

Immaculate Conception Parish School Board Meeting Minutes

August 4, 2021

Members Present:

Annie Criddle, Outgoing President
John Litzelfelner, President
Tim Huff, Secretary
Shelly Meier, Board Member

Trina Hindman, Board Member
Joey Starke, Board Member
Todd Lentz, Board Member
Rose Miller, Home & School President

Michele Campbell, Principal
Fr. Randy Tochtrop, Pastor

Outside Communications:

- Information about students that participated in the Steubenville St. Louis Mid-America conference was recently included in the Mirror and included students from Immaculate Conception School (ICS).

Financial Report:

- Board members reviewed the June report for Fiscal Year 2021 (FY21; July 1, 2020 – June 30, 2021). Discussion included anticipated funding through the Emergency Assistance for Non-Public Schools (EANS) grant program, 529 tax-differed savings plans, Athletic fees and gym usage fees, and advertising expenses. At the end of Fiscal Year 2021, actual revenue and expenses were in line with budget, and revenue exceeded expenses.

Principal's report (Ms. Michele Campbell):

- Ms. Campbell reviewed the current payment status for curriculum fees and tuition, and the current school enrollment for the 2021-2022 school year, which is 36 students in pre-kindergarten and 132 students in K through 8th grade. Ms. Campbell shared her primary goals for the school year, which include establishing an early childhood (0-2 years old) program by the fall of 2022 and summer care for pre-K through 6th grade and promoting an increased emphasis for ICS students and staff on developing a relationship with Jesus and faith and morals.

Committee Reports:

- Athletic Committee** – No girls volleyball coach has been identified yet. The deadline
- Christian Service** – 8th grade students will be participating in the Immaculate Heart of Mary Christian Service Program.
- Home and School** - Several new or former fundraisers are being planned for the 2021-2022 school year, including Black Light Bingo, Nerf War event, Uptown Jackson Octoberfest booth, and Family Bowling Night. H&S officers for the upcoming school year include Ms. Rose Miller (President), Mr. Michael Barnes (Vice-President), Ms. Bryanna Perkins (Treasurer), and Ms. Stephanie Ford (Secretary). H&S meetings will be Sept. 20, Nov. 15, Feb 28, and April 25.
- Marketing Committee (Ms. Annie Criddle)** – ICS will continue the Class of the Month church bulletin insert this year and feature each of the 10 classes Pre-K through 8th grade. Board members discussed various topics related to promoting ICS within the parish and local community, including welcome packages for IC families with new babies; updating the ICS brochure, advertising on local media (e.g. KHIS radio station), tuition structure, and how best to communicate the value of an ICS education and the family nature of the ICS community.
- Parish Council (Mr. John Litzelfelner)** – Mr. Litzelfelner attended the parish council meeting at IC in May, where he shared information about ICS and discussed with parish council members how to promote both the parish and the school.

Old Business: None

New Business:

- Ms. Campbell reviewed the school board training and discussed the role of the school board, which is an advisory or consultative body. Mr. Litzelfelner will update the school board by-laws for review at the next meeting.
- Board members elected the officers for the 2021-2022 school year: Mr. Litzelfelner (President), Dr. Starke (Vice-President), Mr. Huff (Secretary), Ms. Hindman (Athletic Committee representative).
- Ms. Campbell and Ms. Jenna Rubel (ICS nurse) have developed health and safety and COVID protocols for the 2021-2022 school year. The current plan is to leave mask wearing as optional, continue hand washing and sanitation procedures, continue use of individual water bottles, discontinue daily temperature checks, and resume the pre-COVID morning drop-off procedures. Dr. Starke reported that current medical information indicates that COVID represents a lower risk than some other common childhood illnesses for children that do not have pre-existing conditions but represents a higher risk for faculty that may have pre-existing conditions.

Pastor's Report (Fr. Randy Tochtrop):

- Fr. Tochtrop discussed experiences at other parishes, where some families joined the church and school in response to cultural shifts and the Catholic Church's steadfast emphasis on faith and morals, also noting the value of "word of mouth" in promoting interest and enrollment in Catholic schools.

Next Meeting Date:

- The next IC School Board meeting will be Wednesday, September 1, 2021.
- Board members thanked Ms. Annie Criddle for her service to ICS and the School Board, where she served two terms.