

Rockford Charter School Organization

Board Meeting Minutes

August 24, 2017

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

1. Call to Order: 11:42AM
 - a. Board Members Present – Kenneth Cunningham, Carla Redd, Nathan Bryant, Scott Anderson and Jennifer Hall
 - b. Also Present – Mike Williams and Roxanne Sosnowski
2. Approval of Agenda – Motion by Jennifer Hall, Seconded by Kenneth Cunningham. Approved.
3. Public Comment – None.
4. Review/Approve Minutes of Prior Board Meetings – Motion by Scott Anderson, Seconded by Carla Redd. Approved
5. Transition Update – Mike Williams
 - a. Positive Experience in the transition of the facility.
 - b. Management team is meeting weekly during the summer except when vacations got in the way. They are meeting every Tuesday.
 - c. Concerned about the amount of work Ms. Pierre has to do and the amount of responsibilities that she has to take on. Mike Williams has taken some of the work on as far as operations and IT.
 - d. 23 Staff vacancies in July.
 - e. Management team meet as a group to interview the candidates and they did not hire everyone that walked through the door.
 - f. Looked at more than just credentials and hired staff that understand the population and the social economic challenges that are faced.
 - g. Started the year will all position filled with the exception of a science and social studies teacher and are now fully staffed.
 - h. Might be better off financially if we hired a nurse as opposed to contracting with a nurse for the facility.
 - i. The contracted agency is providing substitute nurses, but ultimately will have to hire and LPN and that will save money.
 - j. A maintenance worker was terminated because he had not shown up for work for a few days then was found mediating in a stall in the Men's Restroom after a search for him in the building. We were able to fill the vacancy quickly.
 - k. Summer Learning Academy went very well and was headed by Mrs. Malone.
 - l. Curriculum was reviewed by Mike Williams and Mrs. Malone. Did not have a science curriculum, but they were ordered and they are trickling in. The publisher was contacted regarding the lack of materials.

- m. Hired a music teacher. Gets along with all of the kids and has plans for having recitals and concerts. Jen Hall suggested that the Board be invited to those.
- n. Mice in building were taking over. Pressure was put on the pest control company and they are coming in twice per month to get rid of the mice. Mike Williams has been catching mice himself. Structurally there are a lot of nooks and crannies for the mice to get into the building from. Mike Williams is going to get some quotes on weather stripping or something to block the routes of travel and then we can put sticky pads to catch it. Pluckets is the pest control provider. Discussion will be needed regarding whether they should keep them around.
- o. Parking lot quote for a two-ply topping covering over the existing surface and trying to put it off for a couple more years to better prepare for it. Quote was for \$7,535.00. Carla Redd may have another company for a quote on the parking lot. Stripping is not included. When restriping need to make sure that there are enough ADA parking spaces are in compliance.
- p. Did not offer a contract to the IT Coordinator. The Contracted IT Consultants have stepped up and resolved all of the IT problems that they had. Issues with administrative passwords that are being resolved. Some of the Chromebook have to be reset up with administrator log in and passwords that should not have been.
- q. Photocopiers need to be replaced. The copiers have been breaking down and a new company and lease agreement are needed.
- r. There are twice as much equipment than is being used. Computer labs, old lunch tables, old curriculum materials that need to be gotten rid of. Some of the equipment has been purchased with Title 1 funds and an additional step is needed in order to get rid of things. Mike Williams is going to look into a storage unit for the tables and chairs. A list is needed of what we are getting rid of and a resolution will be needed as to how to dispose of it.
- s. Fiscal Management Plan is in the hands of the Auditors. There are a couple of changes that are needed.
- t. Meeting with Editorial Board with the Rockford Newspaper for community outreach. They have a news literacy outreach programs where they provide newspapers and work with teachers to teach kids how to read newspapers. Meeting tentatively scheduled for September 24th. Positive coverage for the school.
- u. Extended Day program Mike Williams sent out information on. Alpine Bank was going to provide for funding and they got on the tail end of their funding and will only receive \$5,000.00 instead of the \$20,000.00 that they originally promised. This is now on hold but it is not dead. The YMCA has a program that they received a grant for last year but did not receive this year in case people want to and have signed their kids up for the after-school programs. Nathan Bryant suggested that Mike Williams attend the Community Foundation meeting because they have 1.3 million in grants that they need to push out and it will all be geared towards education and the meeting is to talk about what they are looking for and the grant process.

