



# Elgin Math & Science Academy

## EMSA Board of Directors Planning Meeting

### Date and Time

Friday March 15, 2019 at 8:00 AM CDT

### Location

EMSA CAMPUS Main Building A, 1600 Dundee Ave, Elgin

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Doree Haight	2 m
<b>B. Call the Meeting to Order</b>			
<b>C. Welcome guests</b>		Dennis Verges	5 m
<p><b>Public comment: The time for public comment is immediately after the meeting is called to order. We welcome this and consider it seriously, but we cannot respond immediately unless the President or meeting chair decides that an immediate response is needed and can be made during public comment, s/he will refer it to the appropriate person for a brief response. If you would like to address the Board during public comment, please sign-in. Each individual will be allotted up to 2 minutes for comment.</b></p> <p><b>In order to allow more public input, the Board welcomes written comments or inquiries submitted before the meeting.</b></p> <p><b>SPECIAL GUEST TODAY: KIMBERLY SHAW, potential EMSA Board Member</b></p>			
<b>D. Approve Minutes</b>	Approve Minutes		
Approve minutes for EMSA Board of Directors Meeting on February 22, 2019			
<b>E. Community Circle</b>	Discuss	Gary Swick	8 m
How would you like to see the EMSA staff celebrated and thanked by the Board?			
<b>F. Principal's Report</b>	Discuss	Lezlie Fuhr	5 m
<b>G. How Can Board Support the Principal</b>	Discuss	Brian Pinon	5 m
Defining Lezlie's role as principal versus superintendent/CEO.			
<b>H. Board on Track "OnTrack" Score ONE STAR!</b>	Discuss	Kerin Kelly	2 m

Our Board management program has a new-ish tracking and rating system called "Board Tracker." Our Board's progress is being monitored and rated on 5 P's of leadership, each of which is measured by a star: Priorities, People, Process, Performance, and Progress. We don't have a full start yet and BoT wants all boards to reach the 2-star level.

<p><b>I. Overview of Today's Board Planning Meeting</b></p> <ul style="list-style-type: none"> <li>• Review &amp; Approve Committee Memberships</li> <li>• Review &amp; Approve Committee Goals</li> <li>• Discuss and Set Board Strategic Planning Goals</li> </ul>	<p>Kerin Kelly</p>	<p>2 m</p>
<b>II. Executive Session (optional)</b>		
<p><b>A. Enter Executive Session</b></p>	<p>Vote Kerin Kelly</p>	<p><b>8:29 AM</b></p>
<p><b>B. End Executive Session</b></p>	<p>Vote Kerin Kelly</p>	
<b>III. Finance</b>		
<p>Finance</p>		<p><b>8:29 AM</b></p>
<p><b>A. Report of Treasurer</b></p>	<p>FYI Adam Gray</p>	<p>2 m</p>
<p><b>B. Report of EMSA CFO</b></p>	<p>FYI Frank Bisconti</p>	<p>5 m</p>
<p><b>C. FOIA Report</b></p>	<p>FYI Frank Bisconti</p>	<p>1 m</p>
<p><b>D. Financial Policy Review</b></p> <p>None this month.</p>	<p>Discuss Frank Bisconti</p>	<p>1 m</p>
<p><b>E. Finance Committees Proposed Goals</b></p> <p><b>EMSA Finance Committee Members</b>  Adam Gray, Chair (Board Treasurer)  Kerry Kelly (Board Pres)  Dennis Verges (Board V. Pres)  Keith Rauschenberger  Lezlie Fuhr (Principal)  Frank Bisconti (CFO)</p> <p><b>EMSA Finance Committee Goals</b></p> <p>Approved at Nov. 9, 2018, Finance Committee Meeting</p> <ol style="list-style-type: none"> <li>1. Create quarterly Capital Expenditure budget--break out rehab, maintenance, expansion expenses (Owner: CFO)</li> <li>2. In collaboration with CFO, develop a 3 year and 5 year financial forecast (Owner: Finance Comm and CFO)</li> <li>3. Create a checklist/calendar system for finance committee to include, inter alia: (Owner: Finance Comm) <ol style="list-style-type: none"> <li>1. Board training on financial responsibilities</li> <li>2. Approve budget every August</li> <li>3. Approve multi-year budget every January</li> <li>4. Review student enrollment/commitment/attrition</li> </ol> </li> <li>4. Annually review risk management--what are our security concerns, what are our procedures and policies, do we have adequate insurance coverage (Owner: CFO lead)</li> <li>5. Implement financial benchmarks, e.g., spending per student (Owner: Finance Comm)</li> <li>6. Implement annual training for board regarding fiscal responsibility (Owner Finance Comm)</li> </ol>	<p>Vote Adam Gray</p>	<p>10 m</p>
<b>IV. Facilities</b>		
<p>Facility</p>		<p><b>8:48 AM</b></p>
<p><b>A. Report from Facilities Committee</b></p>	<p>FYI Kerin Kelly</p>	<p>5 m</p>

