APPROVED

Elgin Math & Science Academy

Minutes

Board of Directors Meeting

Date and Time
Wednesday August 23, 2023 at 4:00 PM

Location
Library- Administration Building
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, K. Shaw, M. Toth, P. Stagen, S. Bennett

Directors Absent
D. Haight, K. Kelly

Guests Present

Cassie Grabowski, D. Alexander, G. Marshall, Katie Taylor, Lauren, R. Manderschied, Sam Ismond (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Sue Bennett called the Meeting to order at 4pm.

II. Executive Session

A. Motion to Enter Executive Closed Session

The Board did not enter Executive Session.

B. Executive Session

The Board did not enter Executive Session.

C. Motion to Exit Executive Closed Session

The Board did not enter Executive Session.

III. Board Meeting

A. Public Comment

Gary Swick read out the Public Comment verbatim, as shown in the Agenda.

B. Approve Minutes from June 27, 2023 Board Meeting

G. Swick made a motion to approve the minutes from Board of Directors on 06-27-23.
A. Gray seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. FOIA Report

Dan Alexander reported that no FOIA requests had been received since the June 27, 2023 Board Meeting.

D. Consent Agenda: Approve Committee Minutes

Ron explained that approval of the Omnibus Agenda in one motion would allow for approval of all of the Committee Minutes attached to the Agenda.

K. Shaw made a motion to Kimberly moved the motion to approve the Consent Agenda and therefore to approve each of the Committee Minutes attached to the Agenda.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Development and Community Outreach - Approval of October 12, 2022 Minutes

K. Shaw made a motion to approve the minutes from Development Committee Meeting on 10-12-22.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Master Planning Committee and Enviro Work - Approval of November 9, 2022 Minutes

K. Shaw made a motion to approve the minutes from Master Planning Committee Meeting on 11-09-22.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Master Planning Committee and Enviro Work - Approval of January 11, 2023 Minutes

K. Shaw made a motion to approve the minutes from Master Planning Committee Meeting on 01-11-23.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Master Planning Committee and Enviro Work - Approval of April 21, 2023 Minutes

K. Shaw made a motion to approve the minutes from Environmental Work Group Meeting on 04-21-23.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Academic Excellence Committee - Approval of September 7, 2022 Minutes

K. Shaw made a motion to approve the minutes from Academic Excellence Committee Meeting on 09-07-22.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Academic Excellence Committee - Approval of November 2, 2022 Minutes

K. Shaw made a motion to approve the minutes from Academic Excellence Committee Meeting on 11-02-22.
G. Swick seconded the motion.

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

K. Academic Excellence Committee - Approval of January 18, 2023 Minutes

K. Shaw made a motion to approve the minutes from Academic Excellence Committee Meeting on 01-18-23.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

L. Audit Committee - Approval of October 24, 2022 Minutes

K. Shaw made a motion to approve the minutes from Audit Committee Meeting on 10-24-22.
G. Swick seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Financial Report

A. Finance & Operations Committee Report

Dan made a brief report.
A. Gray made a motion to Approve the Resolution attached to the Agenda, to approve the establishment of EMSA's banking relationship at BlackHawk Bank.
B. Lane seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
K. Kelly	Absent
A. Gray	Aye
M. Rodriguez	Absent
K. Shaw	Aye
P. Stagen	Abstain
G. Swick	Aye
S. Bennett	Aye
D. Haight	Absent
M. Toth	Aye
B. Lane	Aye

B. Financial Statements - June 30, 2023

Dan commented that the June 30, 2023 Financial Report was essentially unchanged from the June 23, 2023 Board Meeting. He said that at the October Meeting, the Board would review the September interim financial report, and that at the Finance Committee Meeting in September, the August interim financial report.

V. Construction & General Operations Report

A.

Update on Construction Progress

Dan noted that the City of Elgin's inspectors had approved the Admin Building for temporary occupancy in every inspection category. However, the City had yet to provide the temporary occupancy document.

He noted that exterior doors will be installed in September, along with an elevator. He also noted the Internet and phones and copier were on line in the new Building. Cameras coming soon.

Overall, the project came in on schedule and on budget.

B. Update on General Operations

Dan reported that Quest Food Management was approved by ISBE as EMSA's food vendor. Thusfar, the program is well received and running smoothly. Dan commented that After School Club members will receive a Supper, free to all students.

Troy Taylor the new Facility Manager has been doing well, Dan said.

VI. Principal's Report

A. Principal's Report

Genesis reported:

EMSA's enrollment was 478 although by transportation count, 475, with the likliehood that some student drops have not yet been recorded.

Genesis made a report of staff hiring openings. She stated that students and staff were adapting well to the Admin Building. She spoke to 8th grade special events, Back to school events, and Jump Start as all successful. She noted how Back to school PD for staff was adapted to circumstances, and expressed confidence in both new and returning staff.

Ron praised the School leadership for their work and dedication.

VII. EMSA BOARD WORK SESSION: Executive Director Search

A. Executive Director Search

Ron spoke to the purpose of the ED position and the timeline desired, for the Search.

B.

Approve ED Job Description

There was discussion of the Job Description.
G. Swick made a motion to approve the Job Description as attached.
B. Lane seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Vote: Outsource, Stipend, or In-House Search help

Much discussion about the options
Kimberly-Motion to out source the search
Melanie - seconded
Motion passed
K. Shaw made a motion to approve contracting with a vendor to be determined, to lead the search for an Executive Director for EMSA.
M. Toth seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. EMSA Committee and Parent-Teacher Crew Reports

A. Development and Community Outreach

Katie alerted the group on upcoming activities and requests

B. Master Planning Committee and Enviro Work Group Subcommittee

There was no report, due to Board members' absence.

C. EMSA PTC Update

Melanie shared an increase in participation and establishment of committees, and structure of support.
She noted the EPTC was looking forward to Nightmare on Chicago Street fundraiser, and Culver's Nite. She said that the Chalk the Walk event was successful.

D. School Leader Support and Evaluation Committee

Due to absence there was no report.

E. Governance Committee

Ron referenced the on-boarding folder, and provided these to each Board member present. He stated he would provide copies as well to those absent.

Ron presented a token of appreciation to each Board member.

IX. Closing Items

A.

New Business--Feedback from Board Meeting

The Board spoke about its Meeting procedures.

B. Audience Comments and Questions

There were no comments or questions from the public.

C. Adjourn Meeting

Sue adjourned the Meeting with agreement of all Board members present at 5:43pm. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:43 PM.

Respectfully Submitted,
G. Swick