

**Rockford Charter School Organization
Board Meeting Minutes
May 2, 2019
11:30 a.m. – 1:00 p.m.**

1. Call to Order: 11:35 a.m.
 - a. Board Members Present –Nathan Bryant, Carla Redd and Scott Anderson
 - b. Also Present –Executive Director Michael Williams, Principal Shavina Pierre, Rick Aylward, and Roxanne Sosnowski
 - c. Not Present – Jennifer Hall and Kenneth Cunningham
2. Public Comment – (5 Minutes if needed) - None
3. Approve of Consent Items – Motion by Board (1 Minute)
(Members may request individual Consent Items to be pulled for discussion)

Nathan Bryant requested that the items be approved separately.

- a. Minutes of Prior Board Meeting – 02/28/2019
 - i. Scott Anderson made a motion to accept the minutes. Carla Redd seconded the motion. All aye. Motion passes.
 - b. Financial Reports
 - i. Rick Aylward presented the financial reports. The Income statement is ahead of the budget through April. Revenue is below the budgeted amount, but is offset by the actual amount of the expenditures which is below the budgeted expenditures. The bottom line is that Jackson is \$85,000.00 ahead of budget going through April.
 - ii. Carla Redd made a motion to accept the financial reports. Scott Anderson seconded the motion. All Aye. Motion passes.
4. Committee Reports
 - a. Finance Committee – 2019-2010 Budget (10 Minutes)
 - i. Rick Aylward presented the budget from the finance committee.
 1. Lowered enrollment from 450 students to 400 students. RPS tuition payments that have been received have been based off of enrollment x 97%.

2. Attorney Sosnowski indicated that RCSO should be receiving 100% of PCTC per the charter agreement but the past few years. She plans to speak with General Counsel, Lori Hoadley regarding this.
3. Attorney Sosnowski stated that the range is from 97-103% per statute, however, according to the agreement with RPS, RCSO is supposed to be getting 100%.
4. Nathan stated that we need to get RPS's calculation on per pupil. Because without the calculation of per pupil there is no way for us to know if the amounts that RPS is sending are accurate.
5. Rick Aylward stated that the total Revenue is \$4,714,475.00 and total expenditures is \$4,618,415.00. The variances are located within the employee numbers due to increase in benefits like health insurance.
6. Per Rick Aylward the only capital item is the second year of the smart boards that are being leased and those might be a lease to purchase. He is going to discuss this with the auditors.
7. The project lists are not included in this year's budget.
8. Principal Pierre stated that the goal for next year was to grow out 2nd grade and 5th grade classes. There is going to be some focus on SEL needs.
9. Principal Pierre stated that over the summer they are going to put together a marketing plan and working with Kinders to invite them to start school with Jackson over the summer. They are going to put together a referral system to find out where people are hearing about Jackson.
10. Principal Pierre stated that she gave Cost of Living (COLA) raises of 3% across the board to staff.
11. If there are capital projects those will come out of the maintenance and facilities budget.
12. Nathan Bryant suggested that preparing a 3-5 year capital plan for improvements to be considered by the Board.
13. Executive Director Williams stated that electrical repairs were made to the facility and they provided a laundry list of other items that will be needed with tuck repairs and a new roof will be needed which will be expensive costs.
14. Scott Anderson stated that we could take the timeline off of these items and to create a wish list of all projects and the costs of those items that could be prioritized and completed over time.
15. Executive Director Williams stated that the main focus should be increasing academic performance so that Jackson becomes known for educating students to where they get to a point where they have to turn students away because they are full.
16. Principal Pierre stated that employment turnover is low, and she only has to hire for 3-4 positions this year.

17. Nathan Bryant suggested that Finance Committee should meet quarterly to review finances within the organization to make sure that items are appropriate against the budget.
18. Rick Aylward stated that at the beginning of 2020 he is projecting the cash to be at \$1,350,000.00 then after the 12 months the cash to be at a little over \$1,500,000.00 for positive cashflow if things go as planned depending on capital projects.
19. Executive Director Williams stated that he has decided to wait until renewal of the Charter agreement to further review transportation. Busing will be completed by RPS 205 for next year.
20. Executive Director Williams stated that the consultant has been working with them and has not had to step in too much with regard to strategic planning since Principal Pierre and her staff have taken on this matter. He and Principal Pierre have been in contact with the consultant.

5. Action Items

a. **Discuss/Approve Fiscal Year 2020 Annual Budget of Rockford Charter School Organization – (30 Minutes)**

- i. Scott Anderson moved to approve the FY20 budget as presented and to ensure that there are quarterly meetings of the Finance Committee for oversight, accountability and governance of actual results verses the budget. Motion Seconded by Carla Redd. All Aye. Motion passes.

b. **RESOLUTION OF THE BOARD OF ROCKFORD CHARTER SCHOOL ORGANIZATION AUTHORIZING EXECUTIVE DIRECTOR MIKE WILLIAMS AND PRINCIPAL SHAVINA PIERRE TO EXECUTE EMPLOYMENT CONTRACTS OF TEACHING STAFF ON BEHALF OF ROCKFORD CHARTER SCHOOL ORGANIZATION – (10 Minutes)**

- i. Attorney Sosnowski stated that RCSO needed a document that would allow for Principal Pierre and Executive Director Williams to execute employment contracts on behalf of RCSO.
- ii. Attorney Sosnowski stated that the alternative would be that the Board President would be signing all of the employment contracts because under the By Laws the Board President is the authorizing party to execute all contracts on behalf of the organization.
- iii. Carla Redd moved to approve the Resolution. Scott Anderson seconded the motion. All Ayes. Motion passes.

6. New Business – STATE IAR AND MAP TEST RESULTS (1 Minute)

- a. Principal Pierre stated that the results are not in yet. IAR test results will not be in until next year. MAP Testing is in the next two weeks and those are live data and she will have those results by the next board meeting.
 - b. Rick Aylward stated that he and Jennifer Hall met with Pat Moral at Rockford Bank and Trust a week or two ago and it seems that they are in agreement that switching banks to Rockford Bank and Trust would be a good thing. The money market rate at Midland is next to nothing it's a very small amount of interest. Rockford Bank and Trust suggested a format where \$140-\$150 per month in fees but interest would be about \$2500 per month. Jennifer Hall indicated to Rick Aylward that it would probably be closer to \$2000 per month. Attorney Sosnowski will prepare a Resolution to switch bank accounts for the next board meeting on June 26th.
 - c. Executive Director Williams had a question about procurement of computers.
 - d. Attorney Sosnowski is going to send the Statute regarding the purchase of computers to Executive Director Williams.
 - e. Nathan Bryant stated that if they plan on getting rid of any equipment a Resolution will be needed regarding the disposal of surplus property.
 - f. Attorney Sosnowski suggested that annually a list be put together regarding the disposal of surplus property and then having the board approve of it annually.
7. Next Board Meeting Date (Specify) –
- a. May 23, 2019 at 11:30 a.m. – Cancelled
 - b. July 25, 2019 at 11:30 a.m. – Cancelled
 - c. **June 26, 2019 at 11:30 a.m. – 12:30 p.m. will be the next board meeting.**
 - d. Scott Anderson requested that we change the meetings going forward from the fourth Thursday of the month to the fourth Wednesday of the month. Feedback will be needed from the other board members.
 - e. Attorney Sosnowski will send out an email to all board members regarding moving the meetings to the fourth Wednesday of the month.
 - f. Attorney Sosnowski will have the calendar invites removed.
8. Adjournment – Motion by Carla Redd, Seconded by Scott Anderson. All aye. Meeting adjourned at 12:30 P.M.