

Board of Directors Meeting

Marine Village School

Thursday, May 4, 2023, at 6:00 PM - Via Zoom

In attendance:

- Dr. Kim Kokx (MVS Principal)
- Win Miller (President)
- Peter Gardner (Vice President)
- Daryl Timmer (Board Member)
- Dave Dochniak (Board Member)
- Kate McDearmon (Board Member)
- Linda Tibbetts (Board Member)
- Jennifer Cress (Board Member)

Absent:

- None
-

I. Record Meeting

II. Call meeting to order

Meeting called to order at 6:02 PM by Win.

III. Approve the Agenda

The motion by Pete, seconded by Kate, to approve the agenda was carried unanimously.

IV. Approve Meeting Minutes

The motion by Linda, seconded by Jenn, to approve meeting minutes was carried unanimously.

V. Executive Director Report

- a. Annual Meeting in June – according to bylaws, we need to have an Annual Meeting. Win would like it virtually in mid-June.
- b. Tacos – We sold 300 Tacos for our first Cinco de Mayo. Money raised paid for a bounce house.
- c. Enrollment – it is at 83 with continued tours being given to prospective families.
- d. Staff Interviews – the hiring committee has been doing interviews.
- e. Busing – Kim has a potential driver, but we would need to supply the bus. Most of our students are from the Stillwater area. Win would like to find out if there are any bus companies that would be willing to provide their service and at what cost? Dave will revisit the issue.
- f. Open House – scheduled for Friday/Saturday.
- g. Yearbook Committee – Would it be okay to have the board in the yearbook? The board doesn't feel one way or another and leaves the decision to the Yearbook Committee.

VI. Finance

- a. Need Treasurer – The board needs a treasurer. Win wants an ad on website and social media for a board member with school and finance experience.
- b. Cash Flow – We are doing okay.
- c. Budget – Nicole drafted a budget for the fiscal year 2023-2024 which will be revised based on number of students as well as salary. Kate moved, seconded by Pete, to approve the 2023-2024 fiscal budget, as presented.

VII. Security

- a. True North Proposal – We talked last month about a security review. Win met with True North which is a school security firm that handles many school/educational institutions. They can do cyber security review and physical building security review. With cyber security, they propose reviewing and assisting in implementation of a stronger cyber security system which would involve trackage of usage of equipment. The estimate would be around \$2,500 a year. We would need to get a second bid.
- b. Docuware Proposal - Carla and Win had a presentation on software called Docuware which is an imaging system. An invoice would be scanned and tracked in software for use in payable. There is potential for some labor savings. Get a proposal from Docuware. Get a second competing proposal. Egnyte is another option. The goal is to make Carla’s work more productive as she wears many hats.

VIII. Operations

- a. Iloentech would like to use our logo on their website. No objections.

IX. Committees

- a. Governance – First meeting held. Are looking at all procedure policies as well as building a board manual. This will develop as a living document. For transparency, all documentations will be added to the website once approved. The committee is looking at having the correct number of people, i.e., staffing needs such as cook, janitor, office staff, teachers, bus driver, etc. We will look at that within our budget and make decisions. Quarterly meetings. Next meeting is July 11th.
- b. Academic – No report.
- c. Finance – No report.
- d. Community Outreach – First meeting held. Working on fundraising and community involvement.
- e. Facilities – No report.

X. Promotions

- a. Gala Dinner –June 24, 2023. Be a Hero, Give some Zeros. \$75 per ticket. Maximum 100 people.
- b. Summer – Play at some point this summer for all community children. Pay to attend the camp to cover costs. The school is partnering with library for two science camps in June. A show is planned.

- c. Fourth of July Parade – Last year we did newspaper, EXTRA! EXTRA! We can pass out swag?!? Community Involvement committee is working on this.

XI. Authorizer Comments

Brad is grateful for all we have done for our community. MOCA had a great time at the site visit in April. The next visit will be in the fall. He appreciates the hard work and dedication, as well as the strong encouragement, of the board and staff.

XII. Discussion Items

- a. Kate said we are working on lunch with MOCA. Kate offered to help Linda with Kitchen.
- b. Linda will draft the end of year survey for staff and students.

XIII. Next meeting via Zoom. Regular monthly meeting is held on the first Thursday of the month at 6:00 PM.

- a. Thursday, June 1, 2023
- b. Thursday, July 6, 2023
- c. Thursday, August 3, 2023

XIV. Adjournment

Pete moved, seconded by Daryl, to adjourn the meeting. Motion passed unanimously.
The meeting ended at 7:02 PM.