**Board of Directors Meeting**

Marine Village School

Thursday, October 20, 2022, at 600 PM - Via Zoom

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**In attendance:**

* Dr. Kim Kokx (MVS Principal)
* Win Miller (President)
* Peter Gardner (Vice President)
* Carla Hinz (Treasurer)
* Daryl Timmer (Board Member)
* Dave Dochniak (Board Member)
* Kate McDearmon (Board Member)
* Linda Tibbetts (Community Member)

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

Meeting called to order at 6:00 PM by Win.

1. **Approve the Agenda**

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

1. **Approve Meeting minutes**

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

1. **New Board Members**

Welcome new member Linda Tibbetts.

*Motion by Daryl, seconded by Peter, to approve Linda Tibbetts as new board member carried unanimously.*

*Motion by Dave, seconded by Kate, to appoint Linda Tibbetts as board secretary carried unanimously.*

1. **Community Director Report**

Jenn reported she has been working on social media policy and the newsletter, as well as starting to archive photos/video received from staff.

1. **Enrollment at 29**
   1. Principal Update – The seventh week of school is brining routines of staff, students, and parents. Tours have been steady and going well. Kim reported she will be interviewed on River Radio. Overall, Kim reported the students are flourishing, parents are happy and pleased, and all is moving forward. Production of Annie will be at Village Hall second week in December. We need to think about marketing and 2023/2024 enrollment as parents are interested in starting their children or transferring their children to the school.
2. **Operations** 
   1. Finance/Accounting – Carla has been working hard on the CSP reimbursement. The budget is well below the $200,000 and we will be requesting to carry forward the allowance for future spending.
   2. School Information System – No report.
   3. CSP Reimbursement – No report.
3. **Security**

Win sent an email to Lon Pardon from the City of Marine on St. Croix regarding security and did not get a response. City maintenance employees Rob and Tommy said they are working on the outdoor lighting. They replaced lights inside the building and officially turned the water on as it is now okay. It was noted to keep hallway lights on at night. Win reported the lock and key situation has been resolved.

1. **Promotions**
   1. Open House Oct 12 – Kim reported a steady stream of visitors with a lot of interest in 2023/2024 Kindergarten.
2. **Transportation Issues**
   1. Advertising for bus drivers – The board did not receive inquiries for the bus driver advertisement. Nevertheless, the board is confident in this project, thereby, Jenn will be reaching out to the Scandia/Marine Lions Club to see if they have members interested in this part-time position.
3. **Policies**
   1. Communicable Disease Policy – Kate will review this policy as Kim suggested adding appropriate cleaning procedures after minor accidents. This topic was tabled.
   2. Social Media Policy – Kim went over the proposed policy with the school staff. Although they are great with the policy, Kim would like to see more detail, especially considering all the media platforms. Jenn would like to see staff review and sign acknowledgment of receipt of said policy. Win will reach out to the school’s counsel for legal review and recommendation.
4. **Board** 
   1. Frequency of Meetings – Win suggested reducing the number of monthly meetings from two to one. Others agreed, with the notation that if a second meeting is needed/requested, to give appropriate notice thereof. *Dave moved, seconded by Kate, to approve one monthly meeting on the first Thursday of the month carried unanimously*.
   2. Fundraising – Letters were mailed to the City of Marine on St. Croix residents appealing for donations. As of late, we have received a total of $13,530. Please continue to promote this and encourage people to contribute to the school.
5. **Facilities**
   1. Erate funded construction underway – Done.
   2. CSP funded construction Underway – Done.
   3. Floor Cleaning – This was continued to the springtime when Dave is available. However, he will get as much done before he is unavailable in December.
   4. Painting – This was continued to the springtime when Dave is available. However, he will get as much done before he is unavailable in December.
6. **Discussion Items**

No additional items were raised for discussion.

1. **Next meeting via Zoom. Regular monthly meetings are held on the first Thursday of the month at 6:00 PM.**
   1. Thursday, November 3, 2022 at 6:00 PM
   2. Thursday, December 1, 2022 at 6:00 PM
   3. Thursday, January 5, 2023 at 6:00 PM
2. **Adjournment**

Meeting adjourned at 6:36 PM.