**Board of Directors Meeting**

Marine Village School

Thursday, November 3, 2022, at 6:00 PM - Via Zoom

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**In attendance:**

* Dr. Kim Kokx (MVS Principal)
* Win Miller (President – Chair)
* Peter Gardner (Vice President)
* Daryl Timmer (Board Member)
* Dave Dochniak (Board Member)
* Kate McDearmon (Board Member)
* Linda Tibbetts (Board Member)
* Brad Blue (MOCHA)

**Absent:**

* Jennifer Cress (Community Director)
* Carla Hinz (Operations Manager)

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

Meeting called to order at 6:04 PM by Win.

1. **Approve the Agenda**

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

1. **Approve Meeting minutes**

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

1. **Community Director Report**

Jenn has been working on creating an archive of information and materials; creating newsletter and email blast; social media management; researching marketing strategies and ideas; website updates; photoshoot; bus driver advertisement; fixing Google business search; merging Outlook accounts into Google.

1. **Executive Director Report**

Kim stated the Fall Festival was a success with games and face painting, as well as high attendance of parents; PTO held an event in the afternoon prior to event; just finished parent-teacher conferences with encouraging parent feedback; preparing for production of *Annie*, as well as musical holiday presentation. Regarding community service projects, the students have been gathering food items for local food shelf, and Marine Mini Mail wherein when students finish regular academics, they create artistic cards and such to be mailed to local veterans or when a family or person needs a sunshine note or extra hug.

1. **Operations** 
   1. Finance/Accounting – Win is working with CliftonLarsonAllen regarding fine-tuning our 2023 budget. We have a donor who would like to donate stock. To do this, MVS must open a brokerage account. Furthermore, we need to extend our line of credit to $150,000. *Peter moved, seconded by Linda, to open an AmeriTrade account to accommodate the stock donation, as well as extend our line of credit to $150,000. Motion passed unanimously.*
   2. School Information System – No report.
   3. CSP Reimbursement – We have $175,000 to spend and Win is requesting a “carry-forward” because we did not use all the funds we were granted. These funds will be used for desk/tables and technology.
2. **Security**

With previous concerns regarding lighting at night, Kim stated the lights on the hallway have been kept on. It was noted to extend this request to the evening users of the building, the basketball crew, and the knitting group. Kim will be adding a note to the light switch regarding this request, as well.

1. **Promotions**

None currently. We are considering *Annie* and the winter holiday productions. We need to be thinking of open enrollment for next year.

1. **Transportation Issues**
   1. Advertising for bus drivers – No current interest. Dave reported there is a 2009 Chevy G3 school bus available for $8,500 and feels we should seriously consider this purchase.
2. **Policies**
   1. Communicable Disease Policy – Kate reviewed and researched the current policy and noted it is consistent with other schools’ plans. *Pete moved, seconded by Daryl, to adopt the Communicable Disease Policy. Motion passed unanimously.*
   2. Social Media Policy – This item was continued to the December 1, 2022 board meeting.
3. **Board** 
   1. Fundraising – Win reported MVS has received around $15,000 from the request letter. MVS will be receiving a $25,000 stock donation. MVS will be about $50,000 short. He employed the board to find ways to get more money, whether it be through grant request or finding neighbors and family to donate. Further, we will need to get a campaign underway. Win will be signing up for Give to the Max Day through GiveMN.org.
4. **Facilities**

In preparing for the winter season, it was noted the city will plow the parking lot, but it is up to the MVS to maintain the sidewalks and entrances. It was suggested to purchase six shovels.

1. **Authorizer Comments**

Brad noted MVS did an excellent job on meeting all deadlines. He noted there are two new schools that are having difficulty around regulations and spendings. Dr. Peterson is attuned and addressing them right now. Brad noted if we are having any difficulties or have any questions, to let him know. He also noted there are funds available through ESSER as well as other grants specializing in charter space. Finally, Brad noted he is grateful for the board’s leading and caring work.

1. **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, December 1, 2022 at 6:00 PM
   2. Thursday, January 5, 2023 at 6:00 PM
   3. Thursday, February 2, 2023 at 6:00 PM
2. **Adjournment**

Daryl moved, seconded by Peter, to adjourn the meeting. Motion passed unanimously. Meeting ended at 6:54 PM.