

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

TUESDAY, June 26, 2018

6:15 Reception for Outgoing Board Members

6:30pm Regular Board Meeting

MPR

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

Regular Agenda

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| I. CALL TO ORDER – Board of Education | 10 minutes |
| a. Opening Prayer | |
| b. Roll Call | |
| c. Chairperson Remarks | |
| d. Approval of Minutes – May 22, 2018 | |
| e. Approval of Agenda | |
| f. Open to the Audience | |
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| 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 | |
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| III. OLD BUSINESS UPDATE | 5 minutes |
| a. Confirmation of Annual Board Retreat July 14 at 8:00am in the Regina MPR | |
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| IV. NEW BUSINESS DISCUSSION | 10 minutes |
| a. 401K Discussion and Vote | |
| b. Election of 2018-19 Board Officers and Recognitions of outgoing Board Members and Staff | |
| c. Hand out Board of Education Self-Evaluations. | |
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| V. CALENDAR AND DISCUSSION ITEMS | 10 minutes |
| a. Administrators – Submit their initial Performance and Personal Growth goals for the upcoming school year to the Board of Education. | |
| b. Committee Chairs – Present Year-End Summaries of Committee Actions. | |
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| 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	7/24/18	6:30 PM	MPR
B. Executive Committee	3 rd Wednesday	7/18/18	5:30 PM	HS Library
C. Finance Committee	3 rd Wednesday	7/18/18	4:30 PM	HS Library
D. Policy/Bylaws Committee	2 nd Thursday	9/13/18	9:00 AM	HS Meeting Room
E. SIAC/Education Committee	2 nd Tuesday	7/10/18	4:00 PM	HS Library
F. Catholic Identity Committee	3 rd Thursday	7/19/18	6:30 AM	HS Library
G. Building & Ground Committee	2 nd Monday	TBA		Business Office
H. Strategic Planning Committee	3 rd Monday	7/16/18	6:30 AM	Business Office
I. Health & Safety	3 rd Thursday	7/19/18	5:30 PM	HS Library

II. ENROLLMENT

2017-2018 Month-by-Month Comparisons										
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Elem	479	480	482	481	479	497	479	479	480	480
JR/SR	367	372	371	372	372	376	373	375	372	372
PreK	81	72	71	71	71	71	71	71	71	71
Total	927	924	924	924	922	926	923	925	923	923

I. UPCOMING DATES

4 th of July Parade	July 4		Coralville
Board Retreat	July 14	8:00 AM	MPR
School Offices Closed	July 23-27		
Gym Floor Refinishing	July 23-29		HS Gym

II. PRAYER SERVICE/MASS SCHEDULE

III. Holy Days

REGINA INTER-PARISH CATHOLIC BOARD OF EDUCATION MEETING

Tuesday, May 22, 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), Anne Kelly, Sue Kloos, Scott Nibaur, Matt Pacha, Janan Rustan, Angela Villhauer, Alaina Welsh, (Matt White), Fr. Witt

- ii. Ex-Officio Members: Kecia Boysen, Carolyn Brandt, Tim Foley, Michele Goldsmith, (Ryan O'Hern), Alan Opheim, Glenn Plummer, (Stacy Suepple), Pam Schowalter, Celeste Vincent, Julie Rhomberg, (Gail Hensch), Kelly Starr

c. Chairperson Remarks- Pacha thanked Regina teachers and staff members for a successful school year. Pacha informed all that the scholarship luncheon will be held in elem gym at 11:30 May 23, 2018. Informed BOE members to arrive at 1:45 for Graduation on May 27, 2018.

d. Approval of April 24, Minutes. Kelly moved to approve the minutes, seconded by Father Witt, motion passed.

e. Approval of Agenda. Father Witt moved to approve the agenda, seconded by Nibaur, motion passed.

f. Open to the Audience- Melinda Shetler present. She will be the incoming BOE rep for St Marys.

