

Immaculate Conception Parish School Board Meeting Minutes

April 6, 2022

Members Present:

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

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

Michele Campbell, Principal
Fr. Randy Tochtrop, Pastor

Outside Communications:

- The Immaculate Conception School (ICS) girls' basketball tournament was featured in the Cash Book Journal, and a story about Spring Fling was included in the Southeast Missourian weekend edition and website. The ICS Facebook page (<https://www.facebook.com/icsjacksonmo>) has been active with posts about events such as Spring Fling and posts about ICS basketball games and classroom activities.

Financial Report:

- Board members reviewed the February financial report for Fiscal Year 2022 (FY22; July 1, 2021 – February 28, 2022). Board members discussed school maintenance costs, the status of reimbursement from the Emergency Assistance for Non-Public Schools (EANS) grant program, and the school's telephone and internet service contract. Eight 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 131 students in K through 8th grade.
- Ms. Campbell presented the 2022-2023 school calendar for review by the Board members. The calendar was approved with minor changes.
- Ms. Campbell reviewed the nominations for School Board, Home & School officers, and Athletic Committee officers. Ms. Campbell is contacting the nominees to determine if they are willing to be on the ballot.
- Ms. Campbell reported on staff changes for the 2022-2023 school year. Ms. Andrea Burford will move to the 6-8th grade English Language Arts (ELA) position, Ms. Kandy Abner will move to teach 2nd grade, and Ms. Campbell will post an opening for the 5th grade teacher.

Committee Reports:

- **Athletic Committee (Ms. Trina Hindman)** – ICS is preparing for a girls' volleyball team in the fall and is looking for individuals that are interested in coaching girls' basketball next school year.
- **Christian Service (Ms. Campbell)** – 8th grade students are finishing their service hours for the Immaculate Heart of Mary Christian Service Program and will each write a reflection essay about their experience. The program requires 8th grade students to complete at least 25 hours of service during the 2021-2022 school year for the parish, the school, or community.
- **Home and School (Ms. Campbell and Ms. Shelly Meier)** – Ms. Campbell and Ms. Meier reported that Spring Fling profit is still being calculated but is likely to be greater than \$100,000. Board members discussed the many successful aspects of the event this year. One of the oral auction items, the Fr. Kelly Band concert, will now be a fundraiser event at the KC Hall this fall. The Nerf War event has been rescheduled for late May. The next H&S meeting will be April 25, 2022.
- **Marketing Committee (Ms. Shelly Meier)** – Ms. Meier reported that upcoming Class of the Month church bulletin inserts will feature the 5th grade and 6th grade classes.
- **Parish Council (Dr. Joey Starke)** – Dr. Starke reported on the discussions held during the parish council meetings related to the Synod on Synodality, the parish survey, and the Alpha evangelization program.

Old Business:

- Ms. Campbell reported that ICS will only be able to offer a single 24-student classroom for Pre-K 4-year-olds as there have not been enough registered students to provide two pre-K 4 classrooms with at least 18 students.
- Board members recommended that, in the future, ICS revisit the possibility of starting an early childhood program based on the perceived need within the community.
- Board members reviewed the results of a survey completed by the parents of current ICS Pre-K students. The objective of the survey was to determine educational priorities and family background for the parents of current Pre-K students. 26 parents completed the survey with greater than 90% indicating that they valued a Catholic education and planned to have their children continue their education at ICS.

New Business:

- None

Pastor's Report (Fr. Randy Tochtrop):

- Fr. Tochtrop reported that he has been helping ICS students prepare for Easter and for First Communion, Mass server training for 3rd grade students has begun, and Confirmation preparation will likely begin in August. Confirmation next year will be on April 20, 2023, and will include both 8th and 9th grade students. ICS 8th grade graduation will be on May 17, 2022.

Next Meeting Date: The next IC School Board meeting will be Monday, May 2, 2022, at 6:30pm.