**B. Membership and Goals of the Facilities Committee** Vote Kerin Kelly 10 m

Members:

**Kerry Kelly, Co-Chair (Board Pres)**  
**Alan Scimeca, Co-Chair (Community)**  
**Adam Gray (Board, Parent)**  
**Dennis Verges (Board)**  
**Melanie Gibb (Board)**  
**Doree Haight (Board)**  
**Brian Pinon (Board)**  
**Gary Swick (Board)**  
**Lezlie Fuhr (Admin)**  
**Frank Bisconti (Admin)**  
**Richard Wilson (Staff)**  
**Larry Sirridge (Community)**  
**Eric Pepa (Community)**

Goals of the Committee:

The Committee has not proposed goals for the Board's approval.

**C. Selection of Structural Engineer for Barn** Vote Melanie Gibb 5 m

## V. Governance

**9:08 AM**

Governance

**A. Report from Governance Committee** FYI Baldemar Lopez 5 m

**B. Membership and Goals of Governance Committee** Vote Baldemar Lopez 5 m

Committee Members:

Baldemar Lopez, Chair (Board)  
Kerry Kelly (Board Pres)  
Melanie Gibb (Board)  
Dennis Verges (Board)  
Doree Haight (Board)  
Lezlie Fuhr (Admin)

Proposed Goals:

1. Develop a first draft of Board policies by June 1, final draft by August 1.
2. Build EMSA Board to eleven directors.
3. Develop Board recruitment policy by April.
4. EMSA join the Illinois Association of School Boards <https://www.iasb.com/policy/index.cfm>

**C. EMSA PTO Interaction with the Board** Discuss Adam Gray 5 m

Engineering Night--Need volunteers

Communication--Publicize board meetings and minutes, more communication in general

## VI. Principal Support and Evaluation

**9:23 AM**

**A. Report from Committee** Discuss Brian Pinon 5 m

**B. Membership and Goals of Principal S & E Committee** Vote Brian Pinon 5 m

Committee:

Brian Pinon, Chair (Board)  
Kerry Kelly (Board Pres)  
Gary Swick (Board)  
Adam Gray (Board, Parent)

Goals of the Committee:

1. Create and complete 2018-19 principal evaluation
  1. Use Board On Track Evaluation Tools.
  2. Follow BOT timeline

2. Ensure Board's support of the principal.
  1. Implement monthly communications with principal.
  2. Follow-up on requests for support.

**VII. Development & Outreach Committees**

**9:33 AM**

Development

- |   |         |                |     |
|---|---------|----------------|-----|
| <b>A. Report from Development Committee--Chairperson needed</b> | Discuss | Frank Bisconti | 5 m |
| <b>B. Membership and Goals of the Development Committee</b>     | Vote    | Kerin Kelly    | 5 m |

Committee Members: Need Chair

- Kerry Kelly (Board Pres)
- Doree Haight (Board)
- Melanie Gibb (Board)
- Frank Bisconti (Admin)
- Trish Ortiz (Staff)
- Sandra Young (Community)
- Laura Sterba (Parent)

Goals:

The Development Committee has not submitted goals for approval.

