

APPROVED



# Elgin Math & Science Academy

## Minutes

### Executive Committee Meeting

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#### Date and Time

Monday August 5, 2024 at 4:30 PM

#### Location

##### Admin Building

1600 Dundee Avenue  
Elgin, IL 60120

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#### Committee Members Present

D. Haight, K. Kelly, K. Martinez, P. Stagen, S. Bennett

#### Committee Members Absent

*None*

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### I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order
- C. Approve Minutes

### II. Executive Committee

- A. Purpose of Executive Committee

Sue & Kathryn shared their reasoning for starting an executive committee. It can provide a helpful support to the ED.

**B. Executive Director Updates**

Teachers are in the building. Instructional leadership team (ILT) to create a work plan--"what is the EMSA way?" J Willer working on a teacher's guide. First 30 day "work" plan being worked on. Individual EL Ed training for new teachers before school starts. All teachers will be trained in EL Ed norms. Will meet will staff individually through August.

**C. Strategic Planning**

Kathryn will share the strategic plan outline with the board at August's meeting. Discussed who, what, when will be involved. Discussed an every-other-month ED update to board.

**D. Policy Updates**

Discussed potential policy updates.

**E. Board Agenda Prep**

Kathryn will take the lead on agenda prep going forward.

**F. August 21 Board Recognition Event**

Discussed details for the post-board meeting event.

**III. 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 5:51 PM.

Respectfully Submitted,  
K. Kelly

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**Documents used during the meeting**

*None*