

## Rockford Charter School Organization

### Board Meeting Minutes

September 28, 2017

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

1. Call to Order: 11:48AM
  - a. Board Members Present – Scott Anderson, Kenneth Cunningham, Carla Redd and Jennifer Hall
  - b. Also Present – Mike Williams, Shavina Pierre and Roxanne Sosnowski
2. Approval of Agenda – Motion by Jennifer Hall, Seconded by Kenneth Cunningham. All aye.
3. Public Comment – None.
4. Minutes of Prior Board Meeting – August 24, 2017 Board Meeting - Motion by Jennifer Hall, Seconded by Kenneth Cunningham. Approved
5. Executive Director's Report – Mike Williams
  - a. Executive Director's Report given by Mike Williams.
  - b. Suggestion made by Attorney Roxanne Sosnowski regarding a policy being created requiring background checks in possession of the School before new employees start work at RCSO.
  - c. Attorney Roxanne Sosnowski to draft a policy on background checks for every employee to run every year.
  - d. Attorney Roxanne Sosnowski to draft Employment Contract for Operations Manager, Rebecca Francis.
6. Finance Report – Jen Hall
  - a. Resolution to Approve the Fiscal Management Policy – Motion by Scott Anderson Seconded by Kenneth Cunningham
    - i. Roll Call Vote:
      1. Anderson – Aye
      2. Cunningham – Aye
      3. Redd – Aye
      4. Hall – Aye
    - ii. Resolution Passes.
  - b. Approval for Executive Director to sign the engagement agreement with ORBA to perform Audit for upcoming year. – Motion by Jen Hall, Seconded by Kenneth Cunningham.

- i. Roll Call Vote:
    1. Anderson – Aye
    2. Cunninghama – Aye
    3. Redd – Aye
    4. Hall – Aye
  - ii. Passes.
7. New Business
  - a. INCS Conference – Discussion took place regarding membership and whether there was value to RCSO to maintain it.
  - b. Regular Board Meetings on the Fourth Thursday every other month with the third Thursday in November beginning January, 2018.
  - c. Next meeting on Thursday, November 16, 2017 at 11:30am.
8. Executive Session – Personnel
  - a. Entered into Executive Session at 1:01pm.
  - b. Executive Session ended at 1:13pm
9. Adjournment – Motion by Jen Hall, Seconded by Kenneth Cunningham. Approved. Meeting Adjourned at 1:17pm.