APPROVED

Elgin Math & Science Academy

Minutes

Board of Directors

Date and Time
Tuesday June 27, 2023 at 5:45 PM

Location
Art Barn
1600 Dundee Avenue; Elgin, IL 60120

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.

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

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