

**Rockford Charter School Organization**

**Board Meeting Agenda**

**August 24, 2017**

**11:30am – 1:00pm – Jackson Charter School**

1. **Call to Order**
2. **Approval of Agenda**
3. **Public Comment**
4. **Review/Approve Minutes of Prior Board Meetings**
5. **Transition Update – Mike Williams**
6. **Finance Update – Jen Hall**
7. **New Business**
8. **Executive Session – Personnel**
9. **Adjournment**

2017-17 Strategic Plan Results

<b>NWEA Reading Results</b>					
*Number of students meeting or exceeding grade level expectations.					
Grade	BOY	MOY	EOY	10< away from Grade level	EOY Goal
K	N/A	N/A	24%	44%	
1st	17%	6.9%	14%	24%	45%
2nd	29%	28%	31%	21%	30%
3rd	20%	10.5%	25%	33%	41%
4th	27%	14.29%	22%	20%	29%
5th	15%	13.73%	14%	36%	25%
6th	30%	20.7%	25%	31%	37.7%
7th	22%	18.37%	28%	28%	32.6%
8th	18%	17.24%	18%	29%	34.3%

<b>NWEA Math Results</b>					
*Number of students meeting or exceeding grade level expectations.					
Grade	BOY	MOY	EOY	10< away from Grade level	EOY Goal
K	N/A	N/A	14%	28%	
1st	16%	9.52%	14%	28%	37%
2nd	38%	23.3%	35%	23%	22%
3rd	16%	8.57%	35%	23%	48%
4th	20%	8%	17%	12%	31%



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5th	9%	9.3%	12%	14%	17.1%
6th	12%	1.75%	11%	16%	19.6%
7th	9%	6.25%	8%	15%	16.3%
8th	0%	0%	0%	22%	18.7%

### Attendance

Month	ADA 2015-16	Total # of days	ADA 2016-17	Total # of days
Aug.	92.5%	6	84%	11
Sept.	91%	21	93%	20
Oct.	92%	21	92%	20
Nov.	90%	18	91%	18
Dec.	89%	14	90%	15
Jan.	88%	18	92%	16
Feb.	86%	20	91%	18
Mar.	88%	18	90%	17
Apr.	92%	20	87%	18
May	89%	21	90%	22
Jun.	79%	7	70%	12
Total	88%	184	88%	187

## Referrals and Suspension

Month	K-4 Referrals 2017	K-4 Referrals 2016	K-4 Suspensions 2017	K-4 Suspensions 2016	5-8 Referrals 2017	5-8 Referrals 2016	5-8 Suspensions 2017	5-8 Suspensions 2016
Aug.	8	0	1	0	6	0	0	0
Sept.	65	44	41	44	43	18	19	18
Oct.	0	54	0	38	40	50	17	50
Nov.	72	57	51	28	61	34	22	34
Dec.	20	33	24	20	42	19	14	19
Jan.	57	49	11	29	27	29	20	24
Feb.	21	74	21	42	41	42	21	24
Mar.	21	47	21	36	48	34	11	34
Apr.	15	164	15	47	51	56	7	32
May	40	40	28	28	41	41	27	27
Jun.	11	0	11	0	2	0	2	0
Total	330	562	224	312	402	323	160	262

### Enrollment and Retention

→ As of June 29, 2017 we have retained

- ◆ 320 out of 411 students based on EOY 2016-17 numbers (this number does not include 8th graders moving on to 9th grade.
- ◆ We retained 77% of our students K-7

Curriculum		
Priority	Goal	Progress
Curriculum	80% or more of learners are served in Tier 1 instruction	All students received Tier 1 instruction in all content areas.
Curriculum	Instructional learning profiles are used at least weekly to understand learners and inform all tiers of instruction	
Curriculum	Create committee to develop appropriate unit plan for integrating curriculum.	This work was going to be facilitated by Mrs. Elrod in June after school ended with teachers. This was placed on hold due to her resignation.