II. Administration Reports

a. Elementary - Report in packet. Vincent stated that Regina is blessed with good teachers. Congratulated Kelly Starr for completing her first year as an administrator. Invited all to attend the upcoming end of school year Mass and 6th grade Prayer service.

b. Jr/Sr High - Report in packet. Plummer thanked the support he has received from the BOE members this school year. The tradition Seniors VS Staff kickball game was a success. Invited all to the awards ceremony on May 23, 2018. Plummer will meet with the new Regina Chaplin to discuss his availability. ACT Tessera individual reports are completed and Plummer will determine how the information will be shared.

c. Enrollment - Report in packet. Schowalter shared the great feedback received from International students' families about the invaluable experiences the students received at Regina. The International Program is increasing success with potential strong growth for Regina.

d. Business Office - Report in packet.

e. Religious Education- Brandt stated that it was a very successful year. There is a new Regina RE Facebook page.

f. Foundation - Report in packet. Boysen informed all in total of Annual Appeal dollars and requested continued support.

g. Boosters & PISA - No reports. Home and School- Reports in packet.

III. Old Business Update none

IV. New Business Discussion

a. 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 TIAA-CREF 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.

b. Revision of Policy 540.2 R

Rustan and Plummer provided awareness of revision. See attached board minutes Policy.

V. Calendar and Discussion Items

- a. Pacha invited the new BOE members to the June meeting. Melinda Shetler and Annette Goodheart.
- b. Kelly announced the Slate of Board Officer Candidates for the upcoming year. Matt Pacha- chair, Patrick Gavin - Vice Chair, Angela Vilhauer- Treasure, Janan Rustan- Secretary, Father Adam- Provost. Voting will occur at the June 2018 BOE meeting.
- c. Pacha invited the BOE members to attend the Regina Graduation Ceremonies, May 27, 2018.
- d. Ophem - Report is in BOE packet. Goals for upcoming year are established.
- e. Pacha announced that the BOE Retreat will be held on July 14, 2018 from 8:00 am- noon @ Regina. He stressed the importance of attending. Chairs to provide their committee goals to Rustan.

VI. Committee Reports in Packet/ Questions Reports in BOE packet.

Dumont recommended Health and Safety Committee meet with Building and Grounds Committee to ensure AEDs are located in new Athletic Facility. Dumont also highly recommended staff training of AEDs be conducted.

VII. Meeting Schedule

a. Board Meeting	4th Tuesday	6/26/18	6:30 PM	MPR
b. Executive Committee	2nd Thursday	6/20 /18	6:30 AM	Business Office
c. Finance Committee	3rd Wednesday	7/18/18	4:30 PM	HS Library
d. Policy/ Bylaws	2nd Thursday	9/13 /18	9:00AM	HS Meeting Room
e. SIAC/Education	2nd Tuesday	6/12 /18	4:30 PM	HS Library
f. Catholic Identity	3rd Thursday	6/21 /18	4:30 PM	HS Library
g. Building and Ground	2nd Monday	TBA	6:30PM	Business Office
h. Strategic Planning	3rd Monday	6/18/18	6:30 AM	Business Office
i. Health and Safety	3rd Thursday	6/21/18	5:30 PM	HS Library

VIII. **Closing Prayer-** Fr. Beckman provided closing prayer.

IX. **Executive Session**

a. At 7:30 pm Father Witt moved to adjourn in Executive Session, Nibaur seconded, and motion passed.

b. **Executive Session**

X. Reconvene from Executive Session - At 7:44 pm, the board reconvened from executive session.

a. Motion by Kelly to approve following contracts :

Coaches

Brian Miller

Zach Gallindo

Dan Pacha

Luke Gallagher

Riley Dixon

Jeff Koolbeck

Madi Miller

Seconded by Father Chuck, Motion approved. Pacha abstained.

b. Motion by Kelly to approve elem. teacher contract: Jorie Means - 6th Grade teacher.

Seconded by Welsh, Motion approved.

c. Motion by Kelly to approve HS contracts:

Jeffry Ensign - Science teacher

Jacob Koch - English teacher

Travis Richter - Vocal Music teacher

Seconded by Rustan, Motion approved.

