

**Special Board of Directors Meeting**  
Marine Village School  
Thursday, July 20, 2023, at 6:00 PM - Via Zoom

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**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
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**I. Record Meeting**

**II. Call meeting to order**

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

**III. Approve the Agenda**

Daryl moved, seconded by Jenn, to approve the agenda as presented. By roll-call vote: Pete: yes; Kate: yes; Linda: yes; Win: yes; Jenn: yes; Dave: yes; and Daryl: yes. Motion passed.

**IV. Executive Director Report**

Dr. Kokx reported she has been interviewing paraprofessionals for general support. She is working on a report to present to the board in August. She is also working on the last teacher hire – Spanish for five days a week. The Little Mermaid play was funny and well received. \$2,000 was raised which will support the next theatre production to keep with the theme of self-sustaining productions. Steve Dibb is being considered for a part-time Administrative Consultant position for Dr. Kokx as well as overseeing principal duties and writing reports. Linda moved, seconded by Daryl, to approve the hiring of Steve Dibb, as presented. By roll-call vote: Pete: yes; Kate: yes; Linda: yes; Win: yes; Jenn: yes; Dave: yes; and Daryl: yes. Motion passed.

**V. Finance**

- a. Need Treasurer – Win distributed a copy of Katherine Hardie’s resume to the board before the board meeting for consideration as appointment to the board in the position as Treasurer.
- b. Financial Position – Win reported we are struggling to make sure we pay our bills – but have not had any problems doing so. We reduced our line of credit from partial funds raised during the gala. Since our budget was done considering 74

students as we are now over 100 students, we will need to rework the budget. He also said we need to do more fundraising. Further MDE owes us lease monies which could be delivered anytime between now and October 31, 2023. Other than that, we are in good shape financially.

#### **VI. Security**

Win is working on a meeting with our IT provider as well as others regarding how we can improve our digital security.

#### **VII. Operations**

- a. Docuware Proposal – Win would like Katherine to review the quote: \$4,500 annual with \$7,000 implementation fee. She is going to feel out other charter schools to get ideas of what others use.

#### **VIII. Committees**

- a. Governance – No report.
- b. Academic – They are working on a handbook for parents. They are meeting again in August to talk about connecting with the teachers and Dr. Kokx. Katherine asked if our intention was to have our parents sign it? Katherine said it is a suggestion to think about some of the policies to make sure we have a record of parents receiving it and reading it. Katherine has worked extensively in the past on board policies. She has put together best practices and required materials in a board packet.
- c. Finance – No report.
- d. Community Outreach – Fundraiser at the Stivland’s location for next year– last Saturday in June. Win wants it to be an annual event. We need to get a date firmed up now. Another idea for a fundraiser is a Square Dance which is family friendly.
- e. Facilities
  - i. Kitchen – Linda and Kate are making great progress working with Stillwater Schools. They presented the school with a Contract to run the kitchen (food and staff). Linda moved, seconded by Daryl, to approve the Stillwater Schools contract with Marine Village School for nutrition service at MVS, as presented. By roll-call vote: Pete: yes; Kate: yes; Linda: yes; Win: yes; Jenn: yes; Dave: yes; and Daryl: yes. Motion passed. Kate has done extensive research and outreach for estimates on needed equipment. Linda moved, seconded by Win, to purchase a convection oven, freezer, refrigerator, sink, and milk cooler not to exceed \$16,000.00, as presented. By roll-call vote: Pete: yes; Kate: yes; Linda: yes; Win: yes; Jenn: yes; Dave: yes; and Daryl: yes. Motion passed. Kate secured several estimates for plumbing work for sink installation. Win moved, seconded by Daryl, to contract with Dad’s Plumbing for the plumbing needs of installing the sinks. By roll-call vote: Pete: yes; Kate: yes; Linda: yes; Win: yes; Jenn: yes; Dave: yes; and Daryl:

yes. Motion passed. Kate is currently looking for an electrician for minor electrical updates.

- ii. Transportation – Jenn created ads and marketing for soliciting applications for bus drivers. Win heard of a parent who might be interested in driving bus.
- iii. Cleaning – We issued an RFP and asked for those quotes/bids back by the end of July.

**IX. Promotions**

No report.

**X. Board Topic**

- a. Purchase Domains – The board discussed purchasing domains that encompass Marine Village School. It was tabled for future discussion

**XI. Authorizer Comments**

Brad Blue gave an authorizer update. He said we have done a lot of hard work and is looking forward to a visit in late August or early September.

**XII. Discussion Items**

- a. Treasurer Position – Jenn moved, seconded by Daryl, to approve the appointment of Katherine Hardie as a Board Member and role of Treasurer, term ending expiring 30, 2025. By roll-call vote: Pete: yes; Kate: yes; Linda: yes; Win: yes; Jenn: yes; Dave: yes; and Daryl: yes. Motion passed.

**XIII. Regular monthly meeting is held on the first Thursday of the month at 6:00 p.m. at Marine Village School located at 550 Pine Street, Marine on St. Croix, MN 55047.**

- a. Thursday, August 3, 2023 – In-Person
- b. Thursday, September 7, 2023 – In-Person

**XIV. Adjournment**

Pete adjourned the meeting at 7:09 p.m. without objection in his authority as chair.