

**Board of Directors**  
**Meeting Marine Village School**  
**Thursday, August 21, 2025**  
**6:00 p.m.**

## **Agenda**

<u>Board Members:</u>	<u>Designation:</u>	<u>Attendance</u>
Kien Nguyen	Community	A <b>P</b>
Gerry Glomb	Community	A <b>P</b>
Dr. Katie Swanson	Parent	A <b>P</b>
Anessa Beimert	Teacher	A <b>P</b>
Lauren Henninger	Teacher	A <b>P</b>
Michelle Johnson	Teacher	A <b>P</b>
Colleen Tetreault	Teacher	A <b>P</b>
Dr. Curtis Windham (Ex-Officio)	Executive Director	A <b>P</b>

Authorizer Member Present: Ellie Holte

Community Members Present:

Jaime Souza

Dr. Claire Bjork

Michael Adrian

I. Meeting Recorded - Confirmation

II. Call To Order

A. Approval of the agenda

Motion: To approve the August 21st, 2025 agenda for the MVS School Board meeting.

Motion/Second: Katie / Lauren

Yay: 7

Nay: 0

III. Discussion and possible selection of new MVS Board Chairperson and Board Secretary

A. Board Chairperson

Motion: To approve Michelle Johnson as the Chairperson of the MVS School Board.

Motion/Second: Katie / Anessa

Yay: 7

Nay: 0

B. Board Secretary

Motion: To approve Katie Swanson as the Secretary of the MVS School Board.

Motion/Second: Gerry / Lauren

Yay: 7

Nay: 0

C. Board Discussion regarding open Board seats and “Make Up” as it relates to By-Laws.

1. There are two open seats on our board.
2. Current language of bylaws is vague around the makeup of the board and definition of “majority”. Governance committee will meet and update bylaws.
3. The two open seats will be appointed by the board, and the term will expire at the end of this school year 2025-2026. Members can run for re-election at that time if they so choose. We will need to clarify timing of election next spring.
4. Discussion of looking for specific skill sets in board members to appoint. Areas of need right now include: admissions/enrollment and development/fundraising. Governance committee will consider drafting a summary of beneficial qualifications.
5. Goal is to approve nominations for open board seats at next month’s board meeting.

IV. Consent Agenda

A. July 17th, 2025 Board Meeting Minutes

B. KoKua Agreement

1. This is a backup agreement we are hoping not to have to use. We already have 3 in-house subs along with another\*\*\* agreement.

C. Employee Handbook Update

1. Email with edits reviewed and approved. Discussed PTO in the event of jury duty.
2. Goal to have this ready by Monday when teachers start

D. Student and Family Handbook Update

1. Email with edits reviewed and approved.
2. Weather closures will now be determined by Dr. Windham and a small admin team rather than following Stillwater.

3. Goal to have this for families at back to school night.

Motion: To approve the consent agenda.

Motion/Second: Katie / Lauren

Yay: 7

Nay: 0

## V. Executive Director Report

### A. Report

1. Dr. Windham has continued to work with Bethel on his professional development plan. He is also working through the rural school grant applications, making sure our mandatory policy list is up to date, and ensuring appropriate trainings happen before school starts. He is also actively working on enrollment - we are currently at 104. He recommends we strongly consider starting a strategic planning effort as soon as possible.
2. Workforce: We are now fully staffed. 4th / 5th merger with Mrs. D as the primary teacher and Kelly Fronk 12.5 hours / week. There will also be a para in the classroom. We have a new third grade teacher, Mrs. Jo Heidi.
3. Hired a second bus driver.

### B. Executive Director Professional Development Plan

Discussion brought forward by Michelle Johnson to consider removing principal licensure requirement from Dr. Windham's contract as it will require him to be out of the building for at least 40 hours this school year and he has already demonstrated competence.

Motion: To amend Dr. Windham's contract to remove the requirement to obtain a principal's license.

Motion / Second: Gerry / Katie

Motion: To table the 2025-2026 Executive Director Professional Development Plan for a future meeting. \*\*\*

### C. Executive Director Evaluation Tool.

## VI. Committee Reports

### A. Governance Committee

1. Discussion to change the October MVS Board meeting due to conflict with MEA.  
Motion: To move the October MVS Board meeting to 10/9/2025.  
Motion/Second: Colleen/Lauren  
Yay:7  
Nay: 0
2. Discussion regarding charter numbers for each classroom.
  - a) There is no specific policy and we will keep it this way. Small class sizes are preferred. A number for the incoming kindergarten will be decided on before the lottery.

#### B. Finance Committee

1. Finance Report
2. Gerry has been communicating with the city of Marine on St. Croix and Dr. Windham. With our current enrollment we will need significant financial support from the city. We will need about 250,000 which is “doable but not a slam dunk”.
3. By next month we will have a new accounting provider.  
Motion: To approve the July 2025 Treasurer’s Report as presented.  
Motion/Second: Katie / Lauren  
Yay: 7  
Nay: 0
4. Creative Planning Proposal(s) (Discussion)
  - a) We have received CLA’s proposal and will need to compare it to CP. A recommendation will be brought to the next board meeting in September.

#### C. Academic Committee

1. Presentation of the Academic Committee Charge by Dr. Claire Bjork.
  - a) Focusing on mission-alignment, governance, and goals for the short-term, mid-term, and long-term. Ideally an integrated age journey. Will be working on long-term goals later this year.

#### D. Facilities Committee

1. Bus drivers & Supervisor (DER) training for Dawna.
2. School lunch program. Over charge for Milk from last year & contract update needed.

3. School cleaning: teachers will do some cleaning in their own classrooms. We have a para who will spend additional 5 hours a week cleaning the school.

E. Community Outreach Committee

1. Original logo designer contacted, she will provide logos in our color palate for us to use.
2. Yard signs are in the school - will give out at back to school night.
3. Waterslide event went well.
4. Current marketing efforts include facebook ads, Summer Tuesdays, and yard signs.
5. Committee is working on an annual fundraising plan.

F. Multigenerational Committee

1. The visioning meeting has been switched to 10/25/25 at the village hall.
2. There will need to be MVS representation.
3. The EDA is very supportive of the school and recommends the lease will be modified to reflect how the building is being used. We will re-visit snow removal. There will be a recommendation for a public hearing to review lease changes.

G. Wellness Committee

1. SEL (social and Emotional learning) curriculum.
2. Katie shared that a SEL curriculum has been chosen and training is underway. They are working with Healthpartners to collaborate with PowerUp. Full policy will be completed in the fall.

H. Marine Community and School Forest Committee

1. Forest Committee Charge (Mission/Vision Statement)
2. Jaime Souza presented the mission/vision and charges. Not a committee of the board but important to school culture. High membership and commitment from students and families. Raised \$1500.00 this summer.

VII. Policies

A. Policy Requirement Information

- B. The Executive Director would like to ask the Governance Committee to establish a system/calendar to review all policies on a 3-Year cycle. The

Governance Committee should review all policies and determine which committees should review each policy.

VIII. Other Discussion Items

A. Public Comment Discussion

- B. Plan to add a public comment section to board meetings. Details will be discussed and brought to the next board meeting.

IX. Authorizer Comments

- A. MOChA representative Ellie is encouraging and cautiously optimistic. There is a lot of work to be done but people willing to do it and a supportive community. Reiteration of importance of external finance support.

X. Next Meetings

- A. September 18, 2025  
B. October 09, 2025

XI. Adjournment

Motion: To adjourn the August 21, 2025 MVS School Board meeting.

Motion/Second: Lauren / Colleen

Yay:7

Nay:0