

# Immaculate Conception Parish School Board Meeting Minutes

## May 5, 2021

### Members Present:

Annie Criddle, President

John Litzelfelner, Vice President

Tim Huff, Secretary

Berkley Rosenquist, Board Member

Trina Hindman, Board Member

Joey Starke, Board Member

Cathy Borst, Home & School President

Rose Miller, Home & School Pres.-Elect

Michele Campbell, Principal

Fr. Randy Tochtrop, Pastor

### Outside Communications:

- Information about Immaculate Conception School (ICS) students that participated in the Missouri State Science Fair will be sent for publication in the Southeast Missourian, Cash Book Journal, and church bulletin.
- ICS will continue to prepare class and teacher spotlight inserts for 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 April report for Fiscal Year 2021 (FY21; July 1, 2020 – April 30, 2021). Discussion included the anticipated loan forgiveness for the Paycheck Protection Program (PPP) loan totaling \$88,500 and a recent grant application submitted to the Emergency Assistance for Non-Public Schools (EANS) program. At the end of April 2021, actual revenue and expenses are in line with budget.

### Principal's report (Ms. Michele Campbell):

- Ms. Campbell reviewed the current payment status for curriculum fees and tuition, and the current school enrollment, which is 23 students in pre-kindergarten and 142 students in K through 8th grade. Ms. Campbell reported an anticipated decrease in student enrollment for the 2021-2022 school year as a result of several families moving away from the area or choosing to transfer to the Jackson R-2 school district. Ms. Campbell reported ongoing evaluation of pre-K classroom options to increase available space and student enrollment.
- Ms. Campbell and Ms. Jenna Rubel (ICS school nurse) are waiting for additional guidance from the Centers for Disease Control and Prevention (CDC) and Cape Girardeau County Public Health Department regarding COVID policies for the next school year.

### Committee Reports:

- **Athletic Committee** – no report
- **Christian Service** – 8<sup>th</sup> grade students have completed approximately 700 service hours this year as a part of the Immaculate Heart of Mary Christian Service Program. Students reported that their service hours have helped them to manage their time and be more responsible and have enjoyed making a positive impact on their community, school, and parish.
- **Home and School** - Several fundraisers were recently completed including restaurant night at Domino's Pizza (profit TBD). Spring Fling profit is currently \$47,800 with some accounting not yet complete. Upcoming fundraisers include the IC Cash Drawing (drawings start after Spring Fling), discount cards, and the ICS golf tournament (May 7<sup>th</sup>). ICS Teacher Appreciation week is ongoing.
- **Marketing Committee (Ms. Berkley Rosenquist)** – several marketing initiatives are ongoing, including the ICS Alumni Information Form, which has received 62 responses to date and ICS Facebook page posts of the faculty during Teacher Appreciation Week.
- **Parish Council (Mr. John Litzelfelner)** – Mr. Litzelfelner plans to attend the next parish council meeting at IC in May. The May parish council meeting will focus on topic identified by Bishop Rice including becoming a more welcoming parish, marriage prep, and youth ministry.

### Old Business: None

- New School Board member voting is complete. Mr. Todd Lentz and Ms. Shelly Meier received the most votes and will join the School Board in the fall. Home & School elections are ongoing. The 2021-2022 school calendar was reviewed and approved by the School Board.

### New Business:

- Ms. Campbell reviewed the faculty appointments, which include Ms. Kandy Abner (5<sup>th</sup> grade), Ms. Brooke Masterson (6-8<sup>th</sup> grade English Language Arts), Ms. Mikela Martin (6-8<sup>th</sup> grade science), and Mr. Robert Rosenquist (art).

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

- Fr. Tochtrop is training 4-6<sup>th</sup> graders to be Mass servers, thanked the School Board members for their service, and requested a change in the School Board meeting dates to the first Wednesday of each month starting in August.

### Next Meeting Date:

- The next IC School Board meeting will be Wednesday, August 4, 2021.