



# Elgin Math & Science Academy

## Finance Committee Meeting--Remote

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### Date and Time

Tuesday November 16, 2021 at 8:00 AM CST

### Location

<https://zoom.us/j/95693775063?pwd=Nm50bjFmR3M2cyt4c2pHZ1pITHJ1QT09>

Meeting ID: 956 9377 5063

Passcode: EMSA

One tap mobile

+13126266799,,95693775063#,,,,\*705920# US (Chicago)

+19292056099,,95693775063#,,,,\*705920# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 956 9377 5063

Passcode: 705920

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>	Discuss	Dan Alexander	1 m
<b>B. Call the Meeting to Order</b>	Discuss	Dan Alexander	1 m
<b>C. Approve Minutes of the October 19 2021 Finance and Audit Joint Meeting</b>	Approve Minutes	Dan Alexander	1 m
<b>D. Approve Minutes of the October 28 2021 Special Finance Committee Meeting</b>	Approve Minutes	Dan Alexander	1 m

	Purpose	Presenter	Time
<b>II. Discussion of EAB Billing</b>			<b>8:04 AM</b>
A. Discussion of EAB Billing Overrages	Vote	Christopher Egger, Dan Alexander	22 m
<p>August saw EAB expend many additional hours, both on the Financial and HR sides, for support of EMSA, for a variety of reasons. On the HR side, this was \$15,907.50 of additional billing, or 176.50 additional hours. On the Finance side, this was \$12,870 of additional billing, or 143.00 hours.</p> <p>September saw a moderate overage billing on the HR side only (\$3,892.50 or 43.25 hours of additional time) for the same set of reasons as did August. October saw overage billing on the HR side only of \$5,085.00 for 56.5 additional hours. This October overage time resulted from an investigation of a staff complaint firstly, and secondly from HR support for HR-heavy annual administrative compliance reporting.</p> <p>The Finance Committee will consider its contractual obligations, the circumstances of the overage billing, the way in which billing is described/itemized, and vote on whether to authorize this overage expense be paid. The Committee will also consider strategies to avoid such overage in the future.</p>			
<b>III. Financial Report</b>			<b>8:26 AM</b>
A. Presentation of Interim October 31, 2021 Financial Statements	Discuss	Shanan Egger, Dan Alexander	22 m
<b>IV. Expansion Project Update</b>			<b>8:48 AM</b>
A. Update on Expansion: Gym/Middle School, Campus & Campus Building Construction	FYI	Dan Alexander	5 m
<p>Construction is nearly finished. EMSA is awaiting the next pay package, to allow for Draw #8 to be funded.</p> <p>Two items approved by the Board on September 30th are being carried out (as the cost was less than that approved on the 30th):</p> <ol style="list-style-type: none"> <li>1. \$7,250 for Kellenberger to install a drain at the low spot in the asphalt outside the Gym Building, connected by pipe to the storm drain nearby.</li> <li>2. \$6,020 for a combination of soil erosion blanket, soil, hundreds of plugs of new plants, native seeds, and drain pipe solutions for four downspouts all on the north face of the Gym Building.</li> </ol>			
<b>V. TRACKING ITEMS</b>			<b>8:53 AM</b>
A. Enrollment, FRL, English Learners, Special Ed Numbers	FYI	Jacquelyn Willer	5 m
B. Financial Policies	Discuss	Dan Alexander & Shanan Egger	3 m

	Purpose	Presenter	Time
This is a priority for the Committee. Dan Alexander and Shanana Egger are beginning to develop a draft revised set of Policies and Procedures for all of Elgin Math & Science Academy.			

C. Finance Committee Goals	Discuss	Adam Gray	3 m
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**VI. Other Business** **9:04 AM**

A. Next meeting(s)	Discuss	Dan Alexander	1 m
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The next Regular Meeting of the Finance Committee will be December 21st.

**VII. Closing Items** **9:05 AM**

A. Adjourn Meeting	Vote	Adam Gray	1 m
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