

Immaculate Conception Parish School Board Meeting Minutes

January 28, 2021

Members Present:

Annie Criddle, President

John Litzelfelner, Vice President

Tim Huff, Secretary

Trina Hindman, Board Member

Berkley Rosenquist, Board Member

Joey Starke, Board Member

Cathy Borst, Home & School President

Michele Campbell, Principal

Fr. Randy Tochtrop, Pastor

Outside Communications:

- Immaculate Conception School (ICS) has submitted a Catholic Schools Week flyer for publication in the Southeast Missourian and Cash Book Journal. Information about the IC March for Life has been submitted to the Mirror.
- ICS continues to post content to the school's Facebook page (<https://www.facebook.com/icsjacksonmo>).

Financial Report:

- Board members reviewed the December report for Fiscal Year 2021 (FY21; July 1, 2020 – December 31, 2020). Discussion included budget vs. actual expenses for faculty salaries and substitute teachers, effect of the Paycheck Protection Program (PPP) funding on the budget, and school expenditures which are associated with CARES Act reimbursement through Cape Girardeau County. At the end of December 2020, actual revenue and expenses are in line with budget.

Principal's report (Ms. Michele Campbell):

- Ms. Campbell reviewed the current payment status for book fees and tuition, and the current school enrollment, which is 23 students in pre-kindergarten and 142 students in K through 8th grade.

Committee Reports:

- **Athletic Committee (Ms. Trina Hindman)** – Boy's basketball season is complete, girl's basketball season is ongoing. Ms. Andrea Burford was approved to be the boy's volleyball coach.
- **Christian Service** - no report
- **Home and School (Ms. Cathy Borst)** - Several restaurant night fundraisers were recently completed including McDonalds (profit of \$487), Texas Roadhouse (profit of \$217), 8th grade Santa Express (\$300 profit), and KC fish fry (profit TBD). Upcoming fundraisers include ICS restaurant nights (Imo's Pizza Jackson - Feb 5th), and Rally's (date TBD), Pancake Breakfast, (Jan 31st), IC Trivia Night (Feb 27th), and IC Cash Drawing (ongoing). The next Home & School (H&S) meeting will be on Feb 3rd.
- **Marketing Committee (Ms. Annie Criddle)** - Marketing committee has been preparing for media outreach during Catholic Schools Week. The committee has shared an online ICS Alumni Information Form to request contact information for ICS alumni; a printed copy will also be shared in the church bulletin.
- **Parish Council (Mr. John Litzelfelner)** – Mr. Litzelfelner attended parish council meeting in January and shared information about recently completed, ongoing, and planned school activities.

Old Business:

- Board members continued discussion of the current dress down policy and details of the dress code. ICS will plan to phase out dress down day coupons after the current school year. The objective is to promote school identity and uniformity by consolidating dress down days to specific dates in lieu of dress down day coupons that can be used on any date.

New Business:

- Board members reviewed the implementation of the school's COVID policy and success in minimizing COVID impact to the school year.
- Board members reviewed recent teacher updates, which include hiring of Mr. Jeremy Burford as 6th-8th ELA teacher to replace Ms. Angela Francis, who has resigned, and beginning a search for 5th grade teacher and 6th-8th science teacher for next school year to replace Ms. Tara Zeller and Mr. Cliff Lankheit, who are retiring. Other current ICS teachers have indicated that they intend to return next year.

Pastor's Report (Fr. Randy Tochtrop):

- The parish staff are preparing for Ash Wednesday and Stations of the Cross during Lent, both of which may be modified to accommodate limited seating in the church. Bishop Rice has announced that the Lenten diocesan offering will support a Joplin-area organization that provides short-term housing.

Next Meeting Date:

- The next IC School Board meeting will be Thursday, February 18, 2021.