Board of Directors Meeting

Marine Village School

Thursday, August 18, 2022, at 600 PM

Via Zoom

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**In attendance:**

* Dr. Kim Kokx (MVS Principal)
* Win Miller (President - Chair)
* Jennifer Cress (Community Director)
* Carla Hinz (Secretary)
* Annette Smith (Kindergarten Teacher)
* Daryl Timmer (Board Member)
* Peter Gardner (Vice President)

**Apologies:**

* Dave Dochniak (Board Member)
* Kelly Bock (Board Member)

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**I. Record Meeting**

**II. Call meeting to order**

Meeting called to order at 6:02PM.

**III. Approve the Agenda**

*Motion by Daryl, seconded by Pete, to approve the agenda carried unanimously.*

**IV. Approve Meeting minutes**

*Motion by Peter, seconded by Win, to approve meeting minutes carried unanimously.*

**V. Stakeholders Committee**

Glenn Mills has volunteered to help with the School Forest and responding to the fire marshall regarding our fire inspection. Very positive meeting!

Win and Kim attended the Village Council meeting last Thursday and there a good reception and a positive meeting with the council. Good job Kim!

**VI. Ecology Opportunity—Fitz Heimdahl**

This item will be carried to 1 September 2022

**VII. Community Director Report**

* Worked with Fitz regarding Ecology opportunity
* Organised snacks for day camp, and social media promotion for the Sneak a Peek camp
* Took photos of Sneak a Peek camp and printed them
* Flyers for school opening to get more people to come to our first day
* Distributed supply lists to families via social media
* Church community dinner went well, Kim and Carla were in attendance. Kim made some good contacts for volunteers there
* Working with Cari (new teacher) for headshots, email address and bio for our website

**VIII. Approve Expenditure for Insurance**

a. Property and Casualty Insurance $13,532

**Roll call:**

Peter - Yes

Daryl - Yes

Win - Yes

*Motion by Win, seconded by Pete to approve expenditure for insurance carried unanimously.*

**IX. Enrollment at 29**

a. Principal Update on enrollment - we are currently at 29. Expecting to reach 30 with a new enrollment for a child that attended Sneak a Peak camp on 8/17/22.

b. Sneek a peak for Students - camp was very successful! We had 19 childen who attended and we have received very positive feedback via email and our social media (MVS Parent Group)

c. Makerspace Event - unfortunately we will not have time to run this event before school starts.

**X. Operations**

* Open House organised for Wednesday August 31st from 5:30-7:00pm. Carla and Jenn will promote this on Monday August 22nd.
* Kim and Carla had training on our school information system on Thursday August 18
* Accounting system is nearly up and running, and training will be conducted within the next two weeks.
* Fire Inspection took place August 11th. We have until early October 2022 to get it done. Kim and Win working with the city to accomplish this.

**XI. Open Houses**

a. Every Tuesday from 4PM to 6PM - this will continue as Kim will be at school during these times.

b. Scandia Farmer’s Market - we will attend one more market on Wednesday August 24th and after that Kim will make a decision about attending the ones in September.

**XII. Transportation Issues**

There are a couple of options we have with this, we can contract with parents who can drive the van or we can hire drivers. Win is looking at cost so we can hopefully have a resolution on this issue soon.

Jenn suggested we contact the church in town as they have a transportation van that is hardly even used that we could possible use for school? Kim will reach out to church to see if this is a possibility.

**XIII. Covid Protocol?**

Win sent the Covid Protocol for review to the board and we will review on Thursday 1 September.

**XIV. Board**

a. Volunteer to help in the following areas:

i. Food Service - no update for this meeting

ii. Building - no update for this meeting

iii. Receptionist/Admin - We have a parent that has expressed interest to help in the afternoons. Kim is following this up.

iv. Classroom Assistance - Kim has secured a volunteer to teach Spanish. Kim has a Spanish curriculum available to assist with this

v. Finance and Operations - no update for this week

b. Sign up calendar - we need volunteers for September 2022 for Scandia Markets if we will be in attendance

c. Board Expansion to teachers, parents - we discussed that we be looking in the future to add parents and teachers to join our board. Our Bylaws allow the founding Board to remain in place for three operational years.

d. Fundraising - no update for this week

**XV. Advertising and promotion**

a. Yard Signs - these are still available at Jenn's house and also at the school.

**XVI. Facilities**

a. Erate funded construction underway

b. CSP funded construction Underway

c. Carpet Cleaning - being completed over the next 2 weeks

d. Floor Cleaning - being completed over the next 2 weeks

e. Painting - being completed over the next 2 weeks

**XVII. Next meeting via Zoom. Regular monthly meetings are 1st and 3rd Thursday of the month at 6PM.**

a**.** Thursday, August 18, 2022, at 600PM

b. Thursday, September 1, 2022, at 600 PM

c. Thursday, September 15, 2022, at 600 PM

d. Thursday, October 6, 2022, at 600PM

**XVIII. Other items**

No other items were added for discussion

**XIX. Adjournment**

Meeting was adjourned at 7:14PM