

**Rockford Charter School Organization  
Board Meeting Minutes  
November 16, 2017  
11:30 a.m. – 1:00 p.m.**

1. Call to Order: 11:44AM
  - a. Board Members Present – Scott Anderson, Nathan Bryant and Carla Redd
  - b. Also Present – Mike Williams, Shavina Pierre and Roxanne Sosnowski
2. Approval of Agenda – Motion by Scott Anderson, Seconded by Nathan Bryant. All aye.
3. Public Comment – None.
4. Minutes of Prior Board Meeting – September 28, 2017 Board Meeting Minutes – Motion by Scott Anderson, Seconded by Nathan Bryant. All aye.
5. Executive Director's Report – Mike Williams
  - a. Shavina's comments:
    - i. Challenge with staff retention, everyday occurrence. Teachers leaving when they were offered a job with District 205. Four teachers leaving. Making it work the best they can. They have filled one position. Need to fill a position in Kindergarten and possible long-term position if the teacher out on leave does not return. Saturday after thanksgiving, job fair. E-mail from 50 graduates from Northwestern University. Scheduling candidate interviews for Saturday. Job fair during Christmas break also.
    - ii. Access to sub pool. Need an in-house sub for full-time. At least two people for substitutes.
    - iii. Staff now not being able to have vacation time until 6 months into their position. Not being able to take all of your vacation at the same time. Had been communicated, not enforced. No more than 2 people scheduled off for one day.
    - iv. Jackson has 54 staff members all together including office staff and maintenance.
    - v. Teacher incentive program - SWAG bucks for teachers to get teachers motivated to do their best. Lunch with administration. Dress down pass. Teacher of the week – Parking spot in front row. This has been effective.
  - b. Mike Williams comments:
    - i. More one on one and counseling to students.
    - ii. Ordered headphones for students to listen to things on their computers for a quieter work environment.
    - iii. New copiers are installed.
    - iv. Glitch with supplies, using a ton of paper.
    - v. Rain leak inside in old building. Turned out that shingles had blown off and roofer had to come and fix the issue. \$1,000. Superior Roofing.
    - vi. It can be distracting to hear everything through the flooring. Looking into quotes for carpeting.

- vii. Playground – children getting injured. Playground too small for the number of children there are in the school. Need more students to extend the size of the playground to be able to afford it.
  - viii. Mike Williams will call Children Around the World to get quotes for more playground equipment.
  - ix. Board members suggested if there is a home for sale nearby, check into buying it and making more green space for a future playground.
  - x. Funding Law for Charter Schools for allocating payments. Sat in on webinar that ISBE conducted to go over the new law and what they're doing to establish in the accounting system in the district.
  - xi. Applied for American Express card for the school and they are asking for two years of finances and they do not have two years.
6. Finance Report –
  - a. Budget Report from Jen Hall.
  - b. No questions.
7. New Business –
  - a. None
8. Executive Session – Personnel
  - a. Entered into the Executive Session at 12:23PM.
  - b. Kenneth Cunningham joined at 12:25PM.
  - c. Executive Session ended at 12:37PM.
9. Adjournment – Motion by Kenneth Cunningham, Seconded by Scott Anderson. All aye. Meeting adjourned at 12:38PM.