6. Finance Update – Jen Hall

- a. Budget Actual is full fiscal year. Going through audit currently and once audit is completed final numbers will be available.

- b. Total Revenue \$800K less because we have not received most of our categorical from RPS yet. This is not unusual.
- c. August per capital payment was received on time. Still checking ADA numbers to make sure it is correct. Higher than expected.
- d. Roxanne sent communication to Dr. Wolfe regarding last year and the calculation and still has not received response from Michelle. Mike has called and left a message for Assistant Superintendent Vosberg.
- e. The categorical payments were delayed last year when they finally came they were recorded in the 16-17 cycle. The funds have to be recorded in the year it is received and marked clearly what year the funds were for to show the auditors that those funds were received.
- f. Received the Per Capital payment on time from RPS.
- g. Expenditures were half million dollars less than what was budgeted for the year.
- h. The balance sheet is off due to misinformation that was provided by CICS. The Auditors that are working on RCSO's audit is also working on CICS's audit and the audit teams have been working together to get all of the correct information sorted out.
- i. The final year end numbers will be complete once the audit is completed.

7. New Business

- a. Worked on the Employee Handbook and got a revision finished and out for this school year. Changed a couple of policies as to clarification on personnel leave.
- b. Bonnie Wallin Repayment Matter.
 - i. Roxanne Sosnowski spoke with the auditors about it. Since Shavia is out Roxanne is unable to provide an update as to whether or not Ms. Wallin is behind on her payments.
 - ii. Ms. Wallin was a former employee that was terminated. It was not communicated to the payroll company in a timely manner that Ms. Wallin was terminated and she continued to receive payroll payments in the amount of \$7,000.00 before it was discovered. Roxanne Sosnowski sent Ms. Wallin and demand letter for the money to be repaid in full. Ms. Wallin sent a letter and call Roxanne Sosnowski claiming that since the school continued to pay her and she didn't notice that she was receiving the payments that she was not responsible for paying the money back. Roxanne met with Ms. Wallin and she claimed poverty and said she could only afford payments of \$25.00 per month. Roxanne brought this to the Board and it was rejected and the Board approved a repayment plan in the amount of \$100.00 per month. Roxanne prepared a repayment agreement under these terms and sent them to Ms. Wallin. Ms. Wallin sent it back refusing the terms of the agreement with a payment in the amount of \$50.00. She made a payment in March, April, May, and June, but it looks like she failed to make a July or August payment.
 - iii. Auditors initial concern was what are we going to do to recoup the funds from Ms. Wallin and is there a plan in place to file a small claims case. They are going to note it as a reserve for un-collectability.
 - iv. Roxanne Sosnowski has calendared a reminder for herself to send Ms. Wallin a letter in September to find out Ms. Wallin's employment status and

see if we can renegotiate her repayment plan status. No action that needs to be taken other than advising that it was an issue.

- c. Roxanne Sosnowski received a call from Dr. Forte who runs Legacy and she was referred to Roxanne Sosnowski from Dr. Purvis. Dr. Forte is looking to form a Charter Collation.
 - i. Nathan Bryant tried to form a collation about seven years ago and the two other charter schools in the area tried to pull RCSO into their fight against RPS 205.
8. Executive Session – Personnel
- a. Entered into Executive Session at 12:44pm.
 - b. Executive Session ended at 1:03pm
9. Adjournment – Motion by Kenneth Cunningham, seconded by Jen Hall. Approved. Meeting Adjourned at 1:03pm.