



Volunteers in Education engages the community in the education of its students, supporting their growth and preparing them for productive citizenship.

Volunteers in Education

P.O. Box 668, Virginia, MN. 55792

VinE Board Meeting Minutes – October 28, 2024, noon

Location: Gethsemane Church in Virginia, MN

- 1) Meeting called to order by Leigh Zika (Chair) at 12:00 p.m.
In Attendance: Leigh Zika (Chair), Anita Skenzich (Vice-Chair), Debra Warner (Treas), Nathan LeBeque (Sec), Marjorie McPeak (Dir), Joe Uhan (Dir), Paula Dundas (Dir), and Teresa de Venecia (Exec. Dir).
- 2) October Agenda: adopted by consensus as printed.
- 3) Approval of Minutes – August 19, 2024. Accepted as printed.
- 4) Board Education/Governance: Tutor Education Seminar 09/25/24 (videos). Discussed with appreciation the presentations by NE Service Cooperative Literacy and Math specialists.
- 5) Treasurer's Report: August and September 2024 Income and Expenses update. Income August 2024 \$20,600; Expenses \$7,150.80; checking account Balance August 31, 2024: \$54,725.08; Income September \$250; Expenses \$7,433.86; checking account Balance September 30, 2024: \$47,541.22.
Treasurer's report for August and September accepted as printed for filing.
- 6) Finance: Funding Summary spreadsheet included in the Executive Director's report.
- 7) Executive Director Report: Teresa's report included:
 - a) Staffing Update
 - i) Jeff Lindmark resigned from his position as Program Director on October 11, 2024. Board discussion ensued regarding the reasons and circumstances surrounding his sudden resignation.
 - ii) Emily Saukko hired as the *Interim* Program Director; a job performance review will be done in January 2025. She will also serve as the South Ridge Interim Site Coordinator until an individual is found to move into this position "permanently".
 - b) Tutor Education Seminar: held on September 25, 2024, at the NE Service Cooperative in Mt. Iron. Literacy and Math specialist shared valuable information on how VinE tutors can best support students in Literacy and Math.
 - c) Staff Meetings: September meetings with elementary and secondary staff for each district that VinE serves.
 - d) VinE Program Update: spreadsheet summarizing the number of tutors, referred individual students, and referred classes in each of the nine schools served by VinE.
 - e) Care-giver Student Referrals: three students have been referred by their parents/caregivers for VinE's tutoring services. VinE will work with the teachers to determine the best tutoring plan.
 - f) Board Involvement Opportunities
 - i) Reach out to community groups.
 - ii) Tutor in the schools.
 - iii) Help create materials for Tutors and Site Coordinators.

2024/25 meeting dates: October 28, 2024; December 16, 2024; February 17, 2025; April 21, 2025; June 16, 2025; August 18, 2025



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- iv) Table Events: publicize VinE and recruit tutors during November Parent/Teacher conferences at various schools.
- g) 2024-25 Funding Summary: spreadsheet listing Funding: Sources, Committed, Awarded, and Outstanding.

Executive Director's Report accepted for filing.

- 8) Old Business: None
- 9) New Business: Staff Hiring Process (Executive Director, Program Director, and Site Coordinators). Discussion regarding the lack of specific guidance in the Board Book on procedures to hire paid staff. Wording in VinE documents state that the Executive Director will recruit, employ, and release personnel. Links to Google documents detailing Contracts/Scope of Work Agreements for Site Coordinators, Program Director, and Executive Director are embedded in the agenda. Board discussed current practice (hires in the last two years), as well as the merits of policy or by-law changes/additions. Joe made a motion to table for now any changes/additions to policies or by-laws regarding the hiring process. Anita seconded. MPU.

Discussion regarding adding more members to the Board. Teresa stated that United Way (major funder of VinE) would like to see a Board member representing each school served by VinE. Currently, no Board member lives around and represents the Babbit, Cherry, or South Ridge schools. Discussion about asking tutors volunteering in those schools to consider joining the VinE Board.

- 10) Closing Remarks: Next meeting December 16, 2024 (noon) at Gethsemane. Social time to follow any essential Board business. Leigh is slated for jury duty, may possibly be absent.
- 11) Meeting adjourned by Leigh at 1:00 pm.

Respectfully submitted,
Nathan LeBeque (Sec)