

APPROVED



# Elgin Math & Science Academy

## Minutes

### Board of Directors

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#### **Date and Time**

Tuesday June 27, 2023 at 5:45 PM

#### **Location**

##### **Art Barn**

1600 Dundee Avenue; Elgin, IL 60120

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#### **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.

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#### **Directors Present**

A. Gray, B. Lane, G. Swick (remote), K. Kelly, M. Gibb, M. Rodriguez, S. Bennett

#### **Directors Absent**

D. Haight, K. Shaw

#### **Ex Officio Members Present**

J. Willer

#### **Non Voting Members Present**

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J. Willer

### **Guests Present**

D. Alexander, D. DeJong (remote), K. Coventry, K. Taylor, Karen Conzelman (remote), M. Toth, P. Stagen, R. Manderschied

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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 Tuesday Jun 27, 2023 at 6:45 PM.

### **C. Open Meetings Act Allowances**

S. Bennett made a motion to approve the hybrid model for meetings.

M. Rodriguez seconded the motion.

As long as there is a quorum of in-person board members, then a board member is allowed to virtually attend due to illness or work obligations.

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

## **II. Executive Session**

### **A. Motion to Enter Executive Closed Session**

M. Gibb made a motion to enter Executive Closed Session at 5:45 p.m.

S. Bennett seconded the motion.

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

### **B. Executive Session**

### **C. Motion to Exit Executive Closed Session**

K. Kelly made a motion to exit Executive Closed Session at 6:44 p.m.

B. Lane seconded the motion.

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

## **III. Board Meeting**

### **A. Public Comment**

### **B. Approve Minutes from May 23, 2023 Board Meeting**

B. Lane made a motion to approve the amended minutes from Board of Directors on 05-23-23.

S. Bennett seconded the motion.

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

**C. Board Calendar Fiscal 2024**

S. Bennett made a motion to approve the 2023-2024 Board Calendar to also include two additional meetings (Budget Workshop and Board Retreat).

M. Rodriguez seconded the motion.

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

**D. Adopt By-Law Changes**

M. Gibb made a motion to adopt the amended By-Laws.

B. Lane seconded the motion.

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

**E. FOIA Report**

D. Alexander advised there were no FOIA requests.

**IV. Financial Report**

**A. Finance & Operations Committee Report: FY24 Budget Approval**

D. Alexander discussed the Finance and Operations Committee Report.

A. Gray made a motion to adopt the FY24 Budget.

B. Lane seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

K. Shaw	Absent
S. Bennett	Aye
M. Gibb	Aye
G. Swick	Aye
M. Rodriguez	No
B. Lane	Aye
A. Gray	Aye
K. Kelly	Aye
D. Haight	Absent

**B. Financial Statements - May 31, 2023**

D. DeJong presented the Financial Statements for May 31, 2023.

**V. Construction & General Operations Report**

**A.**

## **Update on Construction Progress**

D. Alexander discussed the construction process.

- Construction is on schedule for occupancy on August 21, 2023, and on budget. Teachers should expect to have access to their classrooms/offices for set up on Monday, August 14, 2023.
- Construction updates are being sent to staff and parents regularly.

## **B. Update on General Operations**

D. Alexander provided updates on general operations.

- ISBE and EMSA have finalized the first Charter Renewal for the next five-year term.
- DCEO Grant Agreement was signed and returned by EMSA. Awaiting one executed Grant Agreement.
- ISBE audited EMSA for federal/state grants, and the CACFP after-school food program. There were no findings for/about EMSA.
- ISBE is about to approve Quest Food Management Services as EMSA's food vendor for 2023-2024.

## **VI. Principal's Report**

### **A. Principal's Report**

J. Willer provided her Principal's Report.

- New Hires: Special Education Teacher, 4th Grade Teacher, 6th Grade Math / Science Teacher.
  - Pending New Hires: 6th Grade ELA / SS Teacher, and 1st or 2nd Grade Teacher.
- EMSA is still looking to hire for additional roles such as lunch/recess monitors.
- Middle School Bootcamp for 6th grade and incoming students.
- Sports Conference
- Student Handbook

## **VII. EMSA Parent Teacher Crew Report**

### **A. EMSA PTC Update**

B. Lane provided an update:

- Welcoming Melanie Toth as an EMSA PTC future co-chair.

## **VIII. EMSA Committee Reports**

### **A.**

## **Development and Community Outreach**

K. Taylor provided updates about fundraising and upcoming events.

- September 14th - Prospective and current donors to visit on-site.
- Project Backpack
- Receiving an award from Arbor Day foundation.

### **B. Master Planning Committee and Enviro Work Group Subcommittee**

B. Lane made a motion to approve \$73,590 in construction expenditures recommended by the Master Planning and Enviro Work Group Committee.

S. Bennett seconded the motion.

- \$30,000 - Creation of parking spaces by the existing roadway near the silo.
- \$11,000 - Rain garden extension .
- \$23,800 - Asphalt paving replacement near I-25 entrance.
- \$6,290 - Neil Building door strengthening.
- \$2,500 - Installation of signage about trespassing and surveillance.

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

### **C. Governance Committee**

B. Lane made a motion to adopt the resolution of the EMSA Board of Directors for FY 2024.

S. Bennett seconded the motion.

New Board Members appointed: Paul Stagen and Melanie Toth

Board Position Update: Sue Bennet is Vice Chair

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

### **D. Academic Excellence Committee**

No updates from Academic Excellence.

### **E. School Leader Support and Evaluation Committee**

K. Kelly discussed having a formal review and evaluation of the Executive Director.

## **IX. Closing Items**

### **A. New Business**

### **B. Audience Comments and Questions**

### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:25 PM.

Respectfully Submitted,  
K. Coventry