

Board of Directors Meeting
Marine Village School
Thursday, November 21, 2024
6:00 p.m.

In Attendance:

Sarah Stivland (Chair) in person
Pete Gardner (Vice Chair) in person
Mike Lammi (Treasurer) in person
Kelly Jeanetta (Secretary) in person
Daryl Timmer (Board Member) in person
Kate McDearmon (Board Member) in person
Cari McGlynn (Board Member) in person
Kien Trung Nguyen (Board Member) via Zoom
Dr. Kim Kokx (MVS Principal and ex-officio member) via Zoom

Absent: Jenn Cress (Board Member)

Community Member Present: Mike Adrian (PTO)

I. Meeting Recorded

II. Meeting called to order.

III. Meeting Agenda

- Daryl moved to approve the agenda.
- Kate seconded the motion.
- Roll was called to approve the agenda.
- The agenda was approved unanimously.

IV. Minutes from October 17, 2024 Board Meeting

- Mike moved to approve the minutes.
- Pete seconded the motion.
- Roll was called to approve the minutes.
- The minutes were approved unanimously.

V. Financials (Mike presented the October and November 2024 financials.). Some highlights:

- a. The hold back has been received in full.
- b. The bridge loan is nearly paid.
- c. Auditors are working on years 2022 and 2023 and then will begin 2024.

- d. There has been an anonymous donation of \$50,000.00, \$30,000.00 of which was used to pay off our line of credit and \$10,000.00 ear-marked for communications/marketing efforts.
- e. Food service is in place as is our new Food Service Coordinator. MDE will be auditing food service. Once we receive approval, we will receive cost reimbursement from the State.
- f. Student growth: We have 90 students currently. 125 students is the goal.

VI. Executive Director Report

- a. Student Growth. Tours are happening regularly.
- b. School Forest. We are looking into what the DNR grant will allow the Marine Village School to do; i.e., remove buckthorn, plant non-invasive species, etc.
- c. Janitorial Duties: Four para-professionals have volunteered to handle janitorial duties.
- d. CSP Grant Closeout: The CSP is complete and submitted. It breaks down how (and with supporting documentation) the \$169,000.00 grant was utilized.
- e. Student Excellence: Students raised over \$1,000.00 in pennies to buy a veteran a scooter. Way to go!
- f. MDE Smart Goals: Kim is working on the 5 Smart goals and will prepare a video that describes those goals. MDE Smart Goals are part of the World's Best Workforce report, which is required to be completed each year.
- g. Job Descriptions: Draft job descriptions for Executive Director, Principal, Assistant Principal, Operations Manager, and Administrative Assistant are complete.
- h. Temporary Workload Adjustment: Due to personal circumstances, Dr. Kim Kokx will decrease her load. She will continue to serve as Executive Director of the school for the remainder of 2024-2025 school year. She will conduct a majority of this work remotely. She will continue to lead the theater program. Kim will no longer serve as the Principal on site. Her salary will be adjusted accordingly. Carri McGlynn will serve as principal on site full time. Her salary will be adjusted accordingly. A new teacher will be hired to serve in the 4th grade classroom while Mrs. McGlynn is serving as Principal for the remainder of the school year.
 - i. This is intended to be temporary. The plan will be to return to the current configuration for the next school year.
- i. Paid Time Off Policy: The policy has been amended to provide PTO is paid out at the end of the year if not used. Pete moved to approve the policy change. Mike seconded the motion. The motion was passed unanimously.

VII. Committee Reports

- a. Governance (Pete):
 - i. Job Descriptions. As described, many job descriptions have been drafted. The Committee is working on descriptions for the remaining positions.
 - ii. Wellness Policy: The wellness policy is drafted.

- iii. Internal Policies: The Committee has made significant headway in drafting policies. A few more are desirable and in the works: Board member orientation training; use of facilities; service contracts (who can approve); expenditure authorizations; and fund-raising policy.
- iv. School Board Election: We need to publicize.
- v. Vacant Board Position Start of New Year: Pete will be leaving after the December meeting. We are not only losing him as Board Vice Chair but losing our Governance Committee Chair. Thank you Pete for your years of service and a job well done.
- b. Academic (Darrell reported for Anna Maakestad):
 - i. The Committee has been working on a living, collaborative document that incorporates state academic standards and core knowledge, integrated with Marine Village School curriculum, what the educators are actually doing with their students, and how it all fits with the standards and core knowledge requirements. This document will better enable a holistic approach to Marine Village School education.
- c. Community Outreach:
 - i. The \$10,000.00 ear-marked for marketing will help the Committee better tell the story of Marine Village School (a strong story to tell!). Hopefully marketing efforts will help us grow enrollment, which is key for the School to thrive.
- d. PTO (Mike Adrian):
 - i. The PTO had a Give Back night at Victoriano's and is striving to do one restaurant Give Back night a month.
 - ii. The PTO has been raising money, is try to improve communication with future kindergarten families, and is going to do pot lucks on show nights to help families with limited down time between end of school and showtime. It is also planning concessions and bake sales.
 - iii. There is a Give Back with Valley Bookseller scheduled for December 3, 2024.
- e. Facilities (Kate):
 - i. The new bus drivers are doing well.
 - ii. The Wellness Policy needs to be implemented by next year. The framework is in place.
 - 1. Darrell moved to approve the wellness policy and Kelly seconded the motion. It was passed unanimously.
 - iii. The City does not do snow removal of the sidewalk adjacent to the school. We will need to have someone in place to do that. We also need a rink sweeper.

VIII. Board Topics

- a. Marine Multi-Generational Education District Advisory Committee
 - i. Dan Willenbring will attend the next scheduled meeting.

IX. Authorizer. No report.

X. Regular monthly meeting is held on the third Thursday of the month, at 6:00 p.m., at the Marine Village School, 550 Pine Street, Marine-on-St. Croix, Minnesota 55047 and via Zoom.

- Thursday, December 19, 2024
- Thursday, January 16, 2025

XI. Adjournment. The meeting was adjourned at 7:35 p.m.