s closets 321 and 509 were unlocked which could allow unauthorized access to these rooms increasing the risk of a student being injured as a result of coming into contact with cleaning solutions. To help prevent a student from being injured these doors should be kept locked at all times when not in use.</p>	<p>As we have stated in the past, both of these rooms are known to the users of our building as locations to obtain supplies needed on a stat basis when a custodian is not reachable or available. Both are also one of the few areas in that part of the</p>



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		building where water is available at a source other than a small sink. We will continue to monitor contents, and make sure chemicals are out of reach of younger students. We have decided to try individual keyless locks (not tied to the network). Codes would be shared with responsible adults using the building.
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NOTE: GuideOne Insurance and its affiliates disclaim, to the fullest extent of the law, any warranty of any kind, whether express or implied. GuideOne does not warrant that following these recommendations will (i) ensure the safety of the user's person, property or premises or the person, property or premises of others, (ii) ensure that Client is in compliance with federal, state, and local laws, statutes, ordinances, recommendations, regulations, consensus codes, or other standards or (iii) eliminate or reduce any or all hazards or risks.

Subject: INSPRESP Policy Number(s): CID 01189705, CPP/E 01200170, BAP 01711774, WC 01200169
RLB DQA-166-1

For all recommendations noted as **MANDATORY**, please provide proof of completion by submitting photos and/or copy of repair receipts, if applicable.

Please check one of the following:

- The recommended actions have been completed as outlined above in the "Action Taken" section, or
- The recommended actions will be scheduled for correction. Please outline the plan of correction and the anticipated completion date in the "Action Taken" section.

Alan D. Opheim

03-17-2016

Signature

Date

Regina Booster Meeting Minutes December 13, 2015

Prayer/Attendance: Tom Brandt, Beth Wick, Deb Stein, Leigha Rios, Ryan O'Hern, Jan Beaver, Adam Martensen, Jeff Pacha

AD Report-Ryan O'Hern: Ordered new pads for the gym. Will be installed on December 26th and 27th. Navy and look really nice. Only other expense will be the tracking and the general fund will cover some of that expense. Saved some money of having them installed by Mr. O'Connell and Mr. Gaarde.

Treasurer Report-Deb Stein: Spirit store did well the other night, still some outstanding invoices to pay. Uninstall deposit to come in for Kinnick, that will help out tremendously. Major expense will be for field maintenance. The track is also a monthly obligation. The money is funded out of a foundation and will need to be paid in one lump sum. Total Liabilities and assets \$9,403.35.

Wrestling concessions are coordinated. Big tournament weekend for youth and high school wrestling. Sno Biz will be available and 20% will be given to the wrestling program for fundraising.

Adam Martensen-Wrestling: 16 out, filled every spot. Have a few football injuries lingering. One kid hurt with a shoulder injury. Last weekend we were runner up behind Albia. Wrestlers made it to the finals. Past Thursday at Durant and won. This weekend we were at Aplington-Parkersburg. It was a tough tournament. Seven in the lineup, Brinkman won, Milder and Schott both got 3rd. Demory and Hunter hopefully back next week. Will have a meet with West Liberty on Thursday and 13 teams for the home tournament on Saturday the 19th.

Jeff Pacha-Baseball: Almost done with the schedules, 3-5 games left to schedule. Added Xavier to the books. City and West high, want to add another team like Solon so we can play games against each other for the Fight with Flash night. Lights are not fixed yet. Had to stop a game this past season so wanted to see about getting right and left field done. Will be in need some new tarps, (that will be an expense to come out of activity account). Thankful to Ann Romanowski for her generous contribution to the baseball program.

Tom mentions it is a two year project, done in two phases and it is the works. Lengthy discussions with Alex from Krafka. The tiling/drainage will be working. The field will be sodded with a field turf sod, but cannot be cut when wet because it will tear easily. It can be put down any time during the winter. Foul poles will go in after the plate is set, evaluate right field and wall. More is going into the project than originally anticipated, but the job will be done right.

Jan Beaver-Crownie Club: Will have a Crownie Club in January.