XI. **Adjournment-** at 7:46 pm, Father Witt moved to adjourn the meeting, seconded by Father Beckman, motion passed.

Respectfully submitted,

Janan Rustan

BOE Secretary

**REGINA ELEMENTARY
BOARD REPORT
June 2018**

FACILITATOR OF FAITH COMMUNITY

PRAYERS

We thank God for another successful school year.

We are grateful for all the volunteers who assist us in our mission.

RELIGIOUS CELEBRATIONS

We had a wonderful sixth grade prayer service on May 30th. Thank you to Father Beckman and St. Wenceslaus for giving each 6th grade student a bible.

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

RELIGION CALENDAR 2018-2019

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

FAITH

Celeste and Kelly attended the All Iowa Catholic School Administrators' Conference in Des Moines on Wednesday the 13th. This conference was attended by principals from all four dioceses.

STANDARD #1 – VISION

SUMMER TRAINING

The following teachers attended "LETRS" training with Iowa City Community School District teachers- Michelle Pelechek, Diann Zirtzman, Lindley Visser, Sara Nelson, Katy Lincoln, Barb Wilson, and Alicia Andrews.

LITERACY

Steph Foley, Julie Rhomberg, Gail Hensch, Barb Wilson, Chris Ney, Jennifer McGrane, and Celeste Vincent attended the two-day Literacy Symposium sponsored by Grant Wood AEA on June 18th and 19th.

TECHNOLOGY

Thanks to a generous donation given as a memorial in honor of Mr. Ambrisco, we will be able to update one of our traveling iPad carts for the 2018-2019 school year.

We are very grateful for this special gift to our school.

Thanks to a generous donation given by Home and School, we will have one new iPad for shared use in each of the 21 classrooms. Thank you to Home and School for this gift, which will help all learners.

SUMMER PREPARATION

Administrators and administrative assistants are continuing to discuss handbooks, registration, and calendaring needs as we begin to prepare for the 2018-2019 academic year.

ADMINISTRATIVE TEAM/SUMMER PLANNING MEETINGS

Tuesday, June 5th- Long term summer planning (Glenn, Alan, Jess, Celeste)

Monday, June 6- E books presentation

Elementary principals are discussing academic planning for the upcoming year
Center administrators and assistants had training on our new intercom system

STANDARD #2 - CULTURE AND INSTRUCTIONAL PROGRAM

PRESCHOOL SUMMER CAMP

Preschool summer camp began on June 11th. We welcome all of our summer campers. Thank you to Mary Pechous and preschool staff who have planned a summer of fun learning.

TITLE PROGRAMMING/ELL PROGRAMMING

We have enough students qualifying for title services that we will have a title reading teacher on-site for two hours per day this school year.

Instructor is Julie Dailey. We are also contracting with her to provide two hours of ELL services each day.

STANDARD #3 – MANAGEMENT

REGISTRATION

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

REPORTS

The spring BEDS reported has been completed and filed at the state.

Student Reporting Information has been completed by administrators and submitted.

STANDARD #4 – COLLABORATION

HOME AND SCHOOL

Home and School will hold their first meeting of the year on August 2. They will hold their “Take Pride in Your School Day” on Saturday, August 12th.

UNIFORM SWAP

Thank you to Home and School, and all of our parent volunteers, who helped to organize and run our uniform sale on June 8th.

STANDARD #5 – ETHICS

HIRING

Administrators are currently working on hiring aide positions.

LEADERSHIP TRAINING

Kelly will be attending the Grant Wood AEA Summer Leadership Symposium: *Leading for Impact: Every Learner, Every Day* on June 26

SAFETY PLAN

Administrators met on Monday, June 11th to review the safety plan again and update as needed

HEALTH AND SAFETY

All three administrators attended the Health and Safety committee on Thursday, June 7th to discuss AEDS, overview of the year, and plans for 2018-2019.

STANDARD #6 – LEARNING COMMUNITY

OFFICE STAFF

The office staff is working diligently to prepare for registration. They are working on moving files, updating, files, and ordering materials.

