Board of Directors Meeting

Marine Village School

Thursday, August 4, 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)
* Dave Dochniak (Board Member)
* Annette Smith (Board Kindergarten Teacher)
* Kelly Bock (Board Member)
* Mike Bjork (Parent)

**Apologies:**

* Daryl Timmer (Board Member)
* Peter Gardner (Vice President)

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

Meeting called to order at 6:02PM.

1. **Approve the Agenda**

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

1. **Approve Meeting minutes**

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

1. **Stakeholders Committee**

There was no Stakeholder committee meeting this week as we were awaiting the news from MOCHA. MVS has been approved to open!

1. **Community Director Report**

* Social media posts
* Worked on back end of website with developers
* Sent Newsletter build out to 1700 people
* Business cards are done
* Pencils have been ordered
* Parent Facebook page has been created (it is not a private page)

1. **Approve Expenditure for** **Insurance**

Win will send the policy for review and this item will be carried over to our next meeting on 18 August.

1. **Enrollment at 27**
   1. Principal Update on enrollment – families are finishing forms as we speak. Dr Kokx will be back at school Monday 8 August.
   2. Ecology Workshop for Registered Students – Dr Kokx got an email from a naturalist regarding support in this area. This workshop will be available for registered students only.
   3. Makerspace Event - This workshop will be available for registered students only.
2. **Operations** 
   1. Finance/Accounting – this will be implemented week 8 August.
   2. School Information System – this will be implemented week 8 August.
   3. Fire Inspection August 11
3. **Open Houses** 
   1. Every Tuesday from 4PM to 6PM – this will continue until school opens.
   2. Summer Tuesdays – there is one more Tuesday to go.
   3. Scandia Farmer’s Market – this will continue until they are done in September.
4. **Transportation Issues**

Dave mentioned he spoke to the company he works for (Minnesota Coaches) . He mentioned leasing buses as an option. Once we know what numbers we are working with Dave and Win will contact them to plan what we need.

1. **Covid Protocol?**

Win mentioned we plan to follow the CDC guidelines. Dr Kokx added we can add this information on our school letterhead. Jenn suggested we could contact the consultants we used before to see what other schools are doing.

Annette mentioned information reflecting a reported cases percentage would help families feel comfortable and that their children are safe.

Being inclusive, giving people options and having clear guidelines is important.

Dr Kokx will take the lead in writing the protocol with Annette’s assistance.

1. **Board** 
   1. Volunteer to help in the following areas:
      1. Food Service
      2. Building
      3. Receptionist/Admin
      4. Classroom Assistance
      5. Finance and Operations
   2. **Sign up calendar –** add this to our newsletter, the church newsletter and also include this in our upcoming article in the paper.
   3. **Fundraising –** Win will work with Lisa White and create a campaign for Marine and neighboring areas.
2. **Advertising and promotion**
   1. Yard Signs – signs are still available at school if parents request some. Jenn will also grab a few and leave them out the front of her house for locals to collect.
3. **Facilities** 
   1. Erate funded construction - underway
   2. CSP funded construction - underway
   3. Carpet Cleaning – quote coming Monday 8 August.
   4. Floor Cleaning – Dave will complete this, the cleaning will be completing this over two nights.
   5. Painting – Dave will start this Monday 8 August in late afternoon/evening.
4. **Next meeting via Zoom. Regular monthly meetings are 1st and 3rd Thursday of the month at 6PM.**
   1. Thursday, August 18, 2022, at 600PM
   2. Thursday, September 1, 2022, at 600 PM
   3. Thursday, September 15, 2022, at 600 PM
   4. Thursday, October 6, 2022, at 600PM
5. **Other items**

* Dr Kokx mentioned she is having trouble attracting teachers to work at the school as the salaries we are offering are on the lower end of what the applicants are expecting. Win will look at the budget and get back to Dr Kokx.
* Kelly asked if we are continuing with two meetings per month. Win advised the meetings will continue as per normal and we are hoping to go to one meeting per month in November 2022.

1. **Adjournment**

Meeting adjourned at 6:49PM