

Board of Directors Meeting

Marine Village School

Thursday, December 16, 2023, at 6:00 PM – In Person/Via Zoom

In attendance:

- Dr. Kim Kokx (MVS Principal) – Via Zoom
 - Win Miller (President) – Via Zoom
 - Peter Gardner (Vice President) – 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
 - Kate McDearmon (Board Member) – In Person
 - Sarah Stivland (Board Member) – In Person
 - Mike Lammi (Board Member) – In Person
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I. Record Meeting

II. Call meeting to order

Meeting called to order at 6:06 PM by Pete.

III. Approve the Agenda

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

IV. Approve the Minutes

Kate moved, seconded by Dave, to approve the November 16, 2023 Minutes as presented. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes. Motion passed.

V. Appointment

Sarah moved, seconded by Jen, to appoint Mike Lammi to the Board, pending a background check. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes. Motion passed.

Dave moved, seconded by Sarah, to appoint Mike Lammi as Treasurer of the Board. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes. Motion passed.

VI. Executive Director Report

Dr. Kokx reported a winter sing-along was scheduled. She learned a great deal at the conference. She mentioned Stillwater School District is discussing changing their start times. Steve Dibb has been working on the World's Best Workforce. MOCHA report is due. Kim prepared and distributed the Greatest Workforce implementation. Kate moved, seconded by Jenn, to approve the Greatest Workforce plan, as presented. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl:

yes; Jenn: yes; Mike: yes. Motion passed. Kim presented her Literacy Plan for review and board consideration. Sarah moved, seconded by Kate, to approve the Literacy Plan, as presented. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes; Mike: yes. Motion passed.

VII. Finance

- a. Consent Calendar/Cash Situation – Michelle from CLA was present and gave an overview of finances. The financials were issued shortly before the board meeting so there wasn't adequate time to review. Michelle explained and reviewed highlights from financials. Dave moved, seconded by Kate, to approve the Consent Calendar, as presented. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes; Mike: yes. Motion passed.
- b. Engaging an Auditor for FY23 Audit – Ongoing issue. No substantial report.
- c. Continuation of Line of Credit. At the end of each year, we must consider continuation of the line of credit. Linda moved, seconded by Jen, to continue the \$150,000 line of credit at Security State Bank of Marine. Dave moved, seconded by Kate, to approve the Consent Calendar, as presented. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes; Mike: yes. Motion passed.

VIII. Operations

- a. Donor Software – A few members of the board attended a webinar from Mighty Cause to review their donor software. Currently, MVS is using spreadsheets to keep track of donations. By implementing donor software, it would reduce the time and keep track of donations more efficiently. Jenn moved, seconded by Mike, to purchase donor software through Mighty Cause. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes; Mike: yes. Motion passed.

IX. Committees

- a. Governance – Next meeting January 3, 2024.
- b. Academic – Committee is reviewing teacher's user projects.
- c. Finance – No report.
- d. Community Outreach –
 - i. Parent Teacher Organization Meeting – Kate reported that the PTO contains an ambitious group of people. They are working on many future events, including: Three local restaurants donating a portion of their sales; Plant Sale through Gertens; Spruce Wreaths; potential barn dance with silent auction; Read-a-Thon, and Winter Warmup.
 - ii. Fundraising – Linda reported the end of year letter solicitation's donations are coming in. Win announced a larger fundraising effort: Threepeat, which outlines ten donors of a commitment of three years of \$10,000 donations each year with a matching of \$100,000 during the first

year. Have six donors committed to three years. Working on four additional donors to get to ten.

- e. Facilities – Kate reported a few minor refrigerator fixes. There is an issue with indicators on the buses which Kate is checking into.

X. Promotions

No report.

XI. Discussion Items

- a. Board Training/Tracking – All board members must complete the training before the end of year.
- b. School Property Advisory Committee – The city council set up a committee and they need an MVS board representative. Win offered to assume this role. Yet, no meetings have been held.

XII. Authorizer Comments

Brad Blue thanked Kim and the board for working so hard on the reports. Regarding the World's Best Workforce, he reiterated the five indicators which are critically important should be included in the annual report. There is great value in each of the indicators. He ended by thanking the board for their continued work.

XIII. 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, January 18, 2024 – In-Person/Zoom
- b. Thursday, February 15, 2024 – In-Person/Zoom

XIV. Adjournment

Mike moved, seconded by Kate, to adjourn the meeting. By roll-call vote: Win: yes; Pete: yes; Kate: yes; Linda: yes; Sarah: yes; Dave: yes; Daryl: yes; Jenn: yes; Mike: yes. Motion passed.

The meeting ended at 7:19 p.m.