Adjourn

Submitted 12/14/15 LR

Home and School Meeting Minutes
February 4, 2016

- I. Opening Prayer
- II. Introductions
- III. Treasurer's Report – Chrissy Chambliss
 - a. The balance on Dec 31, 2015 was \$37,078.31
 - b. The balance on Jan 31, 2016 was \$36,154.16
 - c. Income in Jan 2016 was \$2.94 in interest
 - d. Expenses paid in Jan 2016 included \$55.33 for Silver Tea and \$469.27 for Family Fun Night
 - e. Anticipated expenses for Feb 2016 include additional expenses for Family Fun Night and Catholic Schools Week
 - f. Fall Fun Festival KidZone numbers were presented and discussed which have decreased since 2013 (see handout). Discussion occurred about possible ways to enhance KidZone in the future including having the KidZone open later into the evening hours. It was also discussed that Fall Fun Festival will not be held on Labor Day weekend this year.
- IV. January Minutes were approved
- V. Principal's Report – Celeste Vincent
 - a. Catholic Schools Week has been great. The students participated in letter writing to parents, parishes, pastors and board of education
 - b. Recent and upcoming events include: Jr/Sr High Career Day, 6th Grade Transition Meeting, Invention Convention
 - c. Lent: Ash Wednesday Prayer Service will be 2/10/16 at 2:30pm, Fish Frys will be on Fridays
 - d. Kindergarten Roundup will be 2/11/16
 - e. Other upcoming events:
 - a. Valentine's Parties and Out of Dress Code on 2/12/16
 - b. No School on 2/15/16
 - c. Box Top Party on 2/16/16
 - d. Jump Rope For Heart will be 2/19/16 – Regina has been top in the state thanks to Ms. Rutt! This year will be a Pirate Theme
 - e. Sneak Peek of High School Musical on 2/24/16
- VI. Teacher Representative Report
 - a. Kristine Larson thanked H&S for all the Catholic Schools Week treats
- VII. Committee Reports
 - a. General – Volunteers are still needed for upcoming committees, however there was good response to the email that went out looking for committee volunteers
 - b. Family Fun Night

We had more 7-Up and Punch than needed, next year will recommend taking out a grade for bringing these things. There were not a lot of cookies leftover, so suggest keeping this the same for next year's Silver Tea

- c. Catholic Schools Week – Missy Aitchison, Patti Johnson
This year it was a Valentine Theme. The kids made hearts to hang on the wall by the gym and there was good volunteer turnout
- d. Uniform Sales – Heather Feller
We have a lot of inventory. The sale will be next weekend (2/12/16-2/13/16).
There are still some openings on the Sign Up Genius
The weekend for the sale will be changed to sometime in January for next year
- e. Spring Chocolate – Heather Feller
Orders are due Wednesday
- f. Bike Rodeo

VIII. Old Business

- a. H&S and PTO – A handout was provided outlining the roles of PTO and Home and School, for the April meeting, a PTO Meeting will be held just before the Home and School Meeting

IX. New Business

Discussion took place regarding recruitment of new Home and School members. Suggestions were made to have a H&S booth at the Spring music programs and/or at the technology safety speaker events. All are encouraged to invite new members to the April meeting. A suggestion was made for a H&S Facebook page.

Attendance List

Officers:

President: Alaina Welsh
Vice President: Erin Pottebaum
Treasurer: Chrissy Chambliss
Secretary: Katie Horner

Faculty/Staff:

Celeste Vincent – Elementary Principal
Kristine Larson – Teacher Representative

Parents:

Sofia Livorsi
Missy Aitchison
Lina Kimani
Karina Smith
Heather Feller
Michelle DeGroot
Erin Drouillard
Patti Johnson

Feb 2016

Regina PISA Minutes

GOAL: To provide financial and volunteer support to teachers and classrooms through fundraisers and membership contributions.

