

## Council Special Meeting Minutes

Thursday, April 2<sup>nd</sup>, 2020 6pm via Zoom

Special meeting via Zoom for council and program staff to discuss CKP proposal for distance learning

Present: Sam, Rayelle, David B, Ann, Darcie, Dan, Jon. Deacon Amanda, Lindsay and Pastor Dave were also in attendance. Other members of council were excused/absent.

### **Original proposal from CKP Board:**

- Teachers work up to (but no more than) 6 hours per week, creating content, and connecting with participating students.
- The program would be funded by having at least 20 kids participating. Families will need to commit to paying the \$12 weekly fee on Tithe.ly, as we currently cannot accept any in-person tuition or gifts.
- If the program would drop to less than 20 participants, then it would immediately cease. CKP Board and teachers are all aware and in agreement that if there is no income for this program, they will not be paid.
- They are hopeful that the programming could begin on Monday, April 6, 2020.
- A survey went out to registered families of the program to determine if anyone was interested in this opportunity. They have, at the time of this email, received back 24 or 25 responses out of 60+, of which 19 have indicated a willingness to participate. Pastor Dave asked Jessica and Rachel to reconnect with the families who have not responded, and to let us know early this week if there seems to be enough interest.

### **CKP President Jessica Paulsen updated with the following:**

Follow up from CKP on the online learning. After talking with the teachers to verify they are onboard with this and verifying that this would not affect their UI, we sent out a survey to all current CKP families asking the following question:

***If given the opportunity to participate in a 3 day distance learning class (appx 30 minutes per day) at a reduced rate of \$12/week would you choose to do so?***

#### RESPONSES:

Yes: 31

No: 8

Total Responses: 39

We then sent out a survey to 28 families (*that was the yes response at the time it was sent out and the survey is/will be sent to those who respond after this point*):

***Are you willing to pay for your distance learning opportunity via the safe and secure online payment method of Tithe.ly and cover the small fee associated with the payment?***

RESPONSES THUS FAR:

YES: 20

NO: 1

I will send out a response to the remaining people who have a) not answered the second survey re: online payment yet; or b) have answered the first survey after we sent the second survey question.

In order to pay the teachers at a break even standpoint we needed a minimum of TWENTY yes responses, which we have at this point. Also, I had one parent email me and state they want to help CKP out and paid their April tuition without being asked to have it refunded. This little buffer helps us cover cost if a family were to withdraw from the online learning platform to help us keep this at not costing the program any additional funds while we are closed.

I would like to formally ask to proceed forward on this and give the teachers approval to start getting their classes ready to implement on Monday, April 6<sup>th</sup>.

- 1) Sam asked those present if they had time to review the proposal and/or if anyone had any questions. Dan updated everyone that there were currently 24 students interested and willing to enroll and pay the \$12/week for distance learning. Sam also noted there was a recommendation from the CKP treasurer Justin Haase about payments.

**The recommendation from CKP Treasurer:**

Parents forward the e-mail receipt from Tithe.ly to the teacher in order to receive their materials. This removes a manual audit stream of a church financial person needing to go in to Tithe.ly and output the report to see who has paid. That way the responsibility is on the parent to send us a record, the teacher won't release class information until received, and the teachers can provide a listing of who has paid each week.

When messaging the procedure, please also provide a strong reminder of how to check "Cover the fees" - that's critical for such a small amount over so many iterations, especially if people are paying with credit cards.

Lindsay asked about the ability to remove people from google classroom should the need arise due to nonpayment. Amanda investigated this while we were discussing and noted that people can be removed from google classroom access if needed.

Dave B motioned to approve CKP's request to move forward with distance learning. Jon seconded. Ann asked that motion be amended to ensure it is noted that the distance learning program only continue so long as it is financially self-sustaining. Dave B motioned to approve as amended. Ann seconded. Motion carried.

- 2) Lindsay wanted to bring to council attention that she has sent an email to exec about an outstanding bill from Good Earth Village for roughly \$1400. She asked that exec review the bill to approve her to pay the bill with her church credit card.
- 3) Lindsay wanted to let council know that summer mission trips are going to be combined and moved to Michigan. Details will be going out to families and program staff will be having conversation about the changes.
- 4) Lindsay also noted that action packed day camp has been moved to August.
- 5) Pastor Dave noted that online worship is currently at 7pm on Tuesdays. He asked if everyone would be ok with moving the council meeting to 7:30pm on Tuesday the 14<sup>th</sup>. There were no objections.
- 6) It was noted that Exec meeting on Tuesday 4/7 will also be moved to 7:30pm

Meeting was adjourned

Respectfully submitted by Rayelle Haase