



# Elgin Math & Science Academy

## Board Meeting

### Date and Time

Tuesday October 10, 2017 at 7:00 PM CDT

### Location

Ignite, 15 Douglas Ave, 2d Floor Conference Room, Elgin, IL 60120

### Agenda

|  | Purpose         | Presenter    | Time           |
|--|-----------------|--------------|----------------|
| <b>I. Opening Items</b>  |                 |              | <b>7:00 PM</b> |
| <b>A.</b> Record Attendance and Guests   |                 | Doree Haight |                |
| <b>B.</b> Call the Meeting to Order  |                 | Kerin Kelly  |                |
| <b>C.</b> Approve Minutes  | Approve Minutes | Doree Haight |                |
| <b>D.</b> Approval by Illinois State Charter School Commission   | Discuss         | Kerin Kelly  | 10 m           |
| What are the changes required by the Commission and what are our next steps?   |                 |              |                |
| <b>E.</b> TO DO List for Board Members   |                 | Kerin Kelly  | 5 m            |
| 1. Sign on to Board On Track--complete your profile<br>2. Indicate your availability to attend EL Education National Conference 10/27-29<br>3. Sign up for committees<br>4. Future Board Meetings: Time and Day of the Week                          |                 |              |                |
| <b>II. Finance</b>   |                 |              | <b>7:15 PM</b> |
| <b>A.</b> Summary of EMSA's financials and Sips for Science fundraiser   | FYI             | Adam Gray    | 5 m            |
| <b>B.</b> Guarantors for Line of Credit  | Discuss         | Adam Gray    | 5 m            |
| Update and discussion on where EMSA is in this process.  |                 |              |                |
| <b>C.</b> Finance Committee Regular Meetings   | FYI             | Adam Gray    | 2 m            |
| The finance committee will begin to meet regularly. If you are interested in joining this Committee, please let chairperson, Adam Gray, know. Current committee members include: Adam Gray (chair), Dennis Verges, Keith Rauschenberger, Kerry Kelly |                 |              |                |
| <b>III. Principal Support and Evaluation</b>   |                 |              | <b>7:27 PM</b> |
| <b>A.</b> Timeline and Process for Hiring Principal  | Discuss         | Melanie Gibb | 10 m           |

EMSA will hire its principal by December 15, 2017. This is one of the Board's major responsibilities. We will summarize the timeline, process and who is involved so far with the recruitment efforts. Board will discuss the process.

**IV. Facility 7:37 PM**

**A.** Funding for repairs/improvements/stabilization to campus buildings      Discuss      Kerin Kelly      10 m

Since the Commission is not allowing state funds to be spent on building improvements or stabilization, what can we do moving forward to protect our interest and expand?

**B.** Facilities Committee      FYI      Kerin Kelly      2 m

The facilities committee has been meeting often but irregularly. Regular meetings will start this month. If you are interested in participating or if you know someone with the necessary skills to participate, please inform chairperson, Kerry Kelly. Currently, the Facilities Committee includes: Kerry Kelly (chair), Adam Gray, Doree Haight, Eric Pepa (architect), Alan Scimeca (general contractor)

**V. Development 7:49 PM**

**A.** PR      Discuss      Melanie Gibb      10 m

What is our PR strategy and how could it improve/change now that we've been approved?

**B.** B. Outreach      Discuss      Melanie Gibb      5 m

Update on our Outreach Plan: are we meeting goals/milestones in our current plan? Does this need to be updated moving forward? How can ALL board members be involved?

**C.** Grants and Fundraising      Discuss      Melanie Gibb      10 m

1. Update on Federal Charter Schools Program Grant.
2. NEED: intern/assistance with organizing available grants
3. Fundraisers: report on lessons from Sips for Science; ideas for future fundraisers
4. Possible VOTE in moving forward with fundraiser idea

**D.** Development Committee      FYI      Melanie Gibb      2 m

This Committee will be meeting regularly and still needs a chairperson. Unofficially, participants include: Mel Gibb, Doree Haight, Laura Sterba, Kerry Kelly, Sandra Young, Trisha Ortiz

**VI. Governance 8:16 PM**

**A.** Board Development      Discuss      Doree Haight      5 m

EMSA can seat up to 11 members. What is our recruitment strategy?

**B.** Open Meetings Act      FYI      Baldemar Lopez      5 m

Summary of requirements.

**VII. Academic Excellence 8:26 PM**

**A.** EL Education National Conference      FYI      Gary Swick      5 m

Why this is worthwhile.  
Who can commit to attending certain time periods for 10/27-10/29? Let Kerry know asap.  
Opportunity to interview candidates for principal.

**B.** Special Education and English Learners      FYI      Kerin Kelly      5 m

**C.** Committee      FYI           2 m

This Committee will be meeting regularly and still needs a chairperson. Unofficially, participants include: Gary Swick, Kerry Kelly, Mel Gibb, Trecia Shales, Adriana Barriga, Risé Jones

**VIII. Other Business 8:38 PM**

**A.** EL Education Moment      FYI      Gary Swick      2 m

**IX. Closing Items**

**8:40 PM**

**A.** Adjourn Meeting

Vote