

# LINN CHRISTIAN EDUCATION ASSOCIATION

## Isaac Newton Christian Academy

### Board Meeting Minutes – Tuesday April 21st, 2020 – 6:00 PM

**Present** – Nick Clinkinbeard, Mike LeMieux, Amy McDonald, Bob Mosey, Krupa Premkumar, Shawn Graham, Tracy King, Dean Ridder, and Sarah Jackson, Josh Davis, Barbara Mc Daniel.

#### Devotional and Opening Prayer

Mike shared from Our Daily Bread Devotional on giving grace.

Amy McDonald opened the meeting with prayer.

Krupa has devotional for May.

#### Head of School Report

Dean shared his report, which included:

- Policy review
  - Supervision and Access Policy 5.08 – no change
  - Partnerships with Dual Credit Providers 5.11.01 – no change
  - Student Health Services 7.06 – Dean recommended that the list of immunizations required be removed from policy and be added to hand book since handbook has the most current information
- School calendar – vote for approval of school calendar for 2020-2021. Amy motioned that the school calendar as presented for 2020-2021 be approved. Nick seconded the motion. Motion passed.
- Update on Grandparent's day - will continue to be early dismissal as before for 2020 as well.
- Update on filling Math teacher open position – have queries from 2 strong candidates and HOD of a Christian school in Arizona. Dean to setup interviews in the following weeks.

#### Development Director Report

- Virtual banquet launched last night and went live at 6 pm. 871 views on Facebook since then
- Four transactions in web giving as per Julie Sattler
- Support scholarship fund for families experiencing difficulty with tuition this year or next
- Cost wise virtual banquet was significantly cheaper with sponsorships more than covering the cost and sponsors agreed to keep as donation. Tentatively rebooked "E.Z." as the featured speaker for next April 2021
- STO – people are waiting to file taxes and so not sure of the amount from donor perspective. \$170000 available to raise next year.
- Working on mall projects - moving the patriot center graphics project forward, Alex Prochaska memorial moving forward.
- History mural not moving forward due to lack of enough assets and historic assets available. Working with Jeff maelstrom to display photos of 2020 graduating class and keep adding more pics year after year.
- Patriot campaign delay

Sarah's summary -

- Decision by Executive committee (meeting in March after spring break) to move banquet to a different format and put capital campaign on hold
- Primus unable to finish project this summer due to other projects on hand currently slowed down due to COVID and so not enough time to finish.
- Finances also tight so on hold till fall
- Talked to one of the lead donors who were ok with the hold.

Josh's summary -

- Priority now is to wrap back with lead donors and give update on where we are with the process.
- Job sites having to hold only up to 10 workers, sub-contractors not able to man crews due to COVID, cost increases due to material shortage, logistics due to wear houses furloughing, price and financial stresses on families seems to indicate it best to put the project on hold. New cost for Patriot center is \$667K vs prior estimate of \$550K
- Sarah touch based on lead donor and couple are in agreement with hold.

## Secretary's Report

Nick presented the altered secretary's report from the February Board meeting. Amy made a motion to accept the minutes as presented. Mike seconded the motion. Motion passed.

## Enrollment Director Report

- 213 enrolled as of today. 19 more said they are coming back and of those 10 are faculty kids (232 final count as of today)
- Scholarships went well this year.
- Two new families in the enquiry process with Dean and Tracy of which 1 is a revisit from last year
- Concern with 6th grade going into 7th grade since 10 are not reenrolled. Job loss and finances could be one of the issues.
- Video from Dean's friend – hoping to use it for enrolment and teacher signs completed today.

## Treasurer's Report

Urgent business

- Net income at 176000. Gap at 11%. Things are tracking well as of March includes one week of Covid19. Programs supplementing online learning will be an additional expense and so budget will look different next month.
- INCA to avail the CARES ACT for small business and workers – main part of this is the PPP (Payroll Protection Program), which is a low interest loan provided by the government through banks, which can be forgiven (if payroll is normal through June 2020) so that small business employees can be paid. INCA qualifies for this loan. Also, disaster relief advance (\$10000) which has fewer restrictions has been applied for, but not heard yet. If approved can be used for general funds.
- Heard back from bank on PPP loan. Applied for max 2.5 X payroll for calendar year 2019. Funds \$300,000. Approved for the full amount from CRBT bank. If we don't use the money, can be returned back. Haven't accepted because we are waiting for a vote. Shawn made a motion to approve application for loan amount of \$300,000 from CRBT bank. Amy seconded the motion. Motion passed.
- Rough estimates show Expected 110000 loss for 2019-2020. 30 K in added scholarships, 80 k lost in banquet, daycare and patriot rentals. If we used 10% loss in enrollment and gap adjusted and don't consider any loss, that would mean possible \$149 K loss of revenue for 2020-2021.
- Proposing Tuition freeze and payroll increase freeze for 2020-2021. Details to be worked with Dean and Exec committee on compensation possibly before May meeting. Dean to provide communication to teachers to instill confidence and communicate what the board is working on, our desire to ease anxiety and support full program and staffing. If things look better, potential one time end of year –bonus maybe?

## **Unfinished Business**

### **New Business**

#### **Senior graduation**

- Casey, Potter and Dean looking into what to do for graduation.
- Attending webinars to get ideas. Loathing to do virtual graduation but there are hard deadlines to be met
- Cancelling 8th grade and kindergarten graduation at this time.
- Drive through graduation a possible idea?

#### **New board members election**

- Josh introduced BARB to finish the year prior to LCEA annual meeting vote.
- Vote for John Garbes and Todd Santel to be added to the ballot for summer 2020 for 3 year term. Nick made a motion to add John Garbes and Todd Santel to be added to the ballot for summer 2020-July 2023 for 3 year term. Mike seconded the motion. Motion passed.

#### **Caring for Faculty through COVID 19**

- Write notes to teachers thanking them with words of encouragement
- Goody bags for teachers are being provided and yard signs are being made to appreciate teachers.
- Teachers appreciate Dean for checking on them and making sure they were ok.

#### **Virtual annual meeting.**

- Sarah to work on providing INCA families with recorded video and slides of State of School update, bio on new board members, push out vote through survey week of May 11<sup>th</sup> with votes due by end of week May 15<sup>th</sup> and Annual meeting date set for May 21st

#### **Future meetings**

May19th – last meeting for the year.

July 21st - John and Todd to join July meeting.

#### **Prayer requests**

- Dean – lift teachers up in prayer.
- For students too with COVID situation and online learning
- COVID might bring opportunities that will show value in Christian education. We are versatile and can do much and will draw people over time.
- COVID ring us closer as a community, church, students, families, staff. Help others.

#### **Adjournment and Prayer**

- Josh – opening prayer
- Amy – closing



