

APPROVED



## Elgin Math & Science Academy

### Minutes

#### EMSA Board of Directors Planning Meeting

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**Date and Time**

Friday March 15, 2019 at 8:00 AM

**Location**

EMSA CAMPUS Main Building A, 1600 Dundee Ave, Elgin

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**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

**Non Voting Members Present**

L. Fuhr

**Guests Present**

F. Bisconti, K. Shaw, Kimberly Shaw

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**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 attendance
- 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