Board of Directors Meeting

Marine Village School

Thursday, September 1, 2022, at 600 PM

Via Zoom

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**In attendance:**

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

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**I. Record Meeting**

**II. Call meeting to order**

Meeting called to order at 6:04PM.

**III. Approve the Agenda**

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

**IV. Approve Meeting minutes**

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

**V. Stakeholders Committee**

A stakeholders meeting was held on Wednesday August 31 after the Open House. The meeting was very positive. Stakeholders are very happy with how the school is progressing and are looking forward to our first day of school.

**VI. Ecology Opportunity—Fitz Heimdahl**

Fitz Heimdahl attended our meeting and provided the Board with a great presentation on Ecoloby opportunites that Marine Village School can get involved with. Once the school is up and running and we settle into the new year, Kim will continue the conversations with Fitz about these great initiatives.

**VII. Community Director Report**

* Organised email set up for all new teachers.
* Updated bios on website for all new staff members.
* Completed newsletter.
* Made a lot of content for our social media (Open House, Back to School, Cutting Ribbon Ceremony)

**VIII. Enrollment at 31**

a. Principal Update on enrollment - we are currently at 31 children registered. We had one that decided they wanted to delay their start until the 2023/2024 year. Kim is meeting a new family this week which could put us back at 32 before school starts.

b. Report on Open House - Open House was a huge success! The school was buzzing with children, families and friends. All our furniture arrived and the rooms amazing. Parent feedback was very positive which a lot of excitement for the year to start.

**IX. Operations**

a. Finance/Accounting - we are almost ready to go with our Finance/Accounting system. Win will work with Carla on handing these over and Carla will complete training on this system on the next weeks to come.

b. School Information System - Our school information system (JMC) has been installed. Carla has entered all students, families and teachers and continues to attend online training to learn all the features this software offers.

**XII. Transportation ssues**

A huge thanks to Dave who has been able to secure a quote for 2 x 29 passanger vans for 11,000 dollars. Win is working with Dave to finalise this purchase.

**XIII. Covid Protocol?**

The Covid protocol have been reviewed and there are no further changes suggested.

**XIV. Board**

a. Volunteer to help in the following areas:

i. Food Service - no update for this meeting

ii. Building - a huge thank you to Dave, Pete, teachers and all the amazing volunteers who came this week to get us ready for our first day. You are all appreciated!

iii. Receptionist/Admin - We have a parent that will be in the office all day Thursday. We are still looking for someone for the other days of the week.

iv. Classroom Assistance - no update for this week

v. Finance and Operations - no update for this week

b. Sign up calendar - no update for this week

c. Fundraising - no update for this week

**XV. Advertising and promotion**

a. Yard Signs - these are still available at school.

**XVI. Facilities**

a. Erate funded construction underway

b. CSP funded construction Underway

c. Carpet Cleaning - completed!

d. Floor Cleaning - completed!

e. Painting - completed!

f. Meeting closed for personell discussion and decision.

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

a Thursday, September 15, 2022, at 600 PM

b Thursday, October 6, 2022, at 600PM

c Thursday, October 20, 222 at 600PM

**XVIII. Other items**

No other items were added for discussion

**XIX. Adjournment**

Meeting was adjourned at 6:45PM