

CALVARY CHRISTIAN ACADEMY BOARD MINUTES

Date: Monday, December 2, 2024

Meeting Type: Regular monthly

Place: Calvary Community Church, Overflow Room, 5245 Northland Ave NE, Cedar Rapids, Iowa, 52402

Members present: Jeremy Higgins, Brooke Higgins, Peg Walters, Joyce Folkmann, Tom Law, Jim Campbell

Members absent: Matt Rollinger

Also present: Terese Jurgensen, CCA Director; eight parents/caregivers; Aaron Warner, staff member.

Agenda items 1-4: President J. Higgins prayed, directed the recital of the Pledge of Allegiance and called the meeting to order at 6:03 pm. The Board Secretary called for the Roll; all board members were present, except one.

Item 5: Motion was made by J. Campbell to approve the meeting agenda; seconded by P. Walters; unanimously passed by all voting members.

Item 6: T. Jurgensen read highlights from November 4, 2024 meeting. The minutes were then presented for approval. A motion was made by T. Law. to approve the consent items; seconded by J. Campbell; unanimously passed.

Item 7: An update to the Student Handbook regarding winter clothing/uniforms was presented. A motion was made by P. Walters to adopt updates; seconded by B. Higgins; unanimously passed by all voting members.

Item 8: ESAs for second semester tuition are currently being sent to parents/guardians for approval. There are 86 students enrolled. P. Walters, Treasurer, gave a financial report: \$302,076.99 YTD revenue, \$229,607.01 YTD expenses, \$72,469.98 YTD net revenue. She also made a proposal to move the board meeting dates to the third Monday of each month to be able to present a more accurate financial report. Motion was made by J. Campbell to approve both the financial report presented and the meeting move date; seconded by J. Folkmann; unanimously passed by all voting members.

Item 9: Personnel: T. Jurgensen recommended hiring Marcy Nelson, long term substitute in first grade and music teacher, to finish out the school year in those roles. Cal Romine returned to her job after a leave of absence and will continue on for the remainder of the school year per her contract. Motion was made by J. Campbell to approve the hiring of Marcy Nelson; T. Law seconded; members voted and unanimously approved.

Item 10: Discussion about marketing/advertising to promote CCA for the 2025-2026 school year, and whether committee needs to be created. It was agreed that marketing needs to be to both younger and older students. Motion was made by B. Higgins to table any decisions regarding this until next meeting. Seconded by T. Law; voted and unanimously passed.

Item 11: Director's Report: T. Jurgensen extended an invitation to board members, parents and caregivers to attend Chapel the first Wednesday of every month from 8:20-9:00. She also mentioned

that a PTA group was starting next Tuesday, along with a Mothers' Prayer Group in the near future. She encouraged participation in both. Six "specials" per week will be replacing the five currently in place. The Christmas Program by CCA students will be December 12th at 6:30 pm.

Item 12: Several parents/caregivers made comments or asked questions. Topics included: CCA marketing for additional students (Jan. Open House, use social media), what does intervention include, more Art and PE, 501C3 approval, Science Lab, and field trips.

Item 13: The next regular Board Meeting will be Monday, January 20, 2025, at 6:00 pm.

Item 15: President J. Higgins prayed before closing the meeting. J. Campbell made a motion to adjourn the meeting; T. Law seconded; motion unanimously passed. The meeting adjourned at 7:15 pm.

Respectfully submitted,

Joyce Folkmann, Calvary Christian Academy Board Secretary