

**Rockford Charter School Organization
Board Meeting Minutes
November 15, 2018
11:30 a.m. – 1:00 p.m.**

1. Call to Order: 11:55 a.m.
 - a. Board Members Present – Scott Anderson, Nathan Bryant, Kenneth Cunningham and Carla Redd (via telephone)
 - b. Also Present – Matthew King, Mike Williams, Shavina Pierre, Rick Aylward and Roxanne Sosnowski
 - c. Not Present – Jennifer Hall
2. Approval of Agenda
3. Public Comment – None.
4. Approve Minutes of Prior Board Meetings –
 - a. Motion to Approve the September 27, 2018 Minutes made by Scott Anderson, Seconded by Kenneth Cunningham, All Aye. Motion passes.
5. Budget/Financial Status Report – Rick Aylward
 - a. Rick Aylward went over the Financial Status Report.
 - b. Rick Aylward went over the Budget.
 - i. Approximately \$26,000.00 below budget on revenue, but that is normal about \$40,000 funds will be coming in.
 - ii. Some of the expenditures show RCSO as being ahead and under budget.
 - iii. Whiteboards are a leased for three years at \$90-\$95k for all of the whiteboards.
 - iv. Payroll expenses are under budget.
 - v. Overall \$450,000 ahead of budget.
6. Executive Director's Report
 - a. Jackson Charter School received very high ratings for safety inspection. Have higher ratings than the hospitals.
 - b. Open House for the community to show all of the improvements. There was low turn out, however, the Mayor was present. Positive comments were received from the open house.
 - c. Staffing Report – Ms. Pierre

- i. The Maintenance Manager (Paul) left Jackson Charter School and Mr. Tinnen was promoted to the position and sent to leadership training.
 - ii. The entire maintenance team was sent to OSHA training.
 - iii. Recruiting has commenced for a maintenance worker to replace Mr. Tinnen's position.
 - iv. There is a need for long term substitutes for expecting teachers and recruiting for those positions will take place.
- d. Parking Lot Change Order and Final Payment Authorization
 - i. The change order was less than what the contractor originally said that it was going to be.
 - ii. The amount of the change order was \$13,750.00 for making the contractor whole.
 - iii. The title company will need to be contacted regarding the the change order.
- e. Sound Panels for Gym/Cafeteria
 - i. Approximately \$4,000.00 for the panels and the maintenance workers can put them up.
 - ii. This is a special request that the expenditure is allowed.
- f. Auditors
 - i. Auditors have been at Jackson Charter School for a couple of weeks and will be back after Thanksgiving to finish. An Audit Report should be available by mid-December.
 - ii. The budget report can be reviewed at the meeting in Mid-January.
 - iii. Roxanne Sosnowski provided an update regarding the status of collection cases. With this audit, the previous matter will be resolved, however, there are two additional wage collection matters that will be in the next audit. Roxanne asked for direction from the Board regarding whether they would like to move forward with small claims complaint regarding the new wage collection cases.
 - 1. Board approves preparation of the complaints for the wage collection cases.
- g. Discussion took place regarding whether or not to change the teacher contracts so that there is a provision that changes the start date of teachers and moves the beginning payroll date to when teachers start.

- i. Mike Williams suggests doing a sign on bonus for new teachers as an incentive to come and work for RCSO.
- ii. Roxanne will put together new employment contract options to present at the next board meeting.

7. Old Business

a. Status Report – The College Principle, consultant for strategic planning and Charter renewal application processes

- i. Matthew King provided a status report. Takeaways from the report are that Jackson Charter School has the right leaders and is going in the right directions and not to make too many dramatic changes at once as it would be counterproductive.
- ii. Seven Areas were scored in the report.
- iii. Three key issues that should be focused on for improvement:
 1. Ensuring that everything is in line with common core standards and making sure that the teachers understand the common core standards that they are creating their lesson plans for and knowing what the expectation is for the standard.
 2. Tightening PD and Coaching.
 3. Tightening the classroom culture and making the expectations within the classrooms more streamlined.
- iv. The next steps include creating goals that can be measured and everyone is able to speak the same language to get towards those goals.
- v. Board members need to fill out the College Principle survey and return it to Matthew King in an effort to help develop a strategic plan.
- vi. Discussion took place regarding whether or not to keep grades 6-8 at the time of renewal.
 1. Decision regarding whether or not to keep grades 6-8 will be placed on agenda for Board Meeting in January.

8. New Business - No new business.

9. Executive Session – No executive session.

10. Next Board Meeting Date –

- a. January 24, 2019 at 11:30 a.m.



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11. Adjournment – Motion by Scott Anderson, Seconded by Nathan Bryant. All aye. Meeting adjourned at 1:05 P.M.