



Elgin Math & Science Academy

Executive Committee Meeting

Date and Time

Monday August 18, 2025 at 4:30 PM CDT

Location

Admin Building

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order		Sue Bennett	
C. Approve Minutes	Approve Minutes		3 m
II. Executive Committee			4:34 PM
A. Committee Structure Review	Discuss	Sue Bennett	5 m

The Executive Committee shall consist of the Board Chair, Vice-Chair, Secretary, Treasurer, Executive Director, and any other individuals appointed by the Chair of the Board. The Executive committee is fully authorized to act on behalf of EMSA during intervals between meetings and actions taken shall be reported at the next Board meeting.

	Purpose	Presenter	Time
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The Executive Committee:

- Oversees governance of the Board, ensuring all bylaws and policies are followed
- Is responsible for recruitment, nominations, orientation, training and evaluation of the Board
- Evaluates the ED and serves in an advisory capacity to the ED
- Set Board meeting agendas

B.	Executive Director Updates Administrative updates	Discuss	Kathryn Martinez	15 m
C.	Resolution for vehicle purchase	Vote	Kathryn Martinez	5 m
D.	Board Assessment Action Plan	Discuss	Sue Bennett	10 m
E.	Board Agenda Prep	Discuss	Sue Bennett	10 m

III.	Executive Session			5:19 PM
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A.	Motion to Enter Executive Session	Vote	Sue Bennett	2 m
B.	Executive Session			2 m
C.	Motion to Exit Executive Session	Vote	Sue Bennett	2 m

IV.	Closing Items			5:25 PM
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A.	Adjourn Meeting	Vote		
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