

Board of Directors Meeting

Marine Village School

Thursday, September 21, 2023, at 6:00 PM – In Person/Via Zoom

In attendance:

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

Absent:

I. Record Meeting

II. Call meeting to order

Meeting called to order at 6:10 PM by Win.

III. Approve the Agenda

Daryl moved, seconded by Kate, to approve the agenda as presented. Motion passed.

IV. Resignation of Katherine Hardie

In the short amount of time Katherine was with us, she did a lot of great work helping us with our financials. Katherine moved due to her spouse's job. We thank her for her hard work. Linda moved, seconded by Kate, to accept the resignation of Katherine Hardie. Motion passed.

V. Executive Director Report

Dr. Kokx reported she continues to give tours daily to potential parents/students. We are currently 110 people in the building. With the increase in communication and other items, such as cleaning, monitoring, communication, classrooms, transportation, cafeteria, playground, front office, etc., Dr. Kokx proposes the hiring of an individual to help with busing, cleaning, maintenance, etc. She stresses this would be ideal to reduce the stress on the small staff, noting we are four times the size of what we were a year ago. Dr. Kokx explained the financial health to cover this new addition as it would not be an increase to the budget. Linda moved, seconded by Kate, to authorize Dr. Kokx to prepare a job description and offer employment, not to exceed \$70,000/complete package.

VI. Finance

- a. CLA Report – Nicole from CLA was present. She sent out financials two days prior to the board meeting – she hopes to send them out the 16th of every month before the board meetings on the third Thursday of the month. The current approved budget was based on 74 students, and we are currently at 97 students. The report

to MDE will be updated next week. If enrollment is higher than originally submitted, it will retroactively pay in a lump sum. With the MDE we have little to no warning when reports update. She likes to be prepared if that happens. With MVS, we are much higher on enrollment than submitted in August reporting. Cash \$147K end of August.

- b. Consent Calendar – Linda moved, seconded by Daryl, to approve the Consent Calendar, as presented. Motion passed.
- c. Check Writing – Discussion was had on empowering Win and Dr. Kokx the ability to write, sign, approve checks between board meetings. Linda moved, seconded by Jenn, to approve interim urgent check writing, not to exceed \$20,000.
- d. FY23 Audit – Win to check with Katherine on potential leads for auditing firms.

VII. Operations

- a. Food Scraps Program – Kate talked with Kelley at Stillwater Schools regarding a potential food scraps program. Stillwater Schools employes the “pig bucket” method of recycling food scraps. This could be a potential Fifth Grade project, although it is not urgent. Thanks to Kate for researching.

VIII. Committees

- a. Governance – No report.
- b. Academic – Dr. Kokx will put something up the second week in October.
- c. Finance – No report.
- d. Community Outreach – Working on a solicitation letter for year-end giving. Win is working with Mike Lammi and Bill Miller on a larger financial solicitation initiative for funds.
- e. Facilities –
 - i. Kate – The kitchen opened on Monday and went very well. The fridge was fixed. We are thankful for Stillwater Schools assistance and guidance. We need a maintenance plan for equipment. Linda to help with order of operation.
 - ii. Cleaning – Kate asked that this item be tabled until the next monthly board meeting.
 - iii. Transportation – There have been many busing difficulties. We do have use of the church van next week, but we need to find someone to drive it. We will need to rent a van and insurance is required. Nick Hendrickson has been great helping get our buses up to speed. We had a day a bus wouldn't start. Several days when it broke down. Kate would like to see a biohazard kit on the bus for cleanup.

IX. Promotions

No report.

X. Discussion Items

None

XI. Authorizer Comments

No report.

XII. Regular monthly meeting is held on the third Thursday of the month at 6:00 p.m. at Marine Village School located at 550 Pine Street, Marine on St. Croix, MN 55047 and via ZOOM.

- a. Thursday, October 19, 2023 – In-Person/Zoom
- b. Thursday, November 16, 2023 – In-Person/Zoom
- c. Thursday, December 21, 2023 – In-Person/Zoom

XIII. Adjournment

Daryl moved, seconded by Pete, to adjourn the meeting. Motion passed.

The meeting ended at 7:19 p.m.