Instruction		
Priority	Goal	Progress
Instruction	Utilize teaching framework and job descriptions to create performance appraisal system and tie in personal goal plans	This goal will be completed by Mr. Williams and Mrs. Malone during the 2017 Summer to be prepared for staff by August.
Instruction	Track and analyze teacher framework scoring. By end of 2016/2017 have all teachers performing at Developing or above level of performance. Have at least 70% of teachers performing at	By the EOY 2017 58.8% of our teachers were performing at or above an Effective level. There were 4.3% of teachers performing at an Ineffective level in certain categories. See Table below

	Effective level.	
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Instruction				
Goal: Track and analyze teacher framework scoring. By end of 2016/2017 have all teachers performing at Developing or above level of performance. Have at least 70% of teachers performing at Effective level.				
Domain	Ineffective	Developing	Effective	Distinctive
Standards and Objectives	3%	42.4%	51.5%	3%
Assessment	3%	60.6%	33.3%	3%
Presentation of Content	3%	33.3%	42.4%	21.2%
Differentiating Instruction	15.2%	30.3%	51.5%	3%
Learning Tasks	0	42.4%	33.3%	24.2%
Questioning	0	36.4%	39.4%	21.2%
Providing Academic Feedback	6.1%	21.2%	45.5%	24.2%
Student Engagement	9.1%	24.2%	48.5%	18.2%
Classroom Management	0	33.3%	48.5%	18.2%
Total Percentage	4.3%	36%	43.7%	15.1%

Staff Attendance		
Priority	Goal	Progress
Staff Attendance	We will start tracking regular employee absence patterns that interrupt learning process for students	We will use Tsheets to collect this data for the 2017-18 school year.

Culture and Climate		
Priority	Goal	Progress
Culture and Climate	Include in performance appraisal system, evaluation of employee ability to live and promote: vision, mission, guiding principles, and SWAG.	This goal will be completed by Mr. Williams and Mrs. Malone during the 2017 Summer to be prepared for staff by August.

Family Involvement		
Priority	Goal	Progress
Family Involvement	Develop vibrant PTO that seeks community resources for the school, including, but not limited to: behavioral partner's, activity partners, and fundraising	PTO struggled to maintain this year. The PTO started off with 10 committed members under the leadership of one of our parents. The individual was no longer interested in heading up the team and as a result the other parent's participation dwindled.

		Parent's did partner with the school to ensure the academic and behavioral success of their students.
Family Involvement	Increase family participation in school activities by 20% by the end of the year	We need a more refined tracking system to track the number of families participating in events.

Operations		
Priority	Goal	Progress
Compliance	Ensure JCS is in compliance with all federal, state and local funding and reporting needs.	Calendar was created with deadlines. We will continue to work with RPS 205 to ensure that we are submitting our school level compliance documentation in a timely manner. This will be ongoing. We are due for our audit in late July and results will be shared when they become available.
Customer Service	Provide the highest quality customer service to students, families, staff and the community.	Job descriptions created. We have hired a new Administrative Assistant for the front office. A training agenda is being developed by the Director of Operations and the Office Manager to ensure the highest level of Customer service for everyone. Emphasis placed on being courteous, self-starters, and efficient multi-tasking.
Facility	Ensure a safe and clean	Summer work is being done



	learning environment.	in the building. A checklist has been created to ensure that staff has daily tasks and deliverables for the start of the school year. All repairs will be done prior to the start of the school year. We have purchased a shampooer for the carpets and identified areas that need to be painted. We have discontinued the cleaning service and hired an additional staff member to ensure full coverage of cleaning duties for the building. We have a plan for pest control and ongoing monitoring. The school has passed the second lead based screening from the EPA. Weekly meetings with staff to discuss concerns as well as status of work being completed.
Finance	Ensure efficient and economical usage of JCS funds.	We have worked within the budget for the entire school year, and came below budget in many areas. We have sent vendors out to bid to ensure that we are receiving quality service and products at the best prices. There are procedures and policies that will be reviewed and improved as Mr. Williams will be onsite to assist.
Human Resources	Establish solid human resource function for JCS.	Employee handbook is being revised and edited to ensure sound and solid human resource functions. This will be completed this summer.