BUILDING GOALS 18-19

1. LITERACY. This will be year two of the new FASTBRIDGE system for literacy. We will continue to monitor student progress with this tool. We will continue to gather reading data and provide interventions to help out students be successful in reading as set by state standards.
2. SCIENCE. This will be year two of using our new FOSS science kits. Our goal is to monitor our effectiveness with this new delivery of science concepts and improve on our delivery after getting through the first year.
3. MATH. We will be in year three of using Progress in Mathematics by Sadlier. We will look at needed changes to enhance delivery of math concepts in alignment with Iowa CORE math.
4. SOCIAL STUDIES. We will be working as a school to examine the Iowa CORE Social Studies Standards.

ENROLLMENT SUMMARY

As of June 20, 2018

Outgoing Students = 24

K= 7
1=3
2=2
3=0
4=6
5=1
6=5

Summary

8 Moving out of state
5 Moving within state
9 going to ICCSD
2 Home Schooling

Incoming Students=

K=53 formally accepted, 16 formally accepted (1st-6th)
1= 5
2= 0
3= 3
4= 4
5= 1
6= 2

**Regina Junior-Senior High School
Board Report
June 2018**

Principal as Spiritual Leader

1. The Religious Celebration calendar for the 2018 - 2019 school year is near completion.
2. We will be transitioning 10th grade Theology texts to Ave Maria Press from Our Sunday Visitor for the 2018-2019 school year.

Principal as Instructional Leader

1. AP results should be back in early July. A report should be ready by the July meeting.
2. Aspire results are not back.
3. We have started to work on our professional development calendar for the 2018-2019 school year.

Principal as Administrator

1. Spring BEDS and Student Reporting in Iowa were certified.
2. Our Desk Audit was evaluated and we did not have any non-compliance issues.
3. We currently have 2 openings in the Junior Senior High School for Activities Director and Spanish teacher.
4. Our handbooks are being reviewed/revise for next school year.

Principal as Communicator

1. Regina ranked 8th in the Iowa AP Index. We were the 2nd ranked small school and 3rd ranked nonpublic school in Iowa.
2. Anna Martin completed 3 Microsoft Certification courses this past school-year. The courses for each certification are mentored by Joan Belknap and are largely self-guided.

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

Enrollment

Elementary currently has for the 2017-2018 school year 480 students. (+1)
We ended May 2017 with 446 students.

Jr./Sr. High currently has for the 2017-2018 school year 372 students. (-2/+1) (one 8th grade student attending for 3 classes).
We ended May 2017 with 382 students.

2017-2018 BEDS # 848 students (368 Jr./Sr. and 480 elementary)

2016-2017 BEDS # 831 students (one 7th grade student attended school for 1 class)

2015-2016 BEDS # 835 students

2014-2015 BEDS # 818 students

**BEDS=Basic Educational Data Survey

K	1	2	3	4	5	6	7	8	9	10	11	12	Total	2017-2018
75	65	68	68	65	58	81	53	79	56	49	66	69	852	May total

Recruitment:

Shadow Students and tours continue at Regina. Word of mouth referral from our current families has been strong and supportive.

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
accepted		5	0	3	3	1	2	6	2	5*	3	0	2	32
pending		1	0	0	0	0	0	1	1	0	1*	0	0	4
pipeline	5	0	0	0	0	0	1	3	1	2	1	1	0	9

Accepted—approved by administration

Pending—application received/ waiting on records and/or status of application by administration

Pipeline—inquiry or tour

*International

WIA/IIA—Regina has one student (8th) from WIA/IIA for this fall. We are in year 2 of our three-year contract with WIA. Our one student will not be returning. However, we do have a new WIA student joining us for 9th grade for the 2018-2019 school year. Admissions has found a host family for this student. We also have a 10th grade student whose application is pending. We have a potential host family that has been interviewed and has had a home visit.

ASA Global –We currently have five students from this agency. We are working with ASA for additional students for the 2018-2019 school year (January 2019).

Kindergarten 2018-2019- We are continuing our kindergarten recruitment efforts. We have plenty of openings for this current school year.

Retention:

Elementary Registrations – Elementary has 19 students not returning; 7 are moving. Blessing notes were sent out the 3rd week in June to these students. The elementary office also followed up with these families.

Jr. High Registrations- We have 6 students not returning. Blessing notes were sent out the second week in June. All families received a phone call from Admissions and a message was left. If the mailbox was full, then they received an email from Admissions.

