

**Rockford Charter School Organization
Board Meeting Minutes
September 27, 2018
11:00 a.m. – 1:00 p.m.**

1. Call to Order: 11:36 a.m.
 - a. Board Members Present – Scott Anderson, Nathan Bryant, Jennifer Hall and Kenneth Cunningham
 - b. Also Present – Mike Williams, Shavina Pierre, Rick Aylward and Roxanne Sosnowski
 - c. Not Present – Carla Redd
2. Approval of Agenda – Kenneth Cunningham moved, Nathan Bryant Seconded. All Aye. Motion passes.
3. Public Comment – None.
4. Approve Minutes of Prior Board Meetings –
 - a. Motion to Approve the August 16, 2018 Minutes made by Nathan Bryant, Seconded by Kenneth Cunningham, All Aye. Motion passes.
5. Budget/Financial Status Report – Jen Hall, Rick Aylward
 - a. Rick gave the analysis on the areas in FY2017-18 to where the school was over budget and under budget in some areas. School still came in under budget which is why proposed facility improvements are being done.
 - b. Rick will send final budget amendment resolution numbers to Roxanne and Roxanne will prepare a budget amendment resolution for the parking lot and retaining wall improvement project.
 - c. The year to date for this year's budget will be available at the next meeting.
6. Executive Director's Report
 - a. Staffing Report – Ms. Pierre
 - i. Maintenance Manager left after there were some management issues with getting the building cleaned. The Manager was asked if he wanted to commit to Jackson and he decided to leave Jackson.
 - ii. Currently interviewing a new maintenance person and considering promoting one of the current maintenance staff members to the supervisor spot.
 - iii. Mike looked into bringing in a contracted agency and it is more cost effective to stay with current structure for maintenance.
 - b. Projects Status – Mike
 - i. In school library has come to fruition and is functional.

1. Partner with PTO to organize many boxes of books that are all over the building. Students are already utilizing the library space with library time built into their schedules. It has been well received.
 2. It is a multifunctional library space where kids can read and the tables are dry erase board tables so the kids can come out and have small group instruction and student pull out for intervention.
 3. Shavina has partnered with a couple of different companies that will donate books to Jackson and is currently working on getting a lending library built out in the front of the school for the community to take part in.
- ii. Parking Lot - The parking lot is back.
 - iii. Fence
 1. The fence is a cost issue. The fence company did not install as much of the fence as they had bid on because of some of the structural changes in the retaining wall.
 2. Working with the fence company to see if they can take the 60 feet shortage of the fence and install it on Summit Street.
 - iv. Smart Boards
 1. Every classroom is furnished with smart boards.
 2. Did need to order some adapters for sound.
 3. Still have projectors and white boards and will need to move those to offsite because they are taking a lot of space.
 - v. Challenge Course is operational.
 1. Kids are using it. P.E. teachers are including it in their physical ed program.
 - vi. Swedish American Wellness Program Partnership - Mike reached out to Swedish American's wellness program, but he has not heard back from them on that. Kenneth Cunningham will check in with Swedish American on status of request.
 - vii. Dedication for improvements to the school and invite Alderman, City Officials and neighbors. Nathan suggested reaching out to the Chamber and having them put together a ribbon cutting ceremony. Mike will call Chamber of Commerce to set up a ribbon cutting ceremony for all of the new improvements at Jackson.
 - viii. Ventilation is complete.
 - ix. Security Cameras have been added. Nathan suggested that a camera be put in the room where all of the cash on hand is located. Mike indicated that the school never has more than \$150 in cash on hand at the school. Those funds are kept in a safe in Rebecca Francis's office.
 - x. PA System Speakers were updated and added more speakers. This was done for safety issues due to teachers not hearing the announcements in the hallways and the playground area. This is not a finished project yet.
 - xi. Security
 1. All door locks have been rekeyed by Spinello's.
- c. Pending Projects – Mike