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Marketing		
Priority	Goal	Progress
Marketing  (Establish annual marketing plan that provides continuous opportunity for top of mind awareness and recruitment of staff and students.)	<b>Enrollment</b> -Create and implement a marketing plan that will enable Jackson to meet or exceed enrollment targets set by school principal.	We were very aggressive and proactive in our approach to ensure we sought out all student's returning. We set goals and marketing events to recruit potential families. We are currently marketing to the community through the churches and radio networks.
	<b>Kindergarten Enrollment</b> -Recruit 50% or more of our Kinder population by 2nd semester of the 2016-17 school year.	We were unsuccessful in ensuring 50% kinder by 2nd semester. We offered all returning families the opportunity to sign their new siblings up first, in hopes that we could obtain our goal. We had kinder night's, etc. Only one family attended. We also

		<p>sent 2 rounds of flyers to daycares, churches, and businesses that allowed soliciting (by November 2016).</p>
	<p><b>Retention of Students-</b> Create a school community experience that will foster long term commitment from families to stay at Jackson.</p>	<p>We worked hard to connect with all families during the intent to return time. We even went as far as call all parents that did not meet the deadline and work with them to send all paperwork in. We also mailed out the additional forms to those parent we were unsuccessful in getting ahold of.</p>
	<p><b>Increase Family Participation in the school community-</b> Recruit, foster, and collaborate with families to identify up and coming parent ambassadors/leaders to promote family engagement from other Jackson families and the Rockford community.</p>	<p>It's really hard to convince our families to commit to being ambassadors for our school. We will continue to work on this for the upcoming years.</p>

Budget to Actual  
 7/1/16 - 6/30/17

	Budget Rev. 11/1/16	Actual	% Change	\$ Change
<b>Revenue</b>				
Grants and Other Contributions	79,750	62,006	-29%	-17,744
IDEA Federal	183,196	84,196	-118%	-99,000
IDEA State	0	0	0	0
Per Capita Tuition 475 students @ \$9,838	4,741,628	4,734,406	0%	-7,222
Rent - Easter Seals	130,568	71,500	-83%	-59,068
Special Activities	52,315	21,935	-138%	-30,380
Title I	252,290	138,023	-83%	-114,267
USDA School Breakfast and Lunch Program	340,910	414,536	18%	73,626
<b>Total Revenue</b>	<b>6,329,793</b>	<b>5,526,601</b>	<b>-15%</b>	<b>-803,192</b>
<b>Expenditures</b>				
Bank Fees	2,820	3,239	15%	419
Board Funds	51,000	370	-99%	-50,630
Communication	52,134	39,278	-25%	-12,856
Contracted Services	478,964	472,481	-1%	-6,483
Curriculum and Classroom	123,685	99,936	-19%	-23,749
Employee	210,494	268,715	28%	58,221
Facility & Maintenance	184,985	179,752	-3%	-5,233
Food Service	275,000	211,418	-23%	-63,583
FY16 Partners	343,379	343,419	0%	40
IFF Loan Interest Expense	175,104	179,201	2%	4,097
Insurance	31,598	31,600	0%	2
Marketing	72,000	38,478	-47%	-33,522
Memberships	4,200	4,334	3%	134
Payroll	2,693,479	2,568,299	-5%	-125,180
Professional Development	41,400	35,984	-13%	-5,416
Rent to Patriot's Gateway	30,814	30,812	0%	-3
Special Activities	142,055	87,594	-38%	-54,461
Supplies	51,000	17,660	-65%	-33,340
Technology/Information Systems	316,892	235,550	-26%	-81,343
Transportation	339,358	243,689	-28%	-95,669
Travel & meals	0	0	0	0
Depreciation & Amortization	170,000	170,783	0%	783
<b>Total Expenditures</b>	<b>5,790,361</b>	<b>5,262,588</b>	<b>-9%</b>	<b>-527,773</b>
<b>Net</b>	<b>539,432</b>	<b>264,013</b>	<b>-51%</b>	<b>-275,419</b>

