

# Immaculate Conception Parish School Board Meeting Minutes

## March 18, 2021

### Members Present:

Annie Criddle, President

John Litzelfelner, Vice President

Tim Huff, Secretary

Berkley Rosenquist, Board Member

Joey Starke, Board Member

Michele Campbell, Principal

Fr. Randy Tochtrop, Pastor

### Outside Communications:

- Immaculate Conception School (ICS) has submitted information about students participating in the SEMO Regional Science Fair for publication in the Southeast Missourian and Cash Book Journal, and the information will be included in the church bulletin.
- ICS continues to post content to the school's Facebook page (<https://www.facebook.com/icsjacksonmo>).

### Financial Report:

- Board members reviewed the February report for Fiscal Year 2021 (FY21; July 1, 2020 – February 28, 2021). Discussion included expenditures for staff professional development and the repair costs for the frozen water line, which are being paid by the parish initially with an expectation of insurance reimbursement. At the end of February 2021, 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 24 students in pre-kindergarten and 142 students in K through 8th grade.
- Ms. Campbell and Fr. Tochtrop have been interviewing applicants for 6-8<sup>th</sup> grade science teacher, 6-8<sup>th</sup> grade language arts teacher, and 5<sup>th</sup> grade teacher, and will begin accepting applications for art teacher. Board members discussed the perceived concern among parents with the teacher turnover rate but recognized that high teacher turnover is typical for elementary education. ICS has been blessed with many long-tenured staff in the recent past.

### Committee Reports:

- **Athletic Committee** – no report
- **Christian Service** – 8<sup>th</sup> grade students will present a living Stations of the Cross on March 26<sup>th</sup>, and continue to complete other service projects such as organizing the Language Arts library, providing traffic control at school pick up, and changing the ICS informational sign on Hope Street.
- **Home and School** - Several fundraisers were recently completed including pancake breakfast (profit of \$2,350), KC fish fry (profit of \$500), and Trivia Night (profit TBD). Upcoming fundraisers include Spring Fling (ongoing) and IC Cash Drawing (drawings start after Spring Fling), discount cards, and golf tournament. The next Home & School (H&S) meeting will be on April 7<sup>th</sup>. Board members discussed modifying the Fundraising Fee to allow families to participate in sale-based fundraisers in lieu of paying the fee, which is currently required and used to replace previous sale-based fundraisers that were discontinued.
- **Marketing Committee (Ms. Berkley Rosenquist)** – several marketing initiatives are ongoing, including the ICS monthly newsletters that are included in the church bulletin, a draft ICS brochure with information about the school for potential families, the ICS Alumni Information Form, the new ICS website. The Marketing Committee would like to recruit new members.
- **Parish Council (Mr. John Litzelfelner)** – Mr. Litzelfelner attended the most recent parish council meeting in January and shared information about recently completed, ongoing, and planned school activities.

### Old Business:

- Board members reviewed the policy change to phase out dress down day coupons after the current school year and 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.
- ICS will maintain the face mask policy for the remainder of the school year.

### New Business:

- Board members discussed implementing a Chromebook check-out program for snow days to allow younger students to use a Chromebook at home for completing school assignments.

### Pastor's Report (Fr. Randy Tochtrop):

- Fr. Tochtrop and the Board members discussed the frozen water line repair costs, how the school calendar should be set to allow for snow days or virtual learning days, and how to better advocate to the IC parish community the value of a Catholic education and methods for improving the overall parish community.

### Next Meeting Date:

- The next IC School Board meeting will be Thursday, April 15, 2021.