- i. Concrete Apron for the parking lot was not part of the bid. It was cracked and needs to be replaced. It can be put off to next year and we do not currently have any bids on this project. Roxanne mentioned that bids need to be collected if it is believed to cost more than \$20,000.00.
- ii. Handicap wheel chair ramp on the front of the building. Have not started because the parking lot cost has gone over budget.
- iii. Carpeting Tiles for the main office. They need to be replaced and look terrible. Shouldn't be a large cost to do that. Mike will call a flooring company to get some quotes.
- iv. Curtains for the stage in the gym and Front Stoop are in the budget.
- v. Out Door Classroom bid is about \$9,990.00.
- vi. Discussion took place regarding whether there was a need to put off any of these major projects until next year because there is a surplus carry over from last year. Mike believes all of the projects together should cost under \$100,000.
- vii. Acoustic Panels are needed for problems with the noise levels in the gym because it is uncomfortably loud. The panels can be put on the walls to help with the noise levels. Mike Williams believes it will cost approximately \$6,000 for that to be completed to hang the cloth covered panels in the gym.
- viii. The flooring in the art room is in a dangerous situation, both contractors are saying that the area around the art room the boards are rotten, and it will not take much for someone to fall through them.
- ix. Nathan, Scott and Kenneth would like to see budget estimates for these items and prioritizing the importance of these items and make sure that these improvements do not interfere with the students any more than necessary and to determine the timing of when these improvements are completed.
- x. Shavina stated that Jackson was denied for the Twenty-First Century afterschool program. Shavina would like to bring in afterschool tutoring for students as parents have been asking for that already if there was something in the budget. In the past they have paid the tutors \$25 per hour and offer those services twice a week with parents being responsible for picking up.
- xi. Enrollment goals were initially met, however there was some attrition. However, we are getting some students coming back that left last year.
- xii. IT situation is going to be resolved soon.
 1. A conference call is scheduled with Mike, Shavina and the two IT companies that are contracted with Jackson to decide what needs to be done right now.
 2. The web filters have not been effective, and need to be resolved. Jackson may have to purchase a piece of equipment or subscription that could cost between \$2,000 - \$3,000.
 3. There are two servers that are no longer operational, we need to find out why they are not operational. The cost to replace will be between \$2,000 - \$4,000.

- xiii. Nathan has indicated that the Board Members need ammunition points that they can carry forth to the community. Need to be able to speak directly on the educational points with the community.

7. Old Business

- a. Discuss/Approve – Resolution to engage The College Principle as a consultant for strategic planning and Charter renewal application processes.
 - i. Discussion took place regarding meetings with consulting agencies for the Charter Renewal Application process.
 - ii. The College Principle offered a cost analysis break down and timelines that the other consulting agency did not offer.
 - iii. Both were equal in pricing. The additional cost in pricing for the College Principle would come from travel since they are coming from Ohio as opposed to Chicago.
 - iv. The past three years Jackson has had less than a quarter of the eight grade students at or above grade level. Nathan suggested that the Board consider pivoting to a K-5 instead of sticking with the K-8 for purposes of the renewal in an effort to keep RPS 205 out of the decision making process.
 - v. Motion to approve Resolution made by Scott Anderson, seconded by Kenneth Cunningham. All Aye. Motion passes.

8. New Business

- a. Collection of Bonnie Wallin wage over payments.
 - i. Board was reminded of the Wallin wage overpayment issue. Ms. Wallin has been making regular payments per month but not very much.
 - ii. The Auditor has recommended that the Board would need to follow up with her. Roxanne recommends that correspondence be sent with a revised agreement to resolve the issue now that she is employed elsewhere.
 - iii. Nathan suggests offering her to pay half and write off the rest. – All were in agreement.
 - iv. Roxanne will prepare settlement offer correspondence for Bonnie Wallin and will report back at the next meeting.
- b. Two employees signed contracts to come to work for Jackson. The employees began receiving payment in June and July and were set to start work in August. A week before school started, the two employees decided that they were not going to be coming to work at Jackson after they had already been paid. In the interviews, Shavina explained to the employees that should they decide not to return to work that Jackson will make efforts to collect the funds that were paid to them for those months.
 - i. Annette Brandy was paid \$3,102.73.
 - ii. Anna Weissbunch was paid \$2,458.66.
 - iii. They have not responded to the request for repayment of those funds that was sent by Jackson.

- iv. Roxanne suggests that long term the pay schedule needs to transition to a different system where employees are not paid in advance of their start dates.
 - v. Shavina had professional development for teachers this year held over the Summer. Neither of these teachers attended those sessions. Shavina feels that the contract should not start until teachers return to campus.
 - vi. The Board authorized Roxanne to send a collection letter in an attempt to collect those funds. Roxanne will prepare the collection correspondence to the two employees and will report back next meeting.
9. Executive Session – No Executive Session was held.
10. Adjournment – Motion by Nathan Bryant, Seconded by Scott Anderson. All aye. Meeting adjourned at 12:45PM.