

Immaculate Conception Parish School Board Meeting Minutes February 10, 2022

Members Present:

John Litzelfelner, President
Joey Starke, Vice President
Tim Huff, Secretary

Shelly Meier, Board Member
Trina Hindman, Board Member
Todd Lentz, Board Member

Michele Campbell, Principal
Fr. Randy Tochtrop, Pastor

Outside Communications:

- The January Immaculate Conception School (ICS) Class Spotlight flyer for church bulletin featured the 3rd grade class. The ICS Facebook page (<https://www.facebook.com/icsjacksonmo>) has been active with posts about H&S events such as the Pancake & Sausage breakfast and Trivia Night and student activities such as Catholic Schools Week and ICS basketball games. A story about the ICS robotics teams was published in the Mirror and on a SEMO website with information about the robotics tournament where the teams competed in January.

Financial Report:

- Board members reviewed the December financial report for Fiscal Year 2022 (FY22; July 1, 2021 – December 31, 2021). Board members discussed the Emergency Assistance for Non-Public Schools (EANS) grant program reimbursement, telephone expenditures and contract renewal, and the 2022-2023 annual budgeting process and timeline. Six months into Fiscal Year 2022, actual revenue and expenses were generally 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 for the 2021-2022 school year, which is 35 students in pre-kindergarten and 130 students in K through 8th grade.
- Ms. Campbell and the Board members discussed options to increase participation in school fundraisers by ICS parents, such as earning tickets for an end-of-year event or assigning fundraiser responsibility to parents of students by classroom.

Committee Reports:

- **Athletic Committee (Ms. Trina Hindman)** – Boys basketball season has completed. Girls basketball season is ongoing, and homecoming with 8th grade recognition will be Feb 17th. The girls basketball team won the Notre Dame Jr High Invitational tournament on Feb 6th and is currently undefeated. There was not enough interest in boys volleyball for a team this season.
- **Christian Service (Ms. Campbell)** – Ms. Campbell reported for 8th grade religion teacher Ms. Lynn Dennis that students have requested clarification on some requirements for the Christin Service Hours program. Board members discussed the request and the purpose of the program to provide an opportunity for students to perform service as a reflection of Christian social teaching. Board members discussed options for increasing the available opportunities for student service hours, which is an ongoing initiative of the Board.
- **Home and School (Ms. Shelly Meier)** – Ms. Meier reported for H&S president Ms. Rose Miller that chairpersons have been identified for the Craft Fair fundraiser and Nerf War event. The next H&S meeting will be Feb 28th with an emphasis on sharing finalized Spring Fling event information.
- **Marketing Committee (Ms. Shelly Meier)** – 2nd grade and 5th grade will be featured in the next Class of the Month church bulletin inserts. Marketing Committee is supporting Spring Fling planning (yard signs, social media, event advertising). Board members discussed the process for event organizers to distribute accurate information to the school and parish community. Fr. Tochtrop noted that the parish is still looking to hire an individual to support the parish with technical communications and could support Marketing Committee also.
- **Parish Council (Dr. Joey Starke)** – Dr. Starke reported that parish council did not meet in December and completed training in January during their normal meeting time.

Old Business:

- Ms. Campbell reported that ICS is following the 5-day quarantine guidance from CDC for COVID cases, and ICS nurse Ms. Jenna Rubel is tracking the status of positive cases.

New Business:

- Board members discussed Catholic Schools Week (Jan 31st – Feb 5th), which was cut short by school closure following a snowstorm. Family picnic day will be rescheduled for a later date. The Catholic Schools Week video created by the Marketing Committee was very well received. Board members discussed how to make the video more widely available to the parish community.
- Ms. Campbell reported on the status of enrollment for the 2022-2023 school year. There are currently several pre-K 4 students on a waitlist for the upcoming school year based on a single 24-student classroom. Board members discussed options for organizing the pre-K classrooms or increasing enrollment to provide two pre-K 4 classrooms with at least 18 students.

Pastor's Report (Fr. Randy Tochtrop):

- Fr. Tochtrop reported on the status of the parish capital campaign and the value of a holistic approach to fostering growth of the parish and the school. Board members discussed the challenges families may face to pay for Catholic education and support a capital campaign. Board members discussed the value of a survey to gain information on parents' educational priorities and decision-making process to better inform the strategy for meeting the educational needs of parish families.

Next Meeting Date: The next IC School Board meeting will be Thursday, March 3, 2022.