APPROVED

Elgin Math & Science Academy

Minutes

Special Board Meeting

Date and Time
Monday November 27, 2023 at 4:00 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, D. Haight, G. Swick, K. Kelly, K. Shaw, P. Stagen, S. Bennett

Directors Absent
B. Lane, M. Toth

Directors who left before the meeting adjourned
K. Shaw

Guests Present

Akash.Gandhi@nsc.org, D. Alexander, K. Coventry, R. Manderschied

---

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 Monday Nov 27, 2023 at 4:04 PM.

II. Executive Director Search Process

A. Presentation by HYA

HYA presented to the Board:

- Search Process
- Roles and Responsibilities of the Board
- Board Interviews, Faculty, Parents
- Focus Groups / Middle of January
- Online Survey (English and Spanish) / Second Week of January
    - *$250.00 extra charge for languages other than English and Spanish*
    - Staff, Parents, Contributors, Students (6th - 8th / Middle School), Community At-Large
- Slated Candidates - Five
- Board Training Sessions for Candidates - Questions are developed from Focus Groups
- Board Protocols
- Leadership Profile Report - Presented by HYA
- Candidate Expenses for Final Rounds - Covering Travel Expenses (Considering)
- Application / Selection Process:
    - Resume and Cover Letter
    - Immediate Contact Information of References (3)
    - Two-page summary response based on a prompt - includes charter school and EL
- Three Year Contract
- Chicagoland Area

Lead Board Contact: Kerry Kelly
Secondary Board Contact: Sue Bennett

Schedule:
Explanation Letter of ED - December
Interviews - December

Focus Groups - Middle January
Online Survey - January 8th
Sharing Findings (Survey Results) - January 24th
K. Shaw left at 5:31 PM.

III. Final Approval of FY23 Financial Audit and IRS 990 Report

A. Final Approval of TKO Financial Audit and IRS 990 Report

P. Stagen made a motion to approve the final TKO Financial Audit Report and IRS 990 Report.
D. Haight seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. December Meeting

A. December Meeting

Staff and Board Members will be making a presentation on the EL conference.

V. Closing Items

A. Public Comment

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:33 PM.

Respectfully Submitted,
K. Coventry