

## Board of Directors Meeting

Marine Village School

Thursday, March 21, 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) – In Person
- Linda Tibbetts (Board Member) – In Person
- Jennifer Cress (Board Member) – In Person
- Kate McDearmon (Board Member) – Via Zoom
- Mike Lammi (Board Member) – In Person
- Peter Gardner (Vice President) – In Person
- Sarah Stivland (Board Member) – In Person
- Daryl Timmer (Board Member) – In Person
- Cari McGlynn (Board Member) – In Person
- Lisa White (Community Member) – In Person

### Absent:

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#### I. Record Meeting

#### II. Call meeting to order

Meeting called to order at 6:03 PM by Win.

#### III. Approve the Agenda

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

#### IV. Approve the Minutes

Win moved, seconded by Sarah, to approve the February 15, 2024 Minutes as presented. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes; Peter: yes; Sarah: yes; Daryl: yes. Motion passed.

#### V. Board Member Position

VI. Cari McGlynn is the lead teacher at MVS. She has provided leadership within the school and does an amazing job. Win moved, seconded by Pete, to appoint Cari McGlynn to the MVS board for a three-year term. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes; Peter: yes; Sarah: yes; Daryl: yes. Motion passed.

#### VII. Financials

a. Financial Report – Mike sent out the initial KPI's. He has met with Andrew and Michelle at CLA and is working with Kim and Carla to fine tune the financial process. We are making headway on the Line of Credit. Payment timing will be

the 15<sup>th</sup> and 30<sup>th</sup> of each month – those are the days payments will be issued. Mike is looking at a FLEET credit card for the school buses for fuel.

- b. Engaging an auditor for the FY23 Audit – No report.
- c. Adding Mike Lammi to Bank – Linda moved, seconded by Jenn, to approve the adding of Mike Lammi to the Security State Bank of Marine accounts as a signer. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes; Peter: yes; Sarah: yes; Daryl: yes.; Cari: yes. Motion passed.
- d. Credit Card Policy – The policy was updated. Daryl moved, seconded by Mike, to approve the updated Credit Card Policy, as presented. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes; Peter: yes; Sarah: yes; Daryl: yes.; Cari: yes. Motion passed.

#### **VIII. Executive Director Report**

Dr. Kokx reported with Mike taking over financials, it has really helped her with spending more time with other areas of the school. We are currently at 105 students. Kindergarten Roundup is being arranged. The Read-A-Thon was a success. The production of 101 Dalmatians provided a packed house. Ticket money after expenses brought in around \$4,000. Kim would like to get a nursing contract signed and move forward with this initiative.

#### **IX. Operations**

- a. Buses – No report on the two used buses. Mike is willing to help move these buses along to their next life. Kate did connect with Nick, and he was willing to work on the pricelist to get them into sellable shape.
- b. Covid Isolation Guidelines – Kate is working on this project.
- c. School Calendar – We follow Stillwater School District calendar. They are changing start times in Fall 2025.

#### **X. Committee Reports**

- a. Governance – Pete sent out notes of the last meeting to the board. We need to get to 129 students. The committee is reviewing policies, making sure we have all the policies in place we need to have in place. We have an Employee Handbook but need a Student Handbook, which is in draft form. Kim is reviewing examples from ten different schools. The committee discussed the Salary Scale and will be adding best practices. We need job descriptions for the bus driver. An additional project for the committee is drafting a termination policy.
- b. Academic – No report.
- c. Finance – No report.
- d. Community Outreach –
  - i. Parent Teacher Organization Meeting – Kate reported Culver’s Night is this coming Monday. The PTO continues to work on initiatives.
  - ii. Fundraising –
    - 1. Gala – Plan on having the Gala in June this year. We need a group of volunteers to head up this fundraiser.

2. Three-Peat Initiative – No report.
3. Enrollment – Lisa White and the committee are working on a mailing project.

e. Facilities – No report.

**XI. Board Topics**

- a. Community Charter School Enrollment Proposal. Cari and Win attended the Charter School Day at the Capital.

**XII. Discussion Items**

- a. None

**XIII. Authorizer Comments**

Brad Blue thanked the board for their hard work. Dr. Peterson and Brad commend MVS for the high functioning committee reports. This is extremely important as Brad provides highlights for his board. The annual site visit is coming up. Brad is confident of our financial progress and effort.

**XIV. 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, April 18, 2024
- b. Thursday, May 16, 2024
- c. Thursday, June 20, 2024

**XV. Adjournment**

Linda moved, seconded by Daryl, to adjourn the meeting. By roll-call vote: Win: yes; Linda: yes; Jen: yes; Kate: yes; Mike: yes; Peter: yes; Sarah: yes; Daryl: yes.; Cari: yes.

Motion passed.

The meeting ended at 6:45 p.m.