

**Rockford Charter School Organization
Board Meeting Minutes
January 24, 2019
11:30 a.m. – 1:00 p.m.**

1. Call to Order: 11:32 a.m.
 - a. Board Members Present – Jennifer Hall, Kenneth Cunningham and Carla Redd
 - b. Also Present –Executive Director Michael Williams, Principal Shavina Pierre, Rick Aylward, Ray Krouse, Leary Morris and Roxanne Sosnowski
 - c. Not Present – Nathan Bryant and Scott Anderson

2. Public Comment – (5 Minutes if needed) - None

3. Approve of Consent Items – Motion by Board
(Members may request individual Consent Items to be pulled for discussion)

Motion to remove the Audit from the Consent Agenda made by Kenneth Cunningham and seconded by Carla Redd. Motion approved.

- a. Minutes of Prior Board Meeting – 11-15-2018
- b. Financial Report
- c. Personnel
- d. Attendance Report
- e. Executive Director's Report
- f. NWEA MAP Test Results
- g. School Improvement Planning - IQF

Motion to Approve the Consent Agenda made by Kenneth Cunningham and seconded by Carla Redd. Motion approved.

4. 2017-2018 Audit Report – Sikich, LLC Presentation.
 - a. Review of Audit Report presented by Ray Kraus from Sikich, LLC.
 - b. Ray Krouse stated that the Audit Report provided an opinion that the financial statements were fair. RSCO is subject to other audits due to the school spending over \$700,000 in federal funds, making RSCO subject to other audit opinions.
 - c. There were three findings.
 - i. One finding regarding Title One and IDEA numbers wherein it is completed on a cash basis and then adjusted at the end of the year. The audit was performed prior to the adjustment being made on the Title one funds.
 - ii. The second finding regarding a student file that was misfiled with archives as if it was an older student. Principal Pierre stated that Rebecca Francis has now put into place a record sign off sheet of who has which files since she cannot be the only one who ever touches the files.

- iii. The third finding was for a personnel file where a background check was not filed in the employee's personnel file. The background checks had been completed for employees and filed with the detective agency instead of the personnel file.
 1. For background checks, a consent form is needed.
 2. The results of the background check performed are going to be provided as an exhibit to the contract for new teachers.
 3. Carla Redd suggests doing a background check on employees that are currently employed on a lottery system.
 - d. Report for the Board of Directors
 - i. Presented by Leary Morris from Sikich, LLC.
 - ii. There were no new accounting policies or no significant transactions for this year.
 - iii. There was a finding in material weakness.
 - iv. Leary Morris provided a summary of the suggested adjustments based off of the audit results.
 - e. Best practice suggestions were presented by Ray Krouse from Sikich, LLC.
 - f. A motion to approve the audit was made by Kenneth Cunningham and seconded by Carla Redd.
 - i. Roll Call Vote: Jennifer Hall – Yay
Kenneth Cunningham – Yay
Carla Redd – Yay
 - ii. Motion passes.
5. Committee Reports
- a. Finance Committee
 - i. Rick Aylward stated that still ahead in budget numbers. In February next payment will be received from RPS 205 for tuition and Title One. Savings has not been touched.
 - ii. Executive Director Williams stated that the auditors had some concerns about the payroll process with Addante & Associates due to the fact that the internal controls are not audited by an external entity which was a concern to the auditors. They suggested hiring a firm to audit or to bring the process in house. Executive Director Williams feels that the payroll should be brought in house due to a former employee receiving a check over the winter break due to Addante & Associates not checking the payroll sheet submitted.
 - iii. Jennifer Hall stated she is fine with bringing it in house and terminating the relationship with Addante & Associates.
 - iv. Roxanne Sosnowski provided a status update on Annette Brandy collection case. She indicated that default judgment had been granted and that a

collection letter was sent out to Annette Brandy. At this time Annette Brandy still has 15 days to pay the balance off. If she does not, then a Citation to Discover Assets will be filed to find out if her banking information and income to get her into a payment plan.

- v. Roxanne Sosnowski provided an update for Lilliana Weissbuch collection case. Prior to filing a complaint Ms. Weissbuch entered into a payment plan to have the balance paid by the end of the year.

6. Action Items

a. Approval of 2017-2018 Audit Report

- i. A motion to approve the audit was made by Kenneth Cunningham and seconded by Carla Redd.
 - 1. Roll Call Vote: Jennifer Hall – Yay
Kenneth Cunningham – Yay
Carla Redd – Yay
 - 2. Motion passes.

7. New Business

- a. Roxanne Sosnowski provided an update regarding the new employment agreement.
 - i. A draft of the employment was submitted to Executive Director Williams and Principal Pierre.
 - ii. A discussion is needed with regard to what to do regarding July if the contracts do not start until August. With Principal Pierre wanting to have professional development in July. There was discussion about possibly doing a stipend for professional development for those days in July for new employees.
 - iii. The new contracts will run from August 1st through July 31st for payroll purposes.
- b. Discussion took place regarding RPS 205 starting school in September and whether RCSO would push the start date to September for Jackson.
 - i. RCSO typically starts earlier. The calendar for next year has not yet been developed.
 - ii. The start time will be from 7:30am and the end time will be 4:30pm which is positive because it gives them the time for the extended program to help get test scores up.
- c. Principal Pierre stated that she needs a decision regarding whether RCSO is going to be changing from a K through 8 to a K through 5 due to the enrollment process beginning.
 - i. Board Consensus was to move to a K through 5 enrollment next year.

- ii. Roxanne Sosnowski recommended that since there is a Board consensus was to move to a K through 5 enrollment next year, preparing a resolution and putting it on a Board Agenda. Principal Pierre can move forward operationally with preparing for next year knowing that this is the direction that the Board is going in and then have the Resolution up regarding the change at the next Board meeting.
8. Next Board Meeting Date (Specify) –
 - a. Jennifer Hall requested a list of meetings for the rest of the year. Roxanne Sosnowski stated that Megan Reff would send a list of meeting minutes for the rest of the year.
9. Adjournment – Motion by Kenneth Cunningham, Seconded by Carla Redd. All aye. Meeting adjourned at 12:30 P.M.