



Elgin Math & Science Academy

Board of Directors Meeting

Date and Time

Wednesday February 28, 2024 at 4:00 PM CST

Location

Admin Building - SS Classroom

1600 Dundee Ave

Elgin, IL 60120

Our Mission:

The Elgin Math and Science Academy is an EL Education public charter school.

We strive to support the whole child and develop socially responsible leaders who aspire to create a better world.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
Opening Items			
A. Record Attendance and Guests		Kaitlyn Coventry	1 m
B. Call the Meeting to Order		Kerry Kelly	1 m

	Purpose	Presenter	Time
II. Board Meeting			4:02 PM
A. Public Comment	FYI	Kerry Kelly	1 m
<p>Public comment: The time for public comment will take place at the end of the meeting. 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. We take public comment 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.</p> <p>In order to allow more public input, the Board welcomes written comments or inquiries submitted before the meeting to board@emsacharter.org.</p>			
B. Approve Minutes from January 24, 2024 Special Board Meeting	Approve Minutes	Kerry Kelly	2 m
III. Financial Report			4:05 PM
A. Finance & Operations Committee Report	Discuss	Adam Gray, Dan Alexander, Shanah Egger	7 m
<p>The Minutes of the February 23, 2024 Meeting are attached.</p>			
B. Financial Statements - January 31, 2024	Discuss	Douglas DeJong	8 m
<p>The financial statements for January 31, 2024, are attached.</p>			
C. Management Presentation of First Draft FY25 Budget	Discuss	Dan Alexander, Douglas DeJong, Adam Gray, Paul Stagen	25 m
<p>Management has worked to prepare a first draft budget for FY25, earlier than in prior years. This also includes a projection for a further four years, so that it is really a five-year budget projection.</p> <p>This is attached, for discussion purposes on February 28, 2024. A further version of the Budget will be presented, and ultimately approved, in May/June.</p>			

	Purpose	Presenter	Time
<p>A good deal of work has been done to project costs bottom-up. Some variables, such as the final PCTC per-pupil figure, are still unknown. The academic leadership would include, in addition to the Principal, a Director of Special Education, an Assistant Principal, and an Instructional Coach.</p>			

IV. General Operations Report

1. **Food Program.** ISBE has approved EMSA's bid documents for, respectively, the Breakfast/Lunch/Snack, and Supper programs. Bid documents have been released to a wide subset of possible bidders. Bids are due by April 4th.

2. **Banking Change.** The Wintrust account has been closed; First Mid Bank is now being used, exclusively.

3. **Construction Payout.** The Admin Building is fully complete. Payment #8 was processed in February, and likely two further payments will be made this spring to fully pay out the escrow. EMSA has requested the \$110,855 deposit from the City of Elgin, required for permit, be returned and has submitted the necessary documentation for this purpose.

4. **PowerSchool.** EMSA's consultant has released a workplan for the remaining work needed for full transition from her, to EMSA's Front Office staff, and Director of Technology.

5. **Intercom Project.** Our Director of Technology was successful in establishing complete connection between all school buildings, and almost all devices are working fully as they should. A small number of parts and pieces need to be ordered at an insignificant expense to complete this project.

6. Work by Preston Consulting on the campus facility study has begun, and will be reported on at the next Master Planning Committee.

V. Governance			4:45 PM
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| <p>A. Nomination to Board: Dr. Hillyn H. Sennholtz
Please see the attached resume.</p> | Vote | Kerry Kelly | 5 m |
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VI. Principal's Report			4:50 PM
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| <p>A. Principal's Report</p> | Vote | Jacquelyn Willer | 10 m |
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	Purpose	Presenter	Time
VII. EMSA Committee and Parent-Teacher Crew Reports			5:00 PM
A. Development Report	FYI	Katie Taylor, Doree Haight & Kimberly Shaw	10 m
B. EMSA PTC Update	FYI	Sue Bennett & Bethea Lane	5 m
C. Academic Excellence Committee	Vote	Bethea Lane	
D. Master Planning Committee	FYI	Gary Swick	2 m
VIII. Closing Items			5:17 PM
A. Public Comment	Discuss	Those Who Wish To Make Public Comments	5 m
B. Adjourn Meeting	Vote	Kerry Kelly	