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|--|------|--------------|-----|
| <b>C. Report of the Outreach Committee</b>                 | FYI  | Melanie Gibb | 5 m |
| <b>D. Membership &amp; Goals of the Outreach Committee</b> | Vote | Melanie Gibb | 5 m |

Members:

- Melanie Gibb, Chair (Board)
- Kerry Kelly (Board Pres)
- Dennis Verges (Board)
- Doree Haight (Board)
- Lezlie Fuhr (Admin)
- Jacqueline Willer (Admin)
- Trisha Ortiz (Staff)
- Laura Sterfba (Parent)
- Sandra Young (Community)

Goals of the Outreach Committee

1. Recruit a diverse student body that maintains our current diversity within a 5% margin.
2. Increase our Free and Reduced Lunch rate, with a goal of 50%.
3. Recruit at least 150% of open seats for the lottery.
4. Participate in at least three community events for underserved populations.

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|--|------|-------------|-----|
| <b>E. Combine Development and Outreach Committees into One Committee</b> | Vote | Kerin Kelly | 5 m |
|--|------|-------------|-----|

**VIII. Academic Excellence Committee**

**9:58 AM**

Academic Excellence

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|--|------|-------------|-----|
| <b>A. Members and Goals of Academic Excellence Committee</b> | Vote | Kerin Kelly | 5 m |
|--|------|-------------|-----|

- Members: Need Chairperson
- Kerry Kelly (Board Pres)
- Gary Swick (Board)
- Melanie Gibb (Board)
- Brian Pinon (Board)
- Lezlie Fuhr (Admin)
- Susan Van Wheelan (Community)

Goals:

The Academic Excellence Committee has not submitted goals for approval.

**IX. Master Plan Committee** **10:03 AM**

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|--|------|--------------|------|
| <b>A. Report from the Master Plan Committee</b>          | FYI  | Melanie Gibb | 5 m  |
| <b>B. Members and Goals of the Master Plan Committee</b> | Vote | Melanie Gibb | 10 m |

Members:

Melanie Gibb, Co-Chair (Board)  
Kerry Kelly, Co-Chair (Board Pres)  
Adam Gray (Board)  
Doree Haight (Board)  
Brian Pinon (Board)  
Lezlie Fuhr (Admin)  
Frank Bisconti (Admin)  
Richard Wilson (Staff)

Goals:

The Master Plan Committee has not submitted goals for approval.

CONSIDER: Combining Facilities and Master Plan Committees? Creating an Executive Master Plan Committee?  
Creating an Advisory Master Plan Committee?

- |   |      |              |     |
|---|------|--------------|-----|
| <b>C. Approve Wheeler Kearns Architects for EMSA's Strategic Plan</b> | Vote | Melanie Gibb | 5 m |
|---|------|--------------|-----|

**X. BOARD GOALS FOR A STRATEGIC PLAN** **10:23 AM**

- |                          |      |  |      |
|--------------------------|------|--|------|
| <b>A. Strategic Plan</b> | Vote |  | 45 m |
|--------------------------|------|--|------|

Purpose/Mission of EMSA  
Committee Goals Become Board Goals  
Division of Roles between Board and Principal: BoT Handout (attached)  
Include **Outcomes that can be measured:**  
Include **Processes to arrive at outcomes:** Principal with Staff & Board Support  
**Possible Additional Components/Goals:**  
Growth Model--review annually?  
Site Suitability  
Facilities Expansion  
(Road & Parking Expansion)  
Consideration of Other Sites

- Step #1: Get Real About Your Board's Impact**
- Step #2: Agree on Key Organizational Priorities**
- Step #3: Agree on Board's Key Priorities**
- Step #4: Form Committees / Assign Trustees & C-Suite Team Member**
- Step #5: Committees Draft Goals**
- Step #6: Board Discusses & Approves Goals**
- Step #7: Approve a Set of CEO Goals Too**
- Step #8: Enter Goals & Tasks Into a Dashboard**
- Pro Tips: Recalibrate quarterly & Annually review and recalibration**

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|--|---------|--|-----|
| <b>B. Create Standing Agenda Items: Strategic Plan &amp; Goals; 2019 Art Barn, 2021 Plan, etc?</b> | Discuss |  | 5 m |
|--|---------|--|-----|

Timing is crucial for our next two years.  
Need Timeline with Deadlines: August 5. 2019 Art Barn Completion; August 5, 2021 Gymnasium Completion...  
Create a proposed calendar.  
Make a final decision on growth by September

**XI. Closing Items** **11:13 AM**

A. Adjourn Meeting

Vote

**XII. Other Business**

**11:13  
AM**

A. Closing circle--if time allows

Discuss

Gary Swick

7 m