

**Rockford Charter School Organization Board Meeting Agenda**

August 19, 2021 11:30 a.m. – 1:00 p.m.

Jackson Charter School, 315 Summit Street, Rockford, IL 61107

In-Person Meeting

Call in Information (audio only): (872) 242-8878

Phone Conference ID: 420 029 2#

1. Call to Order – Board President
2. Approval of Agenda
3. Approval of the Regular Board Meeting Minutes of June 17, 2021
4. Public Comment
5. New Business
  - a. Resolution of the Board of Directors of Rockford Charter School Organization to Adopt Jackson Charter School Policy for Conducting Abbott Labs Binaxnow Covid-19 Antigen Testing;
  - b. Resolution of the Board of Directors of Rockford Charter School Organization Electing a New Board of Directors Member – Jacob Bradt;
  - c. Resolution of the Board of Directors of Rockford Charter School Organization Electing Officers;
  - d. Discussion and Possible Adoption of Amendments to Retirement Benefits for RCSO/Jackson Charter School;
  - e. Discussion and Possible Adoption of Educational Assistance Program – Policy 100.4 for RCSO/Jackson Charter School Employees;
  - f. Discussion and Possible Adoption of Attendance Incentive – Policy 100.5 for RCSO/Jackson Charter School Employees; and
  - g. Discussion on potential new Board Members
6. Principal’s Report
7. Finance Committee Report
  - a. YTD Budget to Actuals
  - b. YTD Cashflow Update
8. Update on Required Board Member Training
9. Executive Session – Personnel (if needed)
10. Adjournment

**Next Board Meeting: October 21, 2021 at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)**

**Rockford Charter School Organization  
Board Meeting Minutes**

**June 17, 2021**

**Meeting Held VIA Microsoft Teams Pursuant to COVID-19 Executive Order No. 16**

1. Call to Order – 11:36 a.m.
  - a. Present: Kenneth Cunningham, Carla Redd, Anisha Grimmett, Jay Ware, Attorney Roxanne Sosnowski, Principal Shavina Baker, Rick Aylward
  - b. Absent: Scott Anderson, Antonio Turner
2. Approval of Agenda
  - a. A motion to approve the agenda was made by Carla Redd and seconded by Anisha Grimmett.
  - b. Roll Call Vote:
    - i. Kenny Cunningham: Aye
    - ii. Carla Redd: Aye
    - iii. Anisha Grimmett: Aye
    - iv. Jay Ware: Aye
    - v. Motion passes.
3. Approval of the Regular Board Meeting Minutes of April 29, 2021 and May 20, 2021
  - a. A motion to approve the Regular Board Meeting Minutes of April 29, 2021 and May 20, 2021 was made by Anisha Grimmett and seconded by Carla Redd.
  - b. Roll Call Vote:
    - i. Kenny Cunningham: Aye
    - ii. Carla Redd: Aye
    - iii. Anisha Grimmett: Aye
    - iv. Jay Ware: Aye
    - v. Motion passes.
4. Public Comment – None.
5. New Business
  - a. Resolution of the Board of Directors of Rockford Charter School Organization Approving and Authorizing the Board to Enter into a Memorandum of Agreement with the Winnebago County Health Department

- i. Discussion took place regarding the proposed agreement with the Winnebago County Health Department which would provide rapid COVID-19 tests to Jackson Charter School. Attorney Sosnowski stated that this program is funded by State and Federal grants and was piloted in municipal government previously. The Health Department would work with Jackson Charter School to show how to administer the tests and maintain records.
  - ii. Jay Ware questioned whether the Board should mandate employees to get the COVID-19 vaccine. Attorney Sosnowski provided information relating to the most recent case law regarding the ability to mandate employees to be vaccinated with the COVID-19 vaccine and stated that currently this has not been put into place locally.
  - iii. A motion to approve the Resolution authorizing the Board to enter into a Memorandum of Agreement with the Winnebago County Health Department was made by Carla Redd and seconded by Jay Ware.
  - iv. Roll Call Vote:
    1. Kenny Cunningham: Aye
    2. Carla Redd: Aye
    3. Anisha Grimmett: Aye
    4. Jay Ware: Aye
    5. Motion passes.
- b. A Resolution of the Board of Directors of Rockford Charter School Organization, an Illinois Not for Profit Corporation, Approving and Authorizing the Board to Enter into an Agreement with Sikich, LLP for Audit Services for the Year Ended June 30, 2021, in the Amount of \$19,600.00
- i. Rick Alyward stated that the past few years RCSO has utilized the services of Sikich and they have been happy with their services. He stated that he did obtain bids from other companies for audit services, however all of those bids were more than Sikich's bid. Discussion took place regarding the fees and length of the agreement.
  - ii. A motion to approve the Resolution authorizing the Board to Enter into an Agreement with Sikich, LLP for Audit Services for the Year Ended June 30, 2021, in the Amount of \$19,600.00 was made by Carla Redd and seconded by Anisha Grimmett.
  - iii. Roll Call Vote:
    1. Kenny Cunningham: Aye
    2. Carla Redd: Aye
    3. Anisha Grimmett: Aye
    4. Jay Ware: Aye
    5. Motion passes.
- c. Discuss/Approve Final Budget for Fiscal Year 2021/2022
- i. Rick Aylward provided a summary of the edits made to the final budget that had been approved previously. Carla Redd had questions about the truancy

piece of the final budget, and asked for an explanation of the contract as it was previously contracted out and then moved in house, and now contracted out again. Principal Baker provided a summary the reasons for going back to contracting out for truancy services. Principal Baker stated that previously RCSO had contracted with YSN for services with the directive not to bring students to court, which did not encourage students to come to school. Last year RCSO hired a Family Engagement Specialist in an effort to move truancy services in house with a set number of expectations to be met, however for the school year there were a total of 3,260 missed school days this year. In February, RCSO entered into a training agreement with Regional Office of Education (“ROE”), they oversee the court dockets for all students that are being pursued in truancy court. This has allowed for RCSO to be more proactive than reactive with regard to truancy.