	Actual Jul	Actual Aug	Actual Sep	Actual Oct	Actual Nov	Actual Dec	Actual Jan	Actual Feb	Actual Mar	Actual Apr	Actual May	Actual Jun	Year 1	Year 2	Year 3	Year 4	Year 5
Beginning Balance	549,136	216,618	850,489	230,585	1,462,735	1,085,935	585,196	1,490,743	1,119,901	751,994	403,074	1,147,337	549,136	787,937	806,527	804,409	789,065
Revenue	78,125	1,023,387	20,515	1,639,960	61,812	56,481	1,307,418	32,212	43,634	29,356	1,191,227	39,302	5,523,431	5,518,307	5,648,030	5,789,749	5,937,662
Cash Available	627,261	1,240,005	871,004	1,870,545	1,524,547	1,142,416	1,892,614	1,522,954	1,163,535	781,350	1,594,301	1,186,639	6,072,566	6,306,244	6,454,557	6,594,158	6,726,726
<b>Cash Outlays</b>																	
Bank Fees	440	447	564	54	212	196	158	196	17	528	186	203	3,200	2,820	2,820	2,820	2,820
Board Funds					56				314			0	370	51,000	51,000	51,000	51,000
Communication	6,422	3,341	6,243	1,708	1,607	1,917	1,288	2,870	6,100	2,907	3,071	1,806	39,278	53,698	55,309	56,968	58,677
Contracted Services	6,000	8,567	48,259	28,249	23,350	83,940	4,849	51,578	72,999	51,520	41,527	63,463	484,302	493,333	508,133	523,377	539,078
Curriculum and Classroom	19,410	9,410	18,358	17,801		11,373			11,753			9,032	97,136	127,396	131,218	135,154	139,209
Employee	20,254	31,531	50,558	11,975	29,169	27,248	36,003	23,059	-26,622	25,719	29,927	19,720	278,542	216,809	223,313	230,013	236,913
Facility & Maintenance	8,601	-280	21,512	9,237	10,306	21,236	11,824	17,322	31,214	22,310	19,331	7,138	179,752	190,535	196,251	202,138	208,202
Food Service						86,512	28,097	20,133	50,508	25,982	30,000	186	241,418	283,250	291,748	300,500	309,515
FY16 Partners	81,868		163,858		97,692			0	0	0	0	0	343,419	0	0	0	0
Insurance	3,479		13,056		3,013	6,026		3,013	3,013	0	0	0	31,600	32,546	33,522	34,528	35,563
Marketing	2,500	675	8,504	12,612	1,468	1,758	525	2,885	3,792	1,951	1,557	251	38,478	74,160	76,385	78,676	81,037
Memberships				725		3,409			0	200		0	4,334	4,200	4,200	4,200	4,200
Payroll	188,765	212,823	227,105	223,483	220,590	217,023	212,054	221,342	222,646	211,015	217,522	194,005	2,568,375	2,774,283	2,857,512	2,943,237	3,031,534
Professional Development	850	4,233	9,118	682	741	3,709	383	7,857	2,954	2,635	750	4,500	38,412	41,400	41,400	41,400	41,400
Rent to Patriot's Gateway	4,292		13,260		4,420	4,420		4,420					30,812	0	0	0	0
Special Activities		3,257	4,040	6,502	12,713	10,073	1,725	14,200	10,637	10,981	4,370	8,955	87,454	146,316	150,706	155,227	159,884
Supplies		3,828	230	1,908	862	2,906	2,250	1,023	1,377	1,448	4,250	400	20,481	52,530	54,106	55,729	57,401
Technology/Information Systems	35,604	14,178	23,595	10,704	255	43,315	2,066	14,064	1,546	2,190	15,541	69,952	233,010	220,000	226,600	233,398	240,400
Transportation		65,347		50,011			68,491					0	243,689	349,539	360,025	370,826	381,951
<b>Total Cash Outlays</b>	<b>378,484</b>	<b>357,358</b>	<b>608,261</b>	<b>375,652</b>	<b>406,454</b>	<b>525,062</b>	<b>369,713</b>	<b>383,962</b>	<b>392,449</b>	<b>359,185</b>	<b>427,872</b>	<b>379,610</b>	<b>4,964,060</b>	<b>5,113,814</b>	<b>5,264,246</b>	<b>5,419,191</b>	<b>5,578,784</b>
Subtotal Cash Remaining	248,777	882,648	262,743	1,494,893	1,118,093	617,354	1,522,901	1,138,993	771,086	422,166	1,166,429	807,029	1,108,507	1,192,429	1,190,311	1,174,967	1,147,942
Debt Service	32,158	32,159	32,159	32,159	32,159	32,159	32,159	19,092	19,092	19,092	19,092	19,092	320,570	385,902	385,902	385,902	385,902
Cash Remaining	216,618	850,489	230,585	1,462,735	1,085,935	585,196	1,490,743	1,119,901	751,994	403,074	1,147,337	787,937	787,937	806,527	804,409	789,065	762,040

