

**Rockford Charter School Organization
Board Meeting Minutes
August 15, 2019
11:30 a.m. – 1:00 p.m.**

1. Call to Order: 11:35 a.m.
 - a. Board Members Present –Nathan Bryant, William Cunningham, Jennifer Hall and Scott Anderson (arrived at 11:45 a.m.)
 - b. Also Present –Executive Director Michael Williams, Principal Shavina Baker, Rick Alyward and Roxanne Sosnowski
 - c. Not Present – Carla Redd (Scott Anderson arrived at 11:45 a.m.)
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)
 - a. Minutes of Prior Board Meeting – 7/2/2019
 - i. A motion to approve the 7/2/2019 Board Meeting Minutes was made by Jennifer Hall and seconded by William Cunningham. All Aye. Motion passed.
4. Committee Reports
 - a. Finance Committee – (**30 Minutes**)
 - i. 2019-2020 Budget Review – Rick Aylward
 1. Rick Aylward gave the 2019-2020 Budget review, discussed capital projects, went over memo on FY20 Budget Revisions.
 2. \$10,000 in revenue. The Budget was going to be negative \$270,000, a portion of that is because of reclassification of some items that are depreciable items (Furniture, Playground, Smart Boards). This will be revised when the Auditors come in.
 3. Rick Aylward summarized the changes made to the budget adding interest revenue.
 4. Illinois Bank and Trust recently merged with Rockford Bank and Trust, however, this did not change the terms of the new account package for the school.
 5. \$20,000 added to the special activity fund for the transportation for summer school. Will try to get that reimbursed.
 6. Added \$25,000 to the technology line.
 7. Removed the smart board lease expense and moved to an interest expense because it is a loan purchasing those items.

8. The Finance Committee is asking for an additional \$50,000 to be added to the capital budget for capital projects.
 9. The revisions to the budget that are being suggested will show about a break even cash flow within the budget give or take.
 10. Net Bottom line of \$109,000-\$110,000 for profit and loss and the cash flow ending balance is \$1,350,000.
 11. Enrollment is at 241 including 13 pending acceptance. 100 shy of the goal enrollment, Mike Williams indicated that it is not likely that RCSO will reach it's goal.
 12. Principal Baker stated that many parents wait until the last minute to get their kids registered for school.
 13. Principal Baker does not think that the enrollment will be very far off from what the revised goal was following the elimination of middle school.
 14. Rick Aylward stated that the budget is currently set for enrollment of 388 students.
 15. Principal Baker stated that the school is staffed for current enrollment not the goal enrollment.
 16. Rick Aylward stated that the expense forecasted tends to be conservative and there is some trade off that can be moved if needed.
 17. Jennifer Hall asked that the capital budget include a detail of what is being included so that there is a record of these projects.
 18. Executive Director Williams stated the costs of the capital budget are not coming in as high and that if the budget was based on the goal enrollment then the payroll budget would go down if the enrollment goal is not obtained.
 19. Executive Director Williams indicated that the school is not going to purchase new furniture this year. An unexpected emergency repair came up last week, involving a dry valve for the fire extinguishing system that would not shut off, which cost \$5,000 to repair.
 20. Nathan Bryant suggested the proposed budget be approved but that staff hold the responsibility of managing revenue against expense so that the budget doesn't exceed what the Board wants it to exceed.
- ii. Approve revised FY 2019/2020 Budget (**Action Item**)
 1. Nathan Bryant moved to approve the FY 2019/2020 Budget and the motion was seconded by Scott Anderson. A roll call vote was conducted:
 - a. William Cunningham – Aye
 - b. Nathan Bryant – Aye
 - c. Scott Anderson – Aye
 - d. Jennifer Hall – Aye
 2. All Ayes. Motion passed.
5. New Business – (**5 Minutes**)
 - a. Resolution Electing RCSO Board Officers (**Action Item**)

