

**Rockford Charter School Organization**

**Board Meeting Minutes**

**October 17, 2019**

**Swedish American Hospital, 1401 E. State Street, Rockford**

**Conference Room # 1**

**11:30am – 1:00pm**

Call to Order – 11:40 a.m.

Present: Jennifer Hall, Principal Shavina Baker, Executive Director Mike Williams, Principal Shavina Baker, Rick Aylward, Scott Anderson, Dr. William Cunningham, Nathan Bryant, Carla Redd and Attorney Roxanne Sosnowski

Not Present: Anisha Grimmett

1. Introduction of New Board Member – Anisha Grimmett
  - a. Ms. Grimmett was not able to be at the meeting. She is the Executive Director with Alignment Rockford.
2. Public Comment - None
3. Approval of Consent Items – Motion by Board

(Members may request individual Consent items to be pulled for discussion)

- a. Minutes of Prior Board Meeting – 08/15/2019
- b. Sikich Audit Letter – 10/03/2019
  - i. Executive Director Williams stated that Sikich will be in during the first part of November to meet with the administration. Then in November or December will be the presentation.
  - ii. Attorney Sosnowski advised that Sikich did submit a proposal in July and the fees for that were \$16,000.00 and then \$2,500.00 for preparation of the federal and state tax returns.

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Motion to Approve the Consent Agenda Item including the August Board Meeting Minutes and the Sikich Audit Letter made by Nathan Bryant and Seconded by Scott Anderson. All Aye. Motion approved.

4. Committee Reports

a. Finance Committee

Rick Aylward presented a summary of the September 30<sup>th</sup> financials.

i. 2019-2020 Budget – Rick Aylward

1. Rick Aylward presented two revised budgets. Started at about \$1.1-\$1.2 Million in deficit. A lot of cuts or most cuts could be/have been made with the school still operating on budget.
2. Rick Aylward stated that the variance numbers comes from teachers and/or payroll that were never hired due to the enrollment numbers not being high enough and between 8 and 9 employees that were laid off.
3. Nathan Bryant suggested going to IFF to see about getting an interest only loan to cover expenses without dipping into the reserves that RCSO currently has.
4. A Motion was made to approve the 2019-2020 Budget with the requirement that a review of refinancing the loan be completed was made by Jennifer Hall and Seconded by Dr. Cunningham. All Aye. Motion approved.

ii. 2<sup>nd</sup> Revised FY2019/2020 Budget – Discussion/Recommendation

1. Rick Aylward presented a second revised budget with additional/proposed cuts with the elimination of two support staff members, reducing by 20% of salary for staff, 20% reduction of the nursing staff salary.
2. Jennifer Hall stated that the school has a reduction in 47 students in the elementary school from last year including the additional 97 students from the removal of the middle school program.
3. Jennifer Hall suggested that administration staff make an assessment of a sustainable business plan for the school going forward without the middle school so that RCSO is able to keep the reserve funds in place for emergencies.

4. Executive Director Mike Williams stated that RPS 205 K-5 population does not have enough seats and RCSO is serving a purpose and there is room for expansion, however, there are challenges for RCSO in order to be able to do that. The marketing was not as robust to attract more K-5 students to attract more students from around the district.
  5. Principal Baker stated that there is a cut off for IAR Testing and where those results will get sent to because the students have to be domiciled within Jackson for Jackson to receive that credit. So, if students enroll during the last three months of the school year, their IAR testing scores will remain at the previous school they attended, not Jackson.
  6. Executive Director Williams stated that currently enrollment was at 227 students as of yesterday (10/16/2019).
  7. Principal Baker stated that there are some licensing that would be needed, but she has been asked over the years when RCSO would be getting something like Head Start. This was piloted over the summer with their Global Start so all of their incoming Kindergarten students would have the opportunity to attend the summer learning program before school started. Principal Baker saw in their data that it makes a huge difference because they had quite a few of those students that tested with the fall data at grade level.
  8. Executive Director Williams mentioned that there was a discussion of half day Kindergarten, but this has not been marketed.
  9. Executive Director Williams stated that he believes that for next year they will be able to attract between 75 and 100 additional students for enrollment.
5. Old Business
- a. Recommendation – Parent Member in response to HB 3659 (Discussion)
    - i. Principal Baker stated that they have a Trunk or Treat Fest on October 24<sup>th</sup>, wherein Principal Baker will be presenting to 100 new families this school year. She is still getting to know the families and she has not been able to pinpoint one parent yet. However, they still need to select 8 parents for the focus group for the charter renewal so she does have this pool and she is hoping from those 8 she will be able to recommend someone after that time.

ii. Jennifer Hall stated that she would like to see a minimum of three bios for board recommendation at the next board meeting in December.

b. Mandatory Board Member Training Online Opportunities

i. Attorney Sosnowski stated that this was outlined in the memo that was sent to Board Members.

ii. Attorney Sosnowski presented some options where board members could do the training on their own time.

iii. Executive Director Williams stated that there are online programs for training for Board Members.

6. New Business

a. Proposed Revision to Employee Handbook – Vacation Days for Full Time Hourly Staff

i. Executive Director Williams submitted his recommendation to add 5 paid vacation days per calendar year for full time hourly staff working 12 months a year.

ii. A Motion to Approve was made by Scott Anderson and seconded by Dr. Cunningham. All Aye. Motion approved.

b. Date for presentation of 2018-2019 Audit Report

i. Attorney Sosnowski suggested the presentation be conducted at the December 19, 2019 Board meeting.

c. Fall NWEA MAP Test Results

i. Principal Baker stated that kids just finished the first round of testing for the fall and this will be taken again in the winter and again in the spring.

ii. Principal Baker provided a summary of the test results with comparisons broken down by grade level where RCSO was for reading and math and then broken down by teacher.

iii. Discussion took place as to whether RCSO could request RPS 205's test scores to compare.

iv. Principal Baker stated that her goal is to have 80 percent or more students testing at grade level.

v. Executive Director Williams stated that one of the ways we can look at the data is to look at cohort data that shows a significant improvement and those students are

influencing the test data. Need to look at how Rockford schools look in the demographic data overall.

d. Strategic Plan (Status)

i. Executive Director Williams summarized the strategic plan that was drafted by Matthew King of the College Principal and indicated some additional data needs to be compiled and, on the surface, it looks well as they are moving in that direction.

e. Charter Renewal (Status)

i. Executive Director Williams stated that they needed 1 to 3 Board Members for a focus group meeting.

ii. Jennifer Hall, Nathan Bryant, Dr. Cunningham and Scott Anderson are available on November 4th to participate at 8:30 a.m. for approximately 45 minutes.

iii. Attorney Sosnowski reminded Board Members that a packet was sent out by Executive Director Williams regarding governance and there is a set of specific questions that the focus group will ask the Board Members.

7. Next Board Meeting Date and Location – (Specify)

a. December 19, 2019 at 11:30 a.m. at Swedish American Hospital in a Conference Room.

8. Executive Session – 12:42 p.m.

a. A motion to move into Executive Session was made by Dr. Cunningham and seconded by Scott Anderson.

b. Executive Session concluded at 12:59 p.m.

9. Adjournment: Motion by Nathan Bryant, Seconded by Dr. Cunningham

a. Meeting adjourned at 1:00 p.m.