



THE LUTHERAN CHURCH—MISSOURI SYNOD

# Minnesota South District

*... cultivating leaders intentionally engaged in the mission of God*

March 18, 2020

Dear Administrator,

Please keep a record (spreadsheet) of all Coronavirus (COVID-19) related expenses, including:

- Coronavirus-related cleaning and sanitation supplies
- Switch to online / distance learning model
- Tuition refunds for parents who demand them
- Lost wages for non-salaried staff

CAPE (the Council of American Private Education) is following legislation in Congress related to COVID-19 and is working on our behalf to include non-public schools as part of any education related bailout. There are no guarantees that this will happen, but it is important to document and collect the information as you go so that you would have the ability to prove the expense IF a bailout occurs and IF we are eligible. There is precedence for this . . . non-public schools have received federal support dollars after hurricanes, for example.

Be sure to check with your insurance policy and / or carrier to see if you have Business Interruption Insurance coverage and whether or not a pandemic is covered.

For now, our response as teachers and leaders in private schools is the only way we keep getting paid. Provide value—reach out—keep working—keep teaching.

**This is the time to differentiate from public schools:**

- We need to be more communicative with our parents and students than our public-school counterparts
- Our junior high and senior high students are missing out on the social aspect of school—something extremely important to them and a necessary part of their development. Some are even dealing with grief and loss of missing school trips, sports, competitions, and performances that they'll never get to do again. Distance learning can be cold and impersonal, and it will take an intentional effort to reach out creatively to those students that crave relational experiences.

Peace in Jesus,

**Sean Martens**

Assistant to the President for Education  
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