

APPROVED



## Elgin Math & Science Academy

### Minutes

#### December Master Planning Meeting

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##### **Date and Time**

Wednesday December 8, 2021 at 6:00 PM

##### **Location**

Join Zoom Meeting

<https://us06web.zoom.us/j/86255051354>

Meeting ID: 862 5505 1354

One tap mobile

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##### **Committee Members Present**

D. Alexander (remote), G. Swick (remote), K. Kelly (remote), R. Wilson (remote), S. Bennett (remote), T. Haralambopoulos (remote)

##### **Committee Members Absent**

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D. Haight

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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 Master Plan & Facilities Committee Committee of Elgin Math & Science Academy to order on Wednesday Dec 8, 2021 at 6:05 PM.

### C. Approve Minutes

G. Swick made a motion to approve the minutes from November Master Planning Meeting on 11-10-21.

S. Bennett seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Meeting Time/Location/etc Check-in

### A. Check-in on timing, location, & necessity for monthly meetings

So far this time and frequency work for committee members. Discussed having special work sessions in January and February (see below).

### B. Committee-building

Two outreaches made, parents welcome on this committee.

## III. Campus Strategic Planning

### A. What do we/Admin envision for optimal facility/building use for K-8?

Committee reviewed and discussed current and predicted future space needs, including minimum of 19 classrooms (if EMSA goes to 3 kindergartens). Need to consider specialty rooms such as lab, gym and art/music serving in the rotation to meet space needs.

Committee recognized and expressed appreciation for the financial analyses presented by D Alexander related to build-out options. The dorm building is not in these analyses and the committee discussed that buildings' limitations and potential uses.

T. Haralambopoulos volunteered to help survey teachers regarding space use/needs/preferences (for this and the primary school space).

Committee discussed other considerations not to lose site of: traffic and student flow, parking, longevity of improvements. Also, discussed the need for outdoor education space--be it formal (building, shelter) or informal to help facilitate and support enviro ed.

D Alexander suggested a recommendation to the Board and decision by the Board would be optimal in February or March at the latest, in order to ensure that construction could be complete by school year 2023-24.

**B. What do we/EMSA Admin envision for school space for K-5 next year and beyond?**

The Committee reviewed plans and costs presented by D Alexander, as well as the Academic Excellence Committee's needs assessment. More flexible, less expensive, space-solutions were discussed, as were other ideas such as staying at K-6 for a few more years.

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.

**C. Notes from Academic Excellence Comm Regarding Neil/Primary School Space**

Staff want to avoid students transitioning to a second building for break-out services. Additions needed to Primary/Neil building include adding doors to kindergarten wing; adding 3 pull-out spaces for special services, relocating reception desk to front of the building.

**IV. Construction Update**

**A. Gym Construction Report:**

See D Alexander's report for more info. The gist of his report: WE ARE DONE WITH THE GYM CONSTRUCTION PROJECT!

The Committee discussed ways to celebrate, including hosting a party at the gym on 12/30 to play basketball, volleyball and/or badminton.

**B. "Warm Safe and Dry" Update**

See D Alexander's report for more info, These projects are also complete--heating to be added in the early spring.

**C. Campus-wide Maintenance and Repairs**

**D. Campus Residence**

R. Wilson made a motion to recommend to the EMSA Board of Directors to spend up to \$20,000 (twenty thousand) from the reimbursement of construction funds to repair the two chimneys at the residential house and replace the hot water, furnace, and AC there.

S. Bennett seconded the motion.

The Committee discussed the state of disrepair of the chimney, ages of furnace, etc, number of bids, other potential bidders, reimbursement options,, source of funds, and timing.

The committee **VOTED** unanimously to approve the motion.

#### **E. Contingency Allocated Spending**

### **V. Environmental Subcommittee Report**

#### **A. Update**

The Committee was referred to the draft minutes due to shortage of time.

### **VI. Committee Goals & Vision**

#### **A. Setting Committee Goals/Vision**

We can move this to the top of the agenda for our next meeting so we have time to consider it.

### **VII. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,  
K. Kelly

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### **Documents used during the meeting**

- Admin Building Floor Plans.pdf
- Dining Hall Options.WKA.6.3.21.pdf
- Staffing and Spacing Worksheet.xlsx
- Neil Building Budgeting.12.2.21.xlsx
- Summary for December 2021 MPC.pdf
- Admin and Dining Hall Uses of Funds projections.12.2.21.xlsx
- Neil Building\_Floor Plan Sketch for Rough Pricing.pdf

- COO\_Report\_to\_Board.12.6.21.docx
- Tracking Document 12.6.21.xlsx
- DUNDEE AVE GYM 1600\_DUNDEE\_2021 12 02\_20-70675\_CO.PDF
- Fully Executed 5 Year Agreement December 2021.pdf
- 2021\_12\_03\_enviro\_group\_december\_meeting\_minutes.pdf