



# Elgin Math & Science Academy

## Board of Directors

---

### Date and Time

Tuesday December 21, 2021 at 6:00 PM CST

### Location

Changed to Remote Only. [LINK to ZOOM](#)

---

**At EMSA, students and teachers will reach their highest potential through active exploratory learning and social responsibility.**

---

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
Opening Items			
A. Record Attendance and Guests		Doree Haight	1 m
B. Call the Meeting to Order		Gary Swick	1 m
C. Public Comment		Gary Swick	1 m

**Public comment: The time for public comment will take place at the end of the meeting due to the online nature of our gathering. If anyone would like to participate, we ask that you comment with your first and last name, your comment/question and the best way for us to contact you (if you want feedback) in the comments bar provided on screen. We welcome this and consider it seriously, but we cannot respond immediately unless the President or meeting chair decides that an immediate response by the board is needed and can be made during public comment, s/he will refer it to the appropriate person for a brief response. Due to this virtual format, individual comments and questions submitted will be read into record at the end of the meeting.**

**In order to allow more public input, the Board welcomes written comments or inquiries submitted before the meeting to [board@emsacharter.org](mailto:board@emsacharter.org).**

D. Approve Minutes from November 30 Board Meeting	Approve Minutes	Doree Haight	2 m
---	--------------------	-----------------	-----

	Purpose	Presenter	Time
<b>II. Community</b>			<b>6:05 PM</b>
A. Community Crew	Discuss	Gary Swick	10 m
B. Decision-Making Practices	Discuss	Gary Swick	2 m
<ul style="list-style-type: none"> <li>• Review the decision-making pitfalls at the beginning of each meeting. Consider a rotation: pick one pitfall to focus on at each meeting.</li> <li>• Decision Making Challenges and Biases: <ul style="list-style-type: none"> <li>◦ Common information effect</li> <li>◦ Escalation of commitment</li> <li>◦ Failure to seek disconfirming information</li> <li>◦ Availability bias</li> <li>◦ Anchoring</li> <li>◦ Decision Fatigue</li> </ul> </li> <li>• As a board focus on asking at least 1 disconfirming question at each meeting</li> </ul>			
<b>III. Financial Report</b>			<b>6:17 PM</b>
A. Financial Statements - November 30, 2021. Five Year Financial Projections	Discuss	Shanan Egger	15 m
B. Audit Committee Report	Discuss	Adam Gray	5 m
Status: with whom has the audit report been shared? Are there other stakeholders with whom we should share?			
C. Salary Task Force Report	Discuss	Jacquelyn Willer	10 m
<b>IV. Principal's Report</b>			<b>6:47 PM</b>
A. Principal's Report	FYI	Jacquelyn Willer	5 m
B. ISBE Site Visit Recap		Jacquelyn Willer	2 m
C. Community Relations Policy	Vote	Jacquelyn Willer	2 m
<b>V. Operations and Construction Report</b>			<b>6:56 PM</b>
A. Construction Update	Discuss	Dan Alexander	2 m
<p>The last construction activity will take place the week of December 20, 2021 (had been scheduled for days when students are not present). Payment #8 has funded. Payment #9 will close out the Project.</p> <p>The City of Elgin issued its Certificate of Occupancy on December 1, 2021.</p>			
B. Operations Report	FYI	Dan Alexander	5 m

**Purpose    Presenter    Time**

Highlights of COO activity since our November Board meeting are described in the attached Report.

**VI. Principal & COO Support & Evaluation Committee 7:03 PM**

A. Report	Discuss	Bethea Lane & Adam Gray	5 m
B. Approval of Updated Principal Contract	Vote	Gary Swick	5 m
C. Approval of COO Contract	Vote	Gary Swick	10 m

**VII. Academic Excellence 7:23 PM**

A. Report	FYI	Bethea Lane	5 m
B. Acceptance of New Staffing Recommendations	Vote	Jacquelyn Willer	15 m

Academic Excellence Committee recommends that the board adopt '22-23 and '23-'24 staffing model, including as it relates to TA and instructional coach staffing.

Summary of '22-23 positions requested by J Willer (in order of preference):

1. Interventionist
2. Multilingual teacher (3d full-time)
3. Add'l K teacher
4. Second Asst princ/instructional coach
5. Nurse as FT
6. Gifted/enrichment teacher
7. FT Sub

Summary of '23-'24 positions requested by J Willer (in order of preference):

1. Special Education Teacher
2. School Psychologist
3. .2-.5 Speech/Language Pathologist
4. Foreign Language Teacher
5. Expeditions Coordinator (Could be stipend)

**VIII. Governance 7:43 PM**

A. Illinois Association of School Boards Update, if any	Discuss	Kerry Kelly	2 m
B. Board Code of Conduct	Vote	Gary Swick & Kerry Kelly	5 m
C. Board and Committee Member Recruitment	Discuss	Gary Swick & Kerry Kelly	2 m
D. Charter Renewal Process Check-In	FYI	Jacquelyn Willer &	2 m

	Purpose	Presenter	Time
		Dan Alexander	
<b>IX. EMSA Parent Teacher Crew Report</b>			<b>7:54 PM</b>
A. EMSA PTC Update	FYI	Sue Bennett & Bethea Lane	5 m
<b>X. Master Planning Report</b>			<b>7:59 PM</b>
A. Master Planning Update	Vote	Kerry Kelly	2 m
For Vote: Committee recommendation to spend up to \$20,000 for repair of two Residence Chimneys, and replacement of furnace, hot water heater, and air conditioning systems.			
B. Environmental Work Group	FYI	Gary Swick	5 m
Next meeting: A few questions to consider (feedback/ideas would be appreciated):			
<ul style="list-style-type: none"> <li>• How will rock path withstand winter, will it be more/less slippery than existing paths?</li> <li>• Can behavior norms be created that discourage picking up rocks?</li> <li>• We'd like to get a nature path through the ravine started. Would students join an enviro club/crew to help advise/build?</li> <li>• How do we to communicate eco-info to staff/families/students?</li> <li>• Would the creation of campus map for display in common area be beneficial</li> <li>• Can we assist in the implement of safety training and norms?</li> </ul>			
C. Future Space Improvements to Primary/Neil Building	Discuss	Kerry Kelly	5 m
The Committee tasked D Alexander with help from the committee to research less permanent options to meet the need for special service spaces. It was suggested that a special work session to study and discuss the primary/Neil building space needs, and ways to address them, be set in January. A final recommendation/decision would be optimal in January. T. Haralambopoulos will survey teachers and staff for input & feedback.			
<b>XI. Outreach: Families and Community</b>			<b>8:11 PM</b>
Outreach: Families and Community			
A. Update on Outreach Activities	FYI	Kimberly Shaw	5 m
<b>XII. Development Committee</b>			<b>8:16 PM</b>
A. Report of Development Committee	FYI	Doree Haight	5 m
<b>XIII. Other Business</b>			<b>8:21 PM</b>
A. Audience Comments and Questions	FYI	Doree Haight	2 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
Audience Comments and Questions will be read into record at this time.			
<b>B. Motion to Enter Executive Closed Session</b>	Vote	Gary Swick	1 m
<b>C. Executive Session</b>	Discuss	Gary Swick	2 m
<p>The EMSA Board proposes a closed session to discuss specifically items enumerated below and in accordance with the Open Meetings Act which provides:</p> <p>(c) Exceptions. A public body may hold closed meetings to consider the following subjects:</p> <p>(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting,***</p>			
<b>D. Motion to Exit Executive Closed Session</b>	Vote	Gary Swick	1 m
<b>XIV. Closing Items</b>			<b>8:27 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Gary Swick	