**Board of Directors Meeting**

**Marine Village School**

Thursday, April 7, 2022, at 700 PM

Via Zoom

**In attendance:**

* Win Miller (President - Chair)
* Pete Gardner (Vice President)
* Carla Guinee (Secretary)
* Brian Madder (Treasurer)
* Daryl Timmer (Board Member)
* Kelly Bock (Board Member)
* Ellie Holte (Consultant)

**Apologies:**

* Jennifer Cress (Community Director)
* Dave Dochniak (Board Member)
* Daryl Timmer (Board Member)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Call meeting to order**

Meeting Called to Order by Win at 7:03PM.

1. **Approve the Agenda**

Win advised he added item VII Approve McDowell Agency for background checks, there was also a change in some of the policies to be reviewed by MDE and new enrolment figures were added. *Motion to approve agenda carried unanimously*.

1. **Approve New Directors Carla Guinee and Daryl Timmer**

Win proposed two new directors to be appointed, these two people have extensive teaching backgrounds, Daryl in music and Carla is a language specialist (Spanish).

*Motion to approve new Directors Carla Guinee and Daryl Timmer carried unanimously.*

1. **Community Director Report**

In Jen’s absence, Win Miller provided the following update:

- Open house on April 2, Win thanked those who attended. The families that attended were mostly our enrolled families and we had a few new families visiting.

- Next open house is May 1, which coincides with the Marine Games Day. The open house will run from 11am to 2pm.

- Jen has worked on several newsletter announcements and postcards were sent out in March with two mailings with a total of 6600 cards sent.Carla is now also assisting in sending information out to Pre-Ks and day care centers.

- Jen is posting 2-3 times per week on social media (Facebook, Instagram).

- Email newsletter to 1600 email addresses on our list (weekly).

- Local realtors have been provided with postcards to new families.

- Jen had a productive meeting with the folk school to create intergenerational classes for our children and their parents.

- Open gym on Thursday nights and on Saturdays as long as it does not interfere with the folk school.

- We will be attending Summer Tuesdays in Stillwater again.

- Jen planning an open house at a coffee shop in Stillwater. Win expressed his gratitude for all she does for our school!

1. **CSP Grant approval**

This grant is still in process with a few policies yet to be approved. Win mentioned the budget has been approved. Once all policies, and articles and by laws are approved by MDE, we will be able to obtain our local education authority number.

Win has applied for a UEI number on 4/4/22 for the CSP grants to be administered. There is currently a backlog, but Win will continue to follow up until resolved.

1. **Extend 303 Consulting Contract**

Win mentioned our consultants have provided good advice and guidance and have helped tremendously with the school. Win proposed to extend their contract for another 3 months. *Motion to extend the 308 consulting contract carried unanimously.*

1. **Approve McDowell Agency for background checks**

Win proposed the use of McDowell Agency to carry out background checks. The cost would be $41 for teachers/employees, and $21 for volunteers.

*Motion to approve McDowell Agency for background checks carried unanimously.*

1. **Policies Presented to be acted on April 7**

Win will be sending policies to the board two weeks in advance, so we have two weeks to review before they are acted during our board meetings. The MDE is currently reviewing the Equal Employment Opportunity Policy and the Credit Card Policy.

*Motion to approve the Equal Education Opportunity Policy, Student Bullying Prevention Policy, Uniform Grant Guidance Policy, and Procurement Record Summary carried unanimously.*

1. **Policies to be acted on April 21**

Win will be sending more policies for review to be acted on our first meeting in May.

1. **Officers**

Carla Guinee has agreed to act as our Board Secretary. *Motion to approve Carla Guinee as Board Secretary carried unanimously.*

1. **Amendments to Articles of Incorporation and Bylaws**

Win informed that the Bylaws have been accepted by MDE. This item will be carried in the agenda until it is resolved.

1. **Enrollment**

There are 24 children enrolled to date:

K- 10 children

1st – 4 children

2nd – 4 children

3rd – 2 children

4th – 4 children

5th – 0 children

Win has contacted St Paul Pioneer Press which is a digital advertising company that identify children by geo location. Cost to be advised. We will do email to households with children under 10 years of age.

1. **Open Houses** 
   1. April 2 - room looked great, thank you Kelly! We had many visitors till 1PM
   2. May 1 - in coordination with City fun day at the school
   3. June 11 – the week after kids get out of school
   4. July 3 and 4 – Jen and Win are not sure if this should go ahead. Win believes July 4 should go ahead with so many people in town as we had many visitors after the Village Parade last year. A decision will be made as we get closer to the date.

Win asked the board if there were any other marketing ideas/suggestions to attract families and children to our school:

* Peter suggested we develop a Marine School LinkedIn account to help enrollment, teacher attraction and eventually fundraising.  He also mentioned he could develop a ‘form’ thank you letter for parents that have enrolled, and combined with that offer a prize if they can get another parent to enroll. **Action item:** Win will follow up by looking into creating a LinkedIn account.
* Brian asked if any board members had any connections or contacts in Stillwater as there is a huge pool of students in that area. Win advised that last summer through Summer Tuesdays they were able to reach students in that way. Stillwater moms Facebook page was another suggestion.
* Kelly asked Win if we have been asking at the open houses how people are hearing about us? Win mentioned families are hearing about us through mailings, word of mouth, and the country messenger. Kelly also mentioned the email communications coming from the school come from Win Miller. She suggested we change this to Marine Village School**. Action item:** Jenn to change the name of the email to Marine Village School.

1. **Facilities** 
   1. Office Furniture opportunity—Win has found office drawings in the equipment room. Win asked if anyone would like to help with office design? We are looking for desks and chairs for the Executive Director and potentially for each classroom. The office will need to be ready by July 1 when the Executive Director and Operations Manager will start working at the school. We will wait for teachers to be hired to find out what they will prefer in terms of furniture for their classroom. Win advised that Midco will do construction on or around May 9 and in June our electronics will be put into place.
   2. Lease approval – *Motion to approve the lease carried unanimously.*
   3. Clean up in May? – not discussed, move to Agenda for next meeting on April 21st.
2. **Discussion Items**
   1. Technology – all on track. Win predicts no issue here.
   2. Food Service – Win currently attending charter school bootcamp on Wednesdays. Win asked if anyone would like to volunteer with food service?
   3. Transportation – Win asked if anyone would like to volunteer with transportation? **Action item –** Win to contact River Grove to see if we could share bussing.
3. **Next meeting via Zoom. Regular monthly meetings are 1st and 3rd Thursday of the month at 7PM.**
   1. Thursday, April 21, 2022 at 700 PM
   2. Thursday, May 5, 2022 at 700 PM
   3. Thursday, May 19, 2022 at 700 PM
   4. Thursday, June 2, 2022 at 700 PM
4. **Other items**

* Peter asked if the lease needs to be approved before we can paint. Win confirmed that the lease needs to be signed before we can commence painting at the school.

1. **Adjournment**

Meeting was Adjourned at 7:46PM

Minutes by Carla Guinee.