Sr. High Registrations-We have 17 students not returning. Blessing notes were sent out the second week of June to these students. All families received a phone call from Admissions and a message was left. If the mailbox was full, then they received an email from Admissions.

Exit surveys - will be sent out to the above students and their families the 4th week for June.

Student Ambassadors—we have 44 ambassadors for the 2018-2019 school year. Crownie and student ambassadors made an appearance at the Ribbon Cutting of our new Athletic Facility.

Incoming K, 1st and 2nd grade students have been invited to Big Picture Gallery and Studio Ceramics Party on June 27th and 29th. Admissions will serve refreshments and distribute “play date” cards, as we welcome our newest Regals and new families to an informal gathering with some of our current Regina families! Besides producing fun clay projects, we hope to initiate new friendships!

Coralville 4th of July parade—A Constant Contact was sent out to current Regal families inviting them to participate in the parade. Decorations have been purchased for our float and candy has been ordered and delivered. Student Ambassadors will supervise younger students during the parade. Crownie will also be marching in the parade!

Regina Foundation
Kecia Boysen, Executive Director
June 2018 Board Report

Capital Campaign

• Cash gifts and payments made to date:	\$2,919,498.33
• In kind gifts and payments made to date:	\$199,252.46
• Remaining cash pledges to be fulfilled (298 donors):	\$1,691,595.74
• Remaining in kind pledges to be fulfilled (2 donors):	<u>\$27,000.00</u>
Total*:	\$4,837,346.53

*total reflects \$33,850.00 (6 donors) written off

A ribbon cutting for the Athletic Training Facility was held on Sunday, June 3. More than 300+ people attended. The program included remarks by Matt Pacha, BOE Chair and capital campaign co-chair, Jason Dumont, capital campaign co-chair, a blessing by Father Steve Witt, ribbon cuttings in the hitting facility and strength and conditioning room and self-guided tours of the facility. The Capital Campaign Continuation Committee will meet again once the final bids for the educational wing are finalized and the BOE has determined how to proceed with the project and campaign.

Excellence Fund (annual appeal)

- 2017-2018 Excellence Fund (annual appeal) as of 6/18/18 - **\$431,224.06 (712 donors)**
- Excellence Fund last year at this time **\$388,718.38 (690 donors)**
- 96 new or greatly lapsed donors (\$28,516.00)
- 229 donors gave in 2017-2018, but not in 2016-2017 (\$62,484.00)

Committee Meetings

- Communications Advisory Committee: Did not meet in May. Next meeting TBD.
- Stewardship Committee: Committee members helped with the Scholarship Luncheon on May 23 and set up an impressive Italian themed menu and venue in the Elementary Gym. A record number of benefactors and recipients attended the luncheon. 64 scholarships were awarded this year. There will be no meeting in June.
- Development Committee: Committee and Board members started making personal year-end calls on 5/8 to donors (\$250 - \$1,000 level) and followed up with a year-end phone-a-thon on 6/13 (donors \$100 - \$249). \$3,050 was raised during the phone-a-thon: \$1,400 in gifts plus \$1,650 promised that has not been added to the total. Another \$3,150 in new gifts was brought into the office by Development Committee members that night.
- Foundation Executive Meeting – Next Meeting: Wednesday, July 11.
- Foundation Board Meeting – No meeting in July.

Donor meetings & calls

- Number of personal visits and calls completed over the past month (goal = 26 visits/calls per month on average) = May: 39
- Visits/calls of note: Kecia has personally contacted all donors who gave \$1,000 in the last two fiscal years. Has also called to thank any recent donors \$1,000+.

