



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 – March 18, 2024, 1:00 pm

Location: Gethsemane Church in Virginia, MN

1. Meeting called to order by Leigh Zika (Chair) at 12:58 p.m.
In Attendance: Leigh Zika (Chair), Anita Skenzich (Vice-Chair), Debra Warner (Treas), Nathan LeBeque (Sec), Paula Dundas (Dir), Teresa de Venecia (Exec. Dir), Jeff Lindmark (Program Dir) and guest Marjorie McPeak
2. March Agenda: adopted as printed by consensus.
3. Approval of Minutes – January 22, 2024. Unanimously approved.
4. Board Education/Governance.
 - a. Principles & Practices of Nonprofit Excellence (MCN): 2-page extract regarding Civic Engagement & Public Policy that suggests best practices of Promoting Participation, Advocacy & Public Policy, Lobbying, and Political Campaign Activity.
 - b. Principles & Practices of Nonprofit Excellence (MCN): 2-page extract regarding Strategic Alliances that suggest best practices of Strategy for Creating Connections, Assessment/Decision-Making, and Coordination.
5. Treasurer's Report: January 1 – 31, 2024 and February 1 – 29, 2024. Income and Expenses update. Average monthly expenses are approximately \$4,500. Income January 2024 \$3,950; Expenses \$5,583; checking account Balance January 31, 2024: \$48, 743.81. Income February 2024, \$50; Expenses \$4,870; account Balance February 29, 2024: \$44, 088.76.

Treasurer's report for January and February accepted as printed for filing.

6. Director Reports
 - a. Executive Director: Teresa presented her reports for January including:
 - i. 2023/24 1st Semester Surveys: VinE Site Coordinators, Teachers, Tutors, and Students. Overall positive comments from participants in the VinE program: Tutors viewed as beneficial to the classroom engagement and academic success of students.
 - ii. Summary of VinE Program Services: spreadsheet detailing teacher requests, students, and volunteers in all schools serviced by VinE. Background checks through third-party vendor "Trusted Employees" now being paid for by VinE, with a very fast turn-around following completion of simple online form.
 - iii. Community Outreach: ELCA Laurentian conference, Iron Range Rotary Club, and AEOA. VinE Board members are encouraged to participate at AEOA tabling events on April 18, 19, and 20, 2024.
 - iv. Funding Summary: Grant writing takes place January to April, and requires statistical data showing need for services, as well as demonstrating specific

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improvements in student outcomes. United Way granted \$20,000. \$3,000 grant request submitted to Eveleth Area Community Foundation. \$3,080 grant request submitted to Lake Country Power Operation Round Up. Virginia Community Foundation request (\$5,000) due March 31, 2024. Possible \$10,000 grant request to be submitted to Kubota Tractor Corporation.

- v. Budget: Teresa (Exec Dir) and Debra (Treas) will meet with Gail (bookkeeper) on April 26, 2024, to work on the 2024/25 Annual Budget. A preliminary budget has been drafted, as it was needed for recent 2024/25 grant requests.
- vi. Mn READ Act 2023 and VinE: The goal is for every child to read at or above grade level every year. It requires evidence-based, structured literacy instruction. (Anita, recently retired teacher, emphasized the need for researched-based training of teachers as well as researched-based instruction of students). Teresa is investigating training for VinE tutors to provide “Science of Reading” instruction to students.
- vii. Volunteer Appreciation Week: April 21-27, 2024: Thank You cards, gift cards, and media recognition are planned.
- viii. Board Books: Board Member Binder materials are available on VinE’s Google Drive; hardcopies will be printed in July and ready for August 2024.
- ix. Final Thoughts: recommendation for the Board to increase Executive Director time from 20 hours/week to 30, and Program Director time from 12 hours/week to 20, with pay rates remaining the same, contingent on funding availability because of grants awarded.

Executive Director’s Report accepted for filing.

- b. Program Director: Jeff’s report was presented including:
 - i. Site Coordinators: present in all schools.
 - ii. Tutor Onboarding and Recruitment: additional tutors added in February and March, many thanks to Anita’s networking with recently retired teachers. Working to have National Honor Society at Rock Ridge fulfill commitment to provide tutors at all three Rock Ridge schools.
 - iii. Miscellaneous: requests for Math tutors in Upper Elementary and High School difficult to fill.

Program Director’s Report accepted for filing.

- 7. Old Business: Board Member Binder Materials: as noted above in Teresa’s report, materials are available now on VinE’s Google Drive; hardcopies will be printed in July and ready for August 2024.
- 8. New Business:
 - a. By-laws update: extensive discussion about updating and revising the By-laws to reflect current practices. Paula made a motion to accept changes to the By-laws as discussed by the Board. Anita seconded the motion. MPU. Draft of By-laws with revisions will be sent to all Board members. Item closed.
 - b. VinE organizational evaluation: Board needs to self-assess VinE. Teresa and Jeff both need to be evaluated by the Board based on job descriptions. Teresa will create a survey for the Board to complete, after members have forwarded question to her.

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- c. 2024/25 Annual Budget: Teresa (Exec Dir) and Debra (Treas) will work with Gail (bookkeeper) to create a draft Budget.
 - d. MN READ Act update: as noted above in Teresa's report, MN has set a goal for every child to read at/above grade level. This will require evidence-based literacy instruction. Teresa is investigating opportunities for VinE tutors to become trained in research-based literacy instruction.
 - e. Board Calendar Tasks:
 1. Insurance policy review: Teresa will contact Tim Johnson at State Farm to inquire about a policy review.
 2. Arrowhead Economic Opportunity Agency: partnership agreement has been renewed. Item closed.
9. Closing Remarks: Guest Marjorie McPeak invited to attend the next VinE meeting and join the Board of Directors. Next meeting May 20, 2024, noon at Gethsemane.
10. Meeting adjourned by Leigh at 2:26 pm.

Respectfully submitted,
Nathan LeBeque (Sec)