- i. Nominations were made for Board Officers as follows: Jennifer Hall as Chair, William Cunningham as Vice Chair, Scott Anderson as Treasurer, and Carla Redd as Secretary.
 - ii. Nathan Bryant moves to approve the Resolution Electing RCSO Board Officers. William Cunningham seconded the motion. All Aye. Motion passed.
- b. Discussion regarding potential new Board Member (and Parent Member in response to HB 3659)
 - i. Anisha Grimmatt is the Executive Director with Alignment Rockford, Jennifer Hall has been working with her and finds her to be an exceptionally intelligent woman. She is very invested in what she is doing with Alignment Rockford.
 - ii. Anisha Grimmatt is going to step in and make references to businesses for resources for the STEM Program at RCSO.
 - iii. Anisha Grimmatt is interested in becoming a board member.
 - iv. Motion to approve Anisha Grimmatt as a new Board Member made by Jennifer Hall and seconded by Scott Anderson. All Aye. Motion passed.
- c. Discussion on revisions on Employee Handbook
 - i. Attorney Sosnowski provided a review of the revisions to the Employee Handbook for the upcoming year.
 - ii. Changes to the lactation accommodation, reimbursement to employees that are to the employer's benefit, time off of work changes, sick time and personal day changes.
 - iii. Executive Director Williams discussed with Board Members time off issues for Non-Exempt Maintenance Employees, who do not get all of the breaks as paid time off since they have to come in and work during those breaks in order to complete certain projects. They currently do not have additional vacation time to make up for those breaks in which they are required to work.
 - iv. Executive Director Williams also discussed whether RCSO should pay Administrative Staff for days which become snow days or it's too hot to open the school up to students, since they are hourly employees and they typically only get paid for the time in which they are working in the building.
 - v. Jennifer Hall stated that she would like for a proposal of what Executive Director Williams and Principal Baker thinks should be done for inclement weather and run it by everyone for a vote.
 - vi. Nathan Bryant stated his opinion that RCSO should air on the side of what would be more attractive to employees.
 - vii. Attorney Sosnowski continued with her review of updates to USSERA and Illinois law that affect the employee handbook.
 - viii. Discussion took place regarding changes to the substance abuse policy for the school that is zero tolerance and whether the policy should be zero tolerance as it pertains to cannabis. In light of recent changes to Illinois law, Executive Director Williams indicated that he would check with the

school's insurance company regarding reasonable suspicion testing and sending a copy of the drug and alcohol policy to the insurance carrier to make sure that it falls in line with recommendations that the insurance carrier may have.

- ix. Attorney Sosnowski summarized the Adult Use Cannabis Act and explained that employers
- x. Nathan Bryant motioned to approve the current changes to the Employee Handbook, William Cunningham seconded the motion. All Aye. Motion passed.

d. Update on HB 3659 and SB 1226

- i. Attorney Sosnowski reminded everyone that pursuant to HB 3659 that was signed into law, Charter Schools must have a least one parent serve as a member of the Board of Directors. Charter Schools have twelve months from the passage to be in compliance.
- ii. Attorney Sosnowski let everyone know that there is now annual training requirement that all Board Members will have to complete. Executive Director Mike Williams is going to be forwarding information regarding these trainings on to the Board Members. This needs to be completed sometime between now and next year.
- iii. Attorney Sosnowski stated that it will be 4 hours for the first term and then 2 hours for every term after.
- iv. Jennifer Hall asked for a list of 5 parents as possible board members to be discussed at the next board meeting.
- v. Discussion took place about changing meeting dates and meeting places. There are some additional meeting places available for the upcoming year as the room that is currently utilized is actually the in school suspension room for during the school year.

6. Next Board Meeting Date (Specify) –

- a. Board Meetings will be on the third Thursday at 11:30 a.m.
- b. The next Board Meeting will be on October 17, 2019 at Swedish American in a Conference Room. William Cunningham will let everyone know which conference room the meeting will be located in.

7. Adjournment – Motion by Nathan Bryant, Seconded by William Cunningham. All aye. Meeting adjourned at 12:43 P.M.