Other

- Visibility in the Regina community (goal = at least 2 events per month) = May: 5 (Grandparents Day reception and mass 5/4, Scholarship Assembly and Scholarship Luncheon 5/23, Graduation 5/27)
- The Advancement Team developed a 60th “Diamond Jubilee” Anniversary theme for activities throughout the anniversary year. Trish worked with a volunteer to establish a logo that will be used on marketing and print materials, and promotional items throughout the year.
- Kecia attended the AFP Board Meeting on 5/16 and the Chicago Council on Planned Giving Annual Symposium in Chicago from 5/29 – 6/1.
- The Regina Record went to print on 6/1 and dropped in the mail on 6/12.
- Kecia “Rode the Goat” at Iowa City Noon Rotary on 6/7. This is an initiation rite for new members where they have to officially introduce themselves during a speech to members of the club.
- Kecia attended the AFP Eastern Iowa program, “It’s More Than the Money” presented by Chuck Swanson, Executive Director, Hancher Auditorium, on 6/12 at Hills Bank, NL.

Upcoming Events

Friday – Sunday, August 17 – 19 – Family Fun Festival

Friday, September 28 – Alumni Awards Luncheon, Noon – 2 p.m.

Sunday, October 28 – Donor Appreciation Celebration, 5 – 7 p.m.

Summary of Policy Committee Actions Oct. 2017- June 2018.

808.0R Policy on Purchases of Non-Academic Supplies, Equipment, and Services.

Changed dollar amount from \$1000 to \$5000.

Revised Oct. 2017. All purchases of goods or services exceeding **\$5000** shall be on a competitive bid basis unless such good or service is unique in character and unavailable elsewhere.

802.R Policy on Financial Assistance, Registration, and Tuition Policies.

Changed Name from "Scrip" to "Regal Rewards."

Reviewed Oct. 2017. School Stewardship- Families, regardless of religious affiliation may earn the school stewardship rate based upon hours of volunteer services as defined and participation in the **Regal Rewards** program.

600.1 Diocese Policy on Student Personnel, Reviewed Oct. 2017

620.0 Diocese Policy on Educational Programs Reviewed Oct. 2017

622.0 Diocese Policy on Educational Programs Reviewed Oct. 2017.

242.0R Policy of Calendar Month committee/Individual Key Activities.

Changed Month of April to delete Special Events Office- request Sunday Exemption for Fall Fun Festival.

221.0R Policy updated current list of names and contacts for each BOE member on web site and to be distributed to board members.

Reviewed Oct. 2017.

418.0R Temporary Leave of Absence with Pay Policy.

Reviewed Oct. 2017.

601.0R Catholic Participation

Reviewed Oct. 2017.

Parent Code of Conduct:

Purpose of document was to create an expectation of appropriate behavior. To sign the document is to acknowledge/understand Code of Christian Conduct. The document was not designed to be a contract and is not written as such. Legal counsel agreed that the document is not a legal contract. Committee deemed no further action warranted.

Email Confidentiality:

An additional Policy for confidentiality was not deemed necessary by committee, as it is already addressed in the handbook and Acceptable Use Policy. The committee will continue to review and revise as necessary.

605.0 Policy was assessed to ensure compliance, due to the Dept of Ed Update regarding School Attendance. Reviewed Paragraph as stated: The board, in its discretion, may excuse graduating seniors from up to five days or 30 hours of instruction after the district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school's requirements for graduation.

605.0 Educational Programs Policy is in compliance.

461.0 Policy Diocese of Davenport BOE: Staff Personnel- Electronic Communications and Social Media. Committee reviewed this policy and determined no further action needed. Additional information provided in the employee handbooks.

615.1 R Regina's Acceptable Use Policy was discussed and reviewed. It is signed by teachers, parents and students. No further action deemed necessary.

Expectations of Privacy of communication: Committee determined added verbiage will be incorporated in the employee handbooks as stated. "Any and all communication may be shared with unintended recipients if deemed necessary by the recipient to address or resolve an issue without consent of the originator of the communication". No additional Policy needed.

Cancellation of activities during Inclement Weather:

Addressed and finalized statement to be added to the Family, Coaches, and Faculty Handbooks regarding cancellation of activities during inclement weather.

"In inclement weather, Building Principal will make a determination whether AM / PM activities will be cancelled". Staff/volunteers will adhere to decision made by Building Principal.

Developed and finalized Transportation Waivers and Authorization Forms.

