

## Board of Directors Meeting

Marine Village School

Thursday, January 18, 2024, at 6:00 PM – In Person/Via Zoom

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### In attendance:

- Dr. Kim Kokx (MVS Principal) – Via Zoom
- Win Miller (President) – Via Zoom
- Linda Tibbetts (Board Member) – In Person
- Jennifer Cress (Board Member) – In Person
- Kate McDearmon (Board Member) – In Person
- Mike Lammi (Board Member) – In Person

### Absent:

- Dave Dochniak (Board Member) – In Person
  - Peter Gardner (Vice President) – In Person
  - Sarah Stivland (Board Member) – In Person
  - Daryl Timmer (Board Member) – In Person
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### I. Record Meeting

### II. Call meeting to order

Meeting called to order at 6:08 PM by Win.

### III. Approve the Agenda

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

### IV. Approve the Minutes

Mike moved, seconded by Kate, to approve the December 21, 2023 Minutes as presented. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.

### V. Financials By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.

### VI. Financials

- a. Financial Report – Michelle presented the financial report.
- b. 2023 Revised Budget – Mike moved, seconded by Win, to adjust the budget to \$300,000 for local revenue. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed. Mike moved, seconded by Win, to accept the budget, as amended. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.
- c. Key Performance Indicators – Mike presented Key Performance Indicators (KPIs) which are used to have measurable values that demonstrate how effectively our organization is achieving its key objectives. He will be using these to evaluate the goals and success of particular areas that will allow us to identify and target areas of improvement.

- d. Consent Calendar/Payables – Kate moved, seconded by Mike, to approve the financial statement and management report, as presented. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.
- e. Statutory Debt Report – A Statutory Debt Report (SOD) is a financial document required by the Minnesota Department of Education (MDE) that provides an overview of our debts as required by law. Mike moved, seconded by Win, to approve the SOD, as amended, and send to MDE prior to January 31, 2024. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.
  - i. Budget Amendment – Mike moved, seconded by Win, to accept the SOD Spreadsheet with the updated budgetary notation. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.
  - ii. Narrative – Kate moved, seconded by Mike, to approve the SOD report, as presented. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.

## **VII. Executive Director Report**

Dr. Kokx reported an upcoming fundraiser, Read-A-Thon which will be called Bow Wow in conjunction with the 101 Dalmatians in February. She served her 80 hours in a sister charter school, per her continued education. She has been performing many tours of the school in the past few weeks.

## **VIII. Operations**

We continue to work on the old buses. Win will type up Nick's notes and send them to the board for review.

## **IX. Committees**

- a. Governance – Pete, Sarah, and Win met in early January to discuss school policies, as well as the Employee Manual and Parent-Student Manual. Next meeting the first Thursday in March.
- b. Academic – No report.
- c. Finance – Mike and Win held a meeting last week. They are looking for more volunteers this initiative.
- d. Community Outreach –
  - i. Parent Teacher Organization Meeting – Kate reported the PTO is working on submitting status with the IRS. They are working on several projects, including the Read-A-Thon; Give Back Nights at Brookside, Culvers, Victorios Pizza; Winter Warm UP; and Gertens Plant Sale.
  - ii. Fundraising –
    - 1. Gala – Plan on having the Gala in June this year. We need a group of volunteers to head up this fundraiser. Leanna, Mike and Sharon, who sponsored the party in 2023, are more than happy to give some pointers.
    - 2. Fundraising Software Implementation – Mike to get Kate login credentials.

3. Three-Peat Initiative – Currently have a generous donor who is giving a matching fund of \$90K if we can raise nine people to commit to \$10K a year for three years. We have seven so far.
4. Enrollment – Official enrollment ends March 15, 2024. Lisa had great ideas on how to refine the enrollment process. Planning an Open House. Lots of interest in the community.
- e. Facilities – Discussed forming a subcommittee to draw up matrix of what items in the building are the responsibility of MVS, Folk School, or both, or City of Marine, or others.

**X. Discussion Items**

- a. Board Training/Tracking – The board is compliant with training and attendance for 2023.
- b. School Property Advisory Committee – Win is on the committee, but no meetings have been held.
- c. Conflict of Interest Policy – The board is required to complete annually. Win moved, seconded by Jen, to approve the Conflict-of-Interest Policy as presented. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.

**XI. Authorizer Comments**

Brad Blue thanked Kim and the board for the hardworking energy of moving the school forward. He commended the board on being in better financial health.

**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, February 15, 2024 – In-Person/Zoom
- b. Thursday, March 21, 2024 – In-Person/Zoom

**XIII. Adjournment**

Linda moved, seconded by Win, to adjourn the meeting. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes. Motion passed.

The meeting ended at 7:35 p.m.