**Board of Directors Meeting**

**Marine Village School**

**Thursday, July 7, 2022, at 600 PM**

**Via Zoom**

**In attendance:**

* Dr. Kim Kokx (MVS Principal)
* Win Miller (President - Chair)
* Jennifer Cress (Community Director)
* Peter Gardner (Vice President)
* Carla Guinee (Secretary)
* Kelly Bock (Board Member)
* Dave Dochniak (Board Member)

**Apologies:**

* Daryl Timmer (Board Member)
* Annette Smith (Board Member)

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1. **Record Meeting**
2. **Call meeting to order**

Meeting called to order at 6:03PM

1. **Approve the Agenda**

Items added to the agenda:

- Approve Academic Excellence Committee

- Volunteer help

*Motion by Peter, seconded by Win, to approve the agenda carried unanimously.*

1. **Approve Meeting minutes**

*Motion by Peter, seconded by Win, to approve the meeting minutes from our last meeting carried unanimously.*

1. **Stakeholders Committee**

There was another stakeholder meeting on 6 July 2022. Stakeholders are excited and willing to help. They are concerned with enrolment, however, Win advised we are singularly focused on this, and we believe the Willy Wonka show and our marketing initiatives will see our enrollments increase.

1. **Community Director Report**

* Great feedback about Willy Wonka, the town is excited! A flyer was on posted on social media indicating this camp is open to everyone, not just MVS students
* Jenn has been organizing the set up and take down at local events like Scandia Markets and Summer Tuesdays.
* MVS T-shirts now available to distribute to children and families
* New Postcard is being developed for marketing purposes
* Updates added to MVS website

1. **Policies to be acted on July 7**
   1. MVS Policy 4.5.1 Prohibition of Sexual, Religious, and Racial Harassment and Violence
   2. MVS Policy 4.6.3 Communicable\_Diseases\_Infection

*Motion by Peter, seconded Win, to approve Prohibition of Sexual, Religious, and Racial Harassment Policy and Violence; and Communicable\_Diseases\_Infection Policy carried unanimously.*

1. **Hiring Committee**
   1. Principal Hired – Dr Kim Kokx employed from 1 July 2022
   2. 7 Applicants for Teacher – To be discussed during the closed meeting later.
   3. 3 Applicant for Operations Manager – To be discussed during the closed meeting later.
2. **Enrollment at 22**
   1. Principal Update on enrollment – Kim called all families on 2 and 3 July to discuss enrollment and to provide an update to families. Kim mentioned she met and chatted to a lot of people at the Scandia Markets on 6 July, many people excited about our upcoming musical theatre camp. Registration forms have been sent to families and are expected back on week 11 July.
   2. Willy Wonka Update – scripts have been ordered and Kim will be organizing wardrobe and stage. Currently expecting around 15 children so far.
3. **Open Houses** 
   1. Every Tuesday from 4PM to 600PM – Kim will be at the school during these times to be available to families and students and to show prospective families around. It was suggested that Kim joins the Summer Tuesdays event after the Open Houses as these start around 6pm in Stillwater. Board members Jenn and Kelly emphasized the importance of having our Principal present at this event.

Peter added that once the second teacher is announced, this teacher will also be able to assist Kim with Summer Tuesdays.

1. **Open gym/Makerspace Days**
   1. Maybe Sunday from 3PM to 530PM? – on hold at this stage.
   2. Maker Space Mondays – on hold at this stage.
2. **Board** 
   1. **Approve formation of Academic Excellence Committee**
      1. Members Kim K, Carla H, and Annette S.

Win advised that:

* All Board members can attend the Academic Excellence Committee meetings; however, they have no voting rights.
* The Academic Excellence Committee is advisory to the Board of Directors, and therefore, only the Board has decision making authority.
* Kelly will act as a consultant to the committee as she does not wish to commit to meetings.
* Kim will be the Committee Chair.

*Motion by Win, seconded Kelly, to approve the formation of the Academic Excellence Committee carried unanimously.*

* 1. **Volunteer to help in the following areas:**
     1. Food Service
     2. Building
     3. Receptionist/Admin
     4. Classroom Assistance
     5. Finance and Operations

Peter requested that Win sends the Board a couple of points on each of this volunteering opportunities so the Board can consider and sign up where they can help.

* 1. **Sign up calendar**
* Kelly has offered to contact the Stakeholders with our volunteer opportunities.
* Thank you to all Board members for their ongoing assistance and support with this!

1. **Advertising and promotion**
   1. One more mailing to go out
   2. Yard Signs – Carla has distributed 10 signs in Marine, Scandia and Stillwater. Thank you to the board members who have also assisted with this task. We are getting more signs too from Nancy Dana who is donating signs for us.
2. **Facilities** 
   1. Erate funded construction underway
   2. CSP funded construction Underway
3. **Discussion Items**
   1. Technology – Win is organizing this, including laptops for staff and printer.
   2. Food Service—Bag Lunches
   3. Transportation—we will not offer
4. **Closed Meeting Personnel Decisions**
5. **Next meeting via Zoom. Regular monthly meetings are 1st and 3rd Thursday of the month at 6PM.**
   1. Thursday, July 21, 2022, at 600 PM
   2. Thursday, August 4,2022, at 600PM
   3. Thursday, August 18, 2022, at 600PM
   4. Thursday, September 1, 2022, at 600 PM
6. **Other items**

* Dave has kindly agreed to paint two more classrooms for us.
* Kelly will send an email to see if we can get a hold of any furniture donation from the White Bear Lake district.
* Kim has a neighbor that works for 3M and she is looking to get a donation from her to set up our STEAM lab.

1. **Adjournment**

Meeting adjourned at 6:58PM