

## Board of Directors Meeting

Marine Village School

Thursday, June 20, 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
- Peter Gardner (Vice President) – In Person
- Mike Lammi (Treasurer) – In Person
- Linda Tibbetts (Secretary) – In Person
- Jennifer Cress (Board Member) – Via Zoom
- Kate McDearmon (Board Member) – In Person
- Daryl Timmer (Board Member) – In Person
- Cari McGlynn (Board Member) – In Person

### Absent:

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#### I. Record Meeting

#### II. Call meeting to order

Meeting called to order at 6:07 PM by Win.

#### III. Approve the Agenda

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

#### IV. Approve the Minutes

*Pete moved, seconded by Jenn, to approve the May 16, 2024, Minutes as presented. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed.*

#### V. Board Member

Sarah Stivland has stepped aside for personal reasons. She is very supportive of MVS and wants to continue to support our efforts in other ways. We thank Sarah for all she does for MVS. *Pete moved, seconded by Daryl, to accept the resignation of Sarah Stivland. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed.*

#### VI. Financials

- a. Financial Report – Mike and Michelle from CLA presented the June Financials. Mike is planning out a month-by-month budget to help Carla and Kim budget expenses. We have some outstanding invoices that need to be paid.

- b. Petty Cash Procedures – Mike moved, seconded by Kate, to approve the Petty Cash Procedures, as presented. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed.
- c. Buses – Mike worked with Diane at the bank who removed the securities off the bus loans. We are working on getting the buses sold.
- d. MDE Funding Update – There was a delay in the school’s IDS payment. Marine Bank gave us a bridge loan which will be payable when payment is received. Mike moved, seconded by Daryl, to accept the bridge from Marine Bank with security being 10% holdback. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed.
- e. Budget for 2024/2025 – Michelle reported on the budget. We are using the enrollment of 97. Mike moved, seconded by Pete, to approve the budget with correction of CSP that will be adjusted both in the revenue side and the payment so we can get the right categories. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed.
- f. Engaging an auditor for the FY23 Audit – We got a response from a firm in Florida with a proposal of \$14K per year per audit. The accounting firm would do the audit remotely. Mike moved, seconded by Pete, to get the engagement letter from Thomas and Company, if the engagement letter has \$28.5K listed and we would move forward with the 2023/2024 and 2022/2024 fiscal years. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed.
- g. Extra-Curricular Club Policy – Is being developed.
- h. Fundraising/Three-Peat Initiative – No report.

**VII. Executive Director Report**

Dr. Kokx reported many thrilling details happening at the school. The teachers are preparing their fall curriculum. We are getting Letters Training through the state which is an extremely expensive initiative with a two-year commitment. However, MDE is offering this to all because of its importance. This will be a huge factor in our professional development over the next two years. She reported she is putting finishing touches on the Student Handbook. She said it will be ready to be presented at the July board meeting. She reported three camps will be running this summer. SPED para’s coming into the building next week to work with students. Our new buses are DOT certified. The board commended Dr. Kokx for all she has done to keep students engaged over the summer months.

**VIII. Committee Reports**

- a. Governance – The committee met last week. They are looking forward to getting a chance to review the Student Handbook. The committee is reviewing job descriptions. Pete said the committee is starting the process of finding a replacement for the chair.

- b. Academic – The committee has found a chair – Anna Maakestad. She has extensive experience in education. Daryl moved, seconded by Jenn, to appoint Anna Maakestad as chair of the Academic Committee. By roll-call vote: Win: yes; Linda: yes; Jenn: yes; Kate: yes; Mike: yes; Peter: yes; Daryl: yes; Cari: yes. Motion passed. Parents on the committee want to know that we are meeting and exceeding the educational goals presented.
- c. Community Outreach –
  - i. Parent Teacher Organization Meeting
    - 1. Last Day of School – Kate reported the PTO sponsored an ice cone truck and held a potluck.
    - 2. Signage – The PTO is still working on this initiative.
    - 3. Swag – The PTO would like to see branded t-shirts for the students.
    - 4. Childcare for Gala – PTO will offer childcare for parents who attend the fundraiser.
  - ii. Fundraising
    - 1. Jenn has been very busy working on *A Night Out Event*. The PTO has been a great partner in this event. We are sitting at 72 registrations. Jenn thinks all our areas are covered regarding marketing the event. We have over 50 silent auction items.
- d. Facilities – Kate reported that she met with members of the committee to make a list of issues to see if repairs were needed, i.e., what’s broken, what’s needed, etc. A portion of the items fall under the city’s responsibility. The rest are our responsibility and Ted can handle over the summer. Dave Dochniak had the floors refinished – we will get Ted and Dave connected. The gym floors need to be buffed and waxed.

**IX. Board Topics**

- a. Marine Multi-Generational Education District Advisory Committee – Win reported the committee has met. They are going over short- and long-term goals for the property.

**X. Authorizer Comments**

Brad Blue was present on behalf of MOCA. Brad commended the board for all their hard work and dedication. He noted next year will be very important for MVS as we transition to a fully elected board for 2025/2026.

**XI. Closed Meeting/Personnel Matters**

**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, July 18, 2024
- b. Thursday, August 15, 2024
- c. Thursday, September 19, 2024

**XIII. Adjournment**

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

The meeting ended at 8:28 p.m.