APPROVED

Elgin Math & Science Academy

Minutes

EMSA Board of Directors Planning Meeting

Date and Time
Friday March 15, 2019 at 8:00 AM

Location
EMSA CAMPUS Main Building A, 1600 Dundee Ave, Elgin

Directors Present
A. Gray, B. Pinon, D. Haight, K. Kelly, M. Gibb

Directors Absent
B. Lopez, D. Verges, G. Swick

Directors who arrived after the meeting opened
D. Haight

Ex Officio Members Present
L. Fuhr

Guests Present
F. Bisconti, K. Shaw, Kimberly Shaw

I. Opening Items

A. **Record Attendance and Guests**

B.

Call the Meeting to Order

K. Kelly called a meeting of the board of directors of Elgin Math & Science Academy to order on Friday Mar 15, 2019 at 8:08 AM.

C. Welcome guests

D. Approve Minutes

B. Pinon made a motion to approve minutes from the EMSA Board of Directors Meeting on 02-22-19 EMSA Board of Directors Meeting on 02-22-19.
M. Gibb seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Community Circle

Define Community Circle: We are Crew, too.
To build relationships, empathy, and learning together.

Today's: "How can the board celebrate and thank EMSA staff?"
• Brian: Get together/party
• Frank: Recognition
• Lezlie: Any small gesture
• Mel: Celebration of Learning, stories to share
• Kerry: Specific recognition for accomplishments
• Adam: Fun awards ceremony.
• Kimberly: Involve kids in ceremony.

Teacher appreciation week: May 6-10?

F. Principal's Report

• Report on library donation
• Submitted report to INCS
• Report on Lottery from March 7, offer acceptance due March 20
• Final 2018/19 student numbers submission to commission
• PT conferences had 80% in-person attendence
• Engineering night, April 18 — Learning Resources sponsorship
• Compliance screenings complete
• Affiliation of IASB established
• Presented draft CEO job description

G. How Can Board Support the Principal

Update: Move up next meeting to end of March/ early April

H.

Board on Track "OnTrack" Score

Need to establish a Board on Track "super user" — nomination of Brian Pinon to dive deep into Board on Track.

I. Overview of Today's Board Planning Meeting

• Today, we will approve of committee goals on BOT
• Plan to review established goals in the 2017 proposal
• Plan to review strategic planning

II. Executive Session (optional)

A. Enter Executive Session

NA

B. End Executive Session

NA

III. Finance

A. Report of Treasurer

NA

B. Report of EMSA CFO

See financial report in packet.

C. FOIA Report

No current FOIA requests.

D. Financial Policy Review

NA

E. Finance Committees Proposed Goals

Current Finance Committee Members:
• Adam Gray
• Keith Rauschenberger
• Frank Bisconti
• Kerry Kelly
• Lezlie Fuhr
• Dennis Verges

Review goals of Finance Committee.
Discussion about reserves ensued.

B. Pinon made a motion to Approve Finance Committee members and goals as submitted as well as goals submitted in 2017 proposal.
D. Haight seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Facilities

A. Report from Facilities Committee

Proposed Facility Members:
• Kerry Kelly
• Adam Gray
• Melanie Gibb
• Doree Haight
• Brian Pinon
• Gary Swick (on as environment advocate)
• Lezlie Fuhr
• Frank Bisconti
• Richard Wilson
• Larry Sirridge

Goals need to be established.

B. Membership and Goals of the Facilities Committee

B. Pinon made a motion to Approve Facilities committee members.
D. Haight seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Selection of Structural Engineer for Barn

NA

V. Governance

A. Report from Governance Committee

Discussion on Governance Goals ensued.

B. Membership and Goals of Governance Committee

Proposed Governance Members:
• Baldemar Lopez
• Kerry Kelly
• Melanie Gibb
• Dennis Verges
• Lezlie Fuhr

D. Haight made a motion to Approve the Governance Committee members and proposed goals and 2017 proposal goals.
B. Pinon seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. EMSA PTO Interaction with the Board

Adam discusses PTO Interaction with the Board.
Discuss PTO representative at Board Meetings.

VI. Principal Support and Evaluation

A. Report from Committee

Brief discussion ensued.

B. Membership and Goals of Principal S & E Committee

Current PSE Members:
• Brian Pinon
• Kerry Kelly
• Gary Swick
• Adam Gray
B. Pinon made a motion to Approve the PSE Committee members and proposed goals.
D. Haight seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Development & Outreach Committees

A. Report from Development Committee--Chairperson needed

Frank discussed current golf outing fundraiser.
Board involvement may include helping day of, recruiting players, and seeking advertisement opportunities.

B. Membership and Goals of the Development Committee

Current Development Members:
• Kerry Kelly

• Doree Haight
• Melanie Gibb
• Frank Bisconti
• Trish Ortiz (Outreach)
• Sandra Young (Outreach)
• Laura Sterba

Discussion of development hire ensued.
Current Development Members:
• Kerry Kelly
• Doree Haight
• Melanie Gibb
• Frank Bisconti
• Trish Ortiz (Outreach)
• Sandra Young (Outreach)
• Laura Sterba

Discussion of development hire ensued.
D. Haight made a motion to Approval of Development Committee Members.
B. Pinon seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Report of the Outreach Committee

Discussion ensued concerning outreach as it's own committee.

"Student Recruitment and Outreach" — meet quarterly.
Discussion ensued concerning outreach as it's own committee.

"Student Recruitment and Outreach" — meet quarterly.

D. Membership & Goals of the Outreach Committee

Melanie Gibb
Kerry Kelly
Lezlie Fuhr
Sarah Said ?
Trish Ortiz
Kimberly Shaw
Sandra Young
M. Gibb made a motion to Approve Outreach Committee members and proposed goals by the newly named Student Recruitment and Outreach Committee.
B. Pinon seconded the motion.
The board **VOTED** unanimously to approve the motion.

E.

Combine Development and Outreach Committees into One Committee

Agree to keep these committees separate. Will evaluate Spring 2020.

VIII. Academic Excellence Committee

A. Members and Goals of Academic Excellence Committee

Proposed AE Members:

- Kerry Kelly
- Gary Swick
- Brian Pinon
- Lezlie Fuhr
- Kimberly Shaw

Discussion about additional committee members ensued.
D. Haight made a motion to Approve the proposed members of the Academic Excellence Committee.
B. Pinon seconded the motion.
The board **VOTED** unanimously to approve the motion.

IX. Master Plan Committee

A. Report from the Master Plan Committee

Mel Gibb reported on status of Mater Plan and preliminary growth analysis.
Wheeler Kearns Architects have submitted a scaled back version of their proposal: $10,000 for preliminary work to advise EMSA on growth analysis. Original proposal was $45,000.
Frank will entertain a group on Thursday which may bid on preliminary growth analysis.
Traffic plan estimate of cost/scope should arrive next week. Analysis should be completed in a few weeks after retaining.

Discussed the option of creating an advisory board with more people from the community.

$25,000 for all costs related to Master Plan Preliminary Growth Studies.

B. Members and Goals of the Master Plan Committee

Current Master Plan Members:
- Melanie Gibb
- Kerry Kelly
- Adam Gray
- Doree Haight
- Brian Pinon

• Lezlie Fuhr
• Frank Bisconti
• Richard Wilson
D. Haight arrived.
D. Haight made a motion to Approve the proposed members of Master Plan Committee.
B. Pinon seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Wheeler Kearns Architects for EMSA's Strategic Plan

X. Closing Items

A. Adjourn Meeting

B. Pinon made a motion to adjourn the meeting.
D. Haight seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:11 AM.

Respectfully Submitted,
M. Gibb