# Rockford Charter School Organization

## STATEMENT OF ACTIVITY

July 2016 - June 2017

	TOTAL
<b>REVENUE</b>	
Revenue	5,526,601.01
<b>Total Revenue</b>	<b>\$5,526,601.01</b>
<b>GROSS PROFIT</b>	<b>\$5,526,601.01</b>
<b>EXPENDITURES</b>	
Bank Charges	3,238.58
Board of Directors	369.77
Communication	39,277.79
Contracted Services	472,480.61
Curriculum and Classroom	99,936.45
Depreciation Expense	170,782.68
Employee	268,715.31
Facility & Maintenance	179,751.88
Food Service	211,417.50
FY16 Partners	343,418.60
IFF- Loan Interest Expense	179,200.72
Insurance	31,599.60
Marketing	38,477.65
Memberships	4,334.00
Payroll Expenses	2,568,298.93
Professional Development	35,983.82
Reimbursements	0.00
Rent to Patriots Gateway	30,811.67
Special Activities	87,593.65
Supplies	17,659.77
Technology/Information Systems	235,549.61
Transportation	243,689.17
<b>Total Expenditures</b>	<b>\$5,262,587.76</b>
<b>NET OPERATING REVENUE</b>	<b>\$264,013.25</b>
<b>OTHER EXPENDITURES</b>	
Reconciliation Discrepancies	0.00
<b>Total Other Expenditures</b>	<b>\$0.00</b>
<b>NET OTHER REVENUE</b>	<b>\$0.00</b>
<b>NET REVENUE</b>	<b>\$264,013.25</b>

# Rockford Charter School Organization

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
2177 CRCSO Board	17,231.52
2193 CRCSO Primary	0.00
5596 RCSO	923,074.94
Petty Cash	1,550.00
<b>Total Bank Accounts</b>	<b>\$941,856.46</b>
Other Current Assets	
Prepaid Expenses	26,481.67
<b>Total Other Current Assets</b>	<b>\$26,481.67</b>
<b>Total Current Assets</b>	<b>\$968,338.13</b>
Fixed Assets	
Accumulated Depreciation	-170,782.68
Accumulated Depreciation - Building Improvements	-325,336.74
Accumulated Depreciation -Furn & Eqpt	-80,421.85
Accumulated Depreciation- Buildings	-27,332.76
Accumulated Depreciation- Comp Soft & Eqpt	-244,073.14
Accumulated Depreciation- Curriculum	-206,230.62
Accumulated Depreciation- Furniture	-193,479.30
Accumulated Depreciation- Other Eqpt	-18,751.25
Building Improvements	2,084,244.99
Buildings	273,327.50
Computer Eqpt & software	293,346.76
Furniture & equipment	127,905.77
Furniture & equipment- Curriculum	206,230.62
Furniture- Jackson	219,120.90
Other Equipment	46,797.41
<b>Total Furniture &amp; equipment</b>	<b>600,054.70</b>
Land	29,000.00
<b>Total Fixed Assets</b>	<b>\$2,013,565.61</b>
<b>TOTAL ASSETS</b>	<b>\$2,981,903.74</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	30,395.90
<b>Total Accounts Payable</b>	<b>\$30,395.90</b>
Other Current Liabilities	
Accrued Interest Payable	9,513.49
Accrued Payroll	204,876.71
Deferred Rent	122,009.48
Direct Deposit Payable	0.00

	TOTAL
Due to CICS	133,180.96
Payroll Liabilities	-443.00
Federal Taxes (941/944)	0.00
Flex	1,273.60
Guardian for Life	7,377.27
IL Income Tax	0.00
IL Unemployment Tax	5,540.16
Superior Vision	2,730.67
Voluntary Life	3,697.53
Wage Deduction	-40.50
Williams-Manny	0.00
<b>Total Payroll Liabilities</b>	<b>20,135.73</b>
<b>Total Other Current Liabilities</b>	<b>\$489,716.37</b>
<b>Total Current Liabilities</b>	<b>\$520,112.27</b>
Long-Term Liabilities	
Notes Payable IFF - # 16694	0.00
Notes Payable- IFF # 17210	2,056,717.88
Notes Payable- Patriots - # 16997	-24,050.26
<b>Total Long-Term Liabilities</b>	<b>\$2,032,667.62</b>
<b>Total Liabilities</b>	<b>\$2,552,779.89</b>
Equity	
Opening Balance Equity	195,506.50
Retained Earnings	-108,941.49
Net Revenue	342,558.84
<b>Total Equity</b>	<b>\$429,123.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,981,903.74</b>