

Immaculate Conception Parish School Board Meeting Minutes

March 3, 2022

Members Present:

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

Shelly Meier, Board Member
Todd Lentz, Board Member
Rose Miller, Home & School President

Michele Campbell, Principal
Fr. Randy Tochtrop, Pastor

Outside Communications:

- The Immaculate Conception School (ICS) invitational archery tournament was featured in the Mirror and the Cash Book Journal. Several recent ICS alumni were recognized in various media for art projects and for scoring a 30 or higher on the ACT college entrance exam. The ICS Facebook page (<https://www.facebook.com/icsjacksonmo>) has been active with posts about H&S events such as Spring Fling and posts about ICS basketball games and classroom activities.

Financial Report:

- Board members reviewed the January financial report for Fiscal Year 2022 (FY22; July 1, 2021 – January 31, 2022). Board members discussed recent grants received by ICS for the kindergarten classroom and for the library. Seven 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 a cost-of-living increase to be incorporated into the base salary for teacher contracts in the next school year, recognizing the significance of a cost-of-living increase for teacher retention and for overall budget development. The Diocese recommends an annual cost-of-living increase for diocesan teachers based on Federal and State government guidance. Board members discussed the potential financial impact of various cost-of-living increases and how to balance those increases in the school budget.

Committee Reports:

- **Athletic Committee (Ms. Trina Hindman)** – ICS will host the Jr. High girls basketball end-of-season tournament March 10 through 13. ICS is looking for individuals that are interested in coaching basketball and volleyball next school year.
- **Christian Service (Ms. Campbell)** – No report.
- **Home and School (Ms. Rose Miller)** – Ms. Meier reported on discussions at the Feb 28 Home & School meeting related to building community and participation among ICS families, including creating an ICS family photo directory, use of classroom parents, parent and classroom orientation activities at the fall Open House, and how to better communicate the expectations for ICS parents. Board members discussed the value of transparency to help families understand how the H&S fundraisers support the overall school budget and help keep tuition costs lower. Board members discussed the role of ND High School in promoting Catholic education at the parish level and the procedures that ND employs to encourage family participation. Board members discussed ways to promote a welcoming atmosphere for ICS families.
- **Marketing Committee (Ms. Shelly Meier)** – 5th grade will be featured in the next Class of the Month church bulletin insert. Board members recommended that the church bulletin inserts be provided with the school newsletter and shared via social media.
- **Parish Council (Dr. Joey Starke)** – Dr. Starke reported on the discussions held during the parish council's Synod on Synodality, which included suggestions on how to help parishioners become more aware of ongoing events and activities at IC.

Old Business:

- 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 advertising and increasing enrollment in order to provide two pre-K 4 classrooms with at least 18 students. Ms. Campbell reported that an early childhood program is not financially viable at this time due to state-mandated staffing requirements for the number of enrolled children.
- Board members discussed using how to communicate with respondents to the ICS Alumni Information Survey that was initiated in the fall of 2021, including providing them with information about school events and fundraisers.

New Business:

- Mr. Whitney O'Daniel presented a draft parent / family survey designed to gather demographic information, level of engagement, and educational priorities to help ICS School Board and School Administration in future planning. Board members reviewed the survey and discussed strategies for encouraging participation. Board members approved a motion to have Mr. O'Daniel develop the initial survey for pre-K families.

Pastor's Report (Fr. Randy Tochtrop):

- Fr. Tochtrop reported the Mr. Paul Kester has been hired to provide information technology (IT) support for the parish.

Next Meeting Date: The next IC School Board meeting will be Wednesday, April 6, 2022, at 6pm.