Policy 507.1 R was established. The practice of Regina shall be to have Transportation Waivers in use to cover those instances when Regina does not provide transportation to or from an event or practice. Handbook will state - In the event that Regina is not providing transportation to an event or practice, it is ultimately the parent responsibility to provide transportation or grant authorization to their own student the manner in which the student can get to or from practice.

Transportation of students to school events off campus:

Transportation Waiver modified to include "Within IC School District Boundaries" and omitting 20 mile radius. Waiver to be included in the Online Registration for everyone to sign at the beginning of the school year.

540.2R Policy Substance Abuse Policy reviewed and revised.

Dress Code discussed and will continue to be addressed.

Policy Committee Goals for 2018-2019

1. Review 1/3 of Policy Manual from dates 2016-2017 school year.
2. Review list of new Diocesan Policies. Make sure BOE has knowledge of them to ensure Regina is consistent/compliant with the practice.
3. Review the policies that are in the Regina Handbook to ensure accuracy.
4. Stay current with evolving issues and evaluate the need for Policy VS. Procedure.

Respectfully Submitted,
Janan Rustan
Policy Chair

Health and Safety Committee Minutes 5-17-2018

Attendance: Andy Nugent, Celeste Vincent, Glenn Plummer, Alan Opheim, Sue Kloos, Scott Nibaur

OLD Business:

- 1) School Nurse for Regina: Sue Kloos has been in contact with a faculty member from the University Of Iowa College Of Nursing who asked what Regina would like to have from a school nurse position. (Some ideas might include lice checks, making sure immunization records are up to date, recess time / playground injuries, education topics for staff to review such as students with diabetes, children with seizure disorders, etc.) Scott Nibaur was to provide information from previous brainstorming with what a school nurse could provide to Regina
- 2) CPR training: Last CPR training for staff was April 27, 2018. Follow up needed with the Athletic Director to provide CPR / AED training to the coaches as well. Chris Bolund is our CPR liason.
- 3) Iowa City Police Tour: We have acted on most of their suggestions. B & G committee has decided not to install lights on the lower level of the Elementary playground feeling that it would attract people to use the area at night instead of providing increased safety. Discussed permanent light fixtures in the front parking lot.
- 4) Our thanks to Dr Nugent for helping secure the speaker on Social / Emotional Behavior.
Taylor Buckingham came to elem. and jr. high and did this in-service.

NEW Business:

- 1) AED locations throughout campus:
 1. Elementary; water fountain area outside the Elementary Gym
 2. Cafeteria
 3. High School lobby; across from the school office
 4. Johnny-portable one
 - a,. Drop one off in the concession stand for baseball.
 - b. Drop one off at softball in the press box. (extra one)
 5. New Athletic / Hitting Facility
 - a. Decide where AED kit will be located; discussed in the common area or entry way there
 - b. Discussed adding stop the bleed kits to each AED location
- 2) Security cameras are up and running (8-9) views for the new facility
Not sure about security for FIRE (knox box/ fire pull stations) location in the new facility
Review once we see how it is used, may need to look at use of building...
- 3) Opioid Continuing Education; Sue went to a conference and donated the Narcan kit to the high school office.
Any lay person can use it and are covered under the Good Samaritan Law
- 4) Steve Dolezal / Johnson County Sheriff's Office would like to review the Safety and Crisis plan for Regina
He would be welcomed to come any time to meet with us for the safety plan
- 5) One of our parishes / St Pats' offered active shooter training but did not have much attendance
Scott-Question of an offering for high school students at Regina
- 6) Mike Hartley / Emergency Management Coordinator for University Hospitals came to Regina and met with Celeste and Sue to look at what we have in place. He was pleased with what safety measures are in place including what the new intercom system has to offer.

GOALS for the 2018-2019 school year;

1. In-service possibilities; see if Taylor could come to teach suicide training
(1 hour) Aces training
2. Safety Drills to include the new Active Shooter Training
Decide on safety plan; mandated high quality plan by June 2019. Make sure all safe guards are in place in the new facility
3. Football reminder in the Fall to all parents and students playing unsupervised on the hill area
4. Have contact information for students & parents to the coaching staff including practice time, home and away games, etc
5. Update Elementary playground area

September meeting will be the first meeting of the 2018-19 school year