Meeting Dates: Aug, 10, Sept 14 , Oct 12 , Nov 9, Dec 7, Jan 11, Feb 8, Mar 14, Apr 11, May 9

Location: High School Library

Time: 5:30

Peg Thomsen X	April Kurovski X	Sue Burger X	Kevin Sheehan X
Bill Battistone	Tim Foley	Celeste Vincent	Glenn Plummer
Becky Popelka	John Demory	Dana Ransom X	Tom Nelson
Diane Platt	Caroline Marcotte X	Whitney Giller X	Marielle Redington
Andy Shea	Liz Tracey	Tracy Clapp	Gina Kline
Beth Deninger	Amy Sheehan X	Mary Rae Meyers	Roger Brown
Lynn Brown	Rachel Scholze X	Amy Sheehan X	Paul Westrick X

2-22-16 Speech/ Debate Camanche High School

2/25-28 Musical CCPA

March 1 Jazz Band in gym

3-3- Vocal Concert K-2 Elementary Gym

3-4- Pops Concert HS- Gym

3-9- Band Concert 7-12

3-10- Vocal Concert 3-5 Elementary Gym

3-29- Band Recital HS- Band Room

April 1-3- Drama - JH Play Elementary Stage

April 2nd- Dana taking kids to Kalona for a concert-

4-05- Orchestra Concert St. Pat Church

4-9- Solo ensemble

4-11- PISA Library

4-16- Old Capital Choral Concert

5-9- Pisa Meeting Library

Feb 2016

5-11- vocal Concert 7-12 St. Patrick Church

5-12- Band/ Vocal Concert 5-6 HS- Gym

5-18- Band Concert 7-12 CCPA

Caroline- took a group to Honor's choir

Hired some instrumentalist for POPs concert (four people- 100.00 each)

Going to do cake auction at Pops

Diane: Orchestra going well- going to have some people come back- Jim Reck donated some instruments

Whitney- Had talent show- was fun- Having DM Metro Opera come end of March- 3 Billy Goats Gruff- needs some help- to unload and load their set
March 30- in elementary gym (Talk to Plummer/ Foley- about 6 kids to help)

Treasurer:

shared report

Kevin will update Caroline with musical expenses. Looked at ticket sales about 32% capacity sold.

Musical:

Put invoice in the box for costumes-

Discussed where to put stage- since it can be dismantled. (David Keffala-Gerhard what is in it???)

Renting of a U-Haul- how big does it need to be???

Set- Painting party???

Do we need tools for dismantle??? Caroline is going to email about set

Publicity

Talked to Valerie- can't help

Churches- Peg told the churches- sent all the stuff-

Need to contact newspaper/ radio

Library performance- for storytime- contact Coralville/ ICPL-need flyers

Stickers- for elementary performance

Poster- are there posters up in school- Caroline going to do-

Feb 2016

there are some out in public

Need flyer for public-

Tents for fish fry - Card stock-

Kevin will try to figure out contact for radio, Peg newspaper

Community spotlight- ???

Pictures printed- head shots- Peg will get them printed

Bios- will be book- Mari Reddington- she will be doing program

Props- looks like it is getting filled

Costumes- Are there any problems??? Anita came in with some visual for each character

Elementary Performance- give a sticker to each kid- talked about doing it Wednesday before the show so that the kids can talk about it. Room visits with main characters.

What about Jr High kids???? What about during Via? or going to elementary one- Caroline talking with Mr.Plummer/Foley

Social Media- Getting it out on Instagram- Facebook- Twitter

Trying to figure out who does Twitter for Regina so it can be put out there

Grandma Jean recognition- approval for lobby- going to email Ann or Joan for a picture- with a thank you on a easel

Senior Recognition- we will get flowers for them.

Meal/ Battery sign- up- Sheehans made a sheet

Hair and Make-up- Kara B. daughter is going to help - She though won't be here on Sunday

Load-In-Looking at U-Haul- also doing 3 cafeteria tables.

Caroline going to find out which ones- where they will be at for Sunday load- in It will start Sunday morning- 8 for load in. CCPA- kids rehearse at 5pm

Feb 2016

T-shirt-will be delivered Tuesday, Feb 23 at CCPA

Shout- outs- Celine sent out email