- ii. A motion to approve the final budget for fiscal year 2021/2022 was made by Anisha Grimmertt and seconded by Carla Redd.
- iii. Roll Call Vote:
  1. Kenny Cunningham: Aye
  2. Carla Redd: Aye
  3. Anisha Grimmertt: Aye
  4. Jay Ware: Aye
  5. Motion passes.
- d. Discussion on potential new Board Members
  - i. Attorney Roxanne Sosnowski stated that Scott Anderson sent out through his network with Next Rockford an inquiry to see if anyone might have some interest in serving on the Board. He did receive one initial note of interest from Sara Brinkman who is the Executive Director of Home Start. She had indicated that she would like to speak with Principal Baker to learn more about the school. Attorney Sosnowski stated that we’ve reached out to her a couple of times to schedule an appointment with her, however, they have not heard back yet from her to schedule that appointment.
  - ii. Attorney Sosnowski stated that Scott Anderson has not submitted a formal resignation to the Board, but has had some issues with being able to attend the Board Meetings due to his schedule.
  - iii. Principal Shavina Baker stated that the school has had a great relationship with Rockford Buzz and Jacob Bradt who does all of the school’s media and commercials. Mr. Bradt has expressed interest in joining the Board. Attorney Sosnowski ask that he be presented to the Board as a potential new member at the August meeting. Carla Redd and Kenny Cunningham both acknowledged that there were no objections to this proposal.
  - iv. Dr. Cunningham asked if there would be a conflict of interest for Jacob Bradt to continue working with the school with the media activities if he did join the board. Attorney Roxanne Sosnowski listed examples of previous instances in which those who have had a contract to perform services for RCSO have sat on the Board. Attorney Sosnowski advised that the Bylaws

address this issue and that Mr. Bradt as a Board Member would not be permitted to vote on his own contract. Dr. Cunningham stated that these examples made him feel more comfortable with the idea of proceeding with a formal discussion of Jacob Bradt being added to the Board.

#### 6. Principal's Report

- a. Principal Baker noted that the school ended the year with 224 students. She also projected that the total of kindergarten enrollment for the next school year will be 25 students. Principal Baker stated that she had met with every staff member in the building to set goals for the year, and this was an opportunity to check in on the achievements of goals and begin to set new goals for the next school year. There were 2 teachers and 3 support staff members whose contracts were not renewed, and the maintenance manager is relocating. She has also promoted two classroom teachers to leadership roles (math and reading specialists).
- b. Principal Baker stated that there were a total of 8 cases of COVID-19 during the school year. She is working closely with the Health Department to ensure that the CDC guidelines are followed as the school reopens. She also stated that at the moment, she does not see the need for purchasing air purifiers as she previously thought but will keep the Board updated if anything changes. The curriculum that the school will use in the upcoming school year will stay the same for math, STEAM, and STEM, but each student will receive a Personalized Learning Plan. There are 31 students who are participating in Summer Learning.
- c. Rick Aylward stated that the revenue is about \$535,000 short of the budgeted revenue for the school year, which is mainly due to per capita tuition which is down. He also indicated that the Title 1 funds that were expected to come in April will not be coming until August. Financially the budget is looking good in terms of where it was expected to be in May.
- d. Principal Baker stated that roofers will begin work soon on the roof. In addition, a new buzzer will be installed at the entrance of the building, and there will be a deep cleaning to prepare for the arrival of the desks sometime in July.
- e. Principal Baker moved onto the topic of technology, stating that an estimated 85% of technology was collected from online learners.
- f. Principal Baker talked about the difficulties with student transportation in the past year, and stated that she met with Michael Slife, the director of transportation. Mr. Slife assured Principal Baker that they would be appointing a new Field Transportation Supervisor, as well as a Programmer, and that service would improve.
- g. The marketing for the African American studies has begun to roll out on the school's social media and other places. The school will also be advertising at the Juneteenth celebration. There is a schedule for the billboards, commercials, and radio ads, which will be different from the first two waves of ad campaigns, with a focus on STEM and African American courses. Principal Baker also brought up the fact that enrollment will be closing in October.
- h. Jay Ware asked how he could find out more about the African American learning program. Principal Baker explained that there is a teacher who graduated from an HBCU with a master's degree in Literature and a minor in African American

studies who has been promoted to teaching this enrichment course. Everything that will be taught is age appropriate, meaning that there are topics that will not be discussed deeply due to the age of the students and their ability to understand these complex topics. The curriculum is geared toward elementary school students.

7. Finance Committee Report

- a. YTD Budget to Actuals
- b. YTD Cashflow Update
- c. Rick Aylward stated that the current cash position of RCSO is \$1,465,000 and the budget projection was to end the year at \$1,200,000. He stated that revenue was short however, expenses were less and there was an increase in \$50,000-\$60,000.00 more than budgeted from the previous year. He anticipates that this will continue to go up with one more month left in the summer.

8. Update on Required Board Member Training

- a. Kenny Cunningham asked for an update on the required Board Member training. Attorney Roxanne Sosnowski reminded the Board that there is now a law requiring 4 hours of training to be completed for the first year, and 2 hours of training each subsequent year. She also stated that she would be sending out online options for any Board members who have not completed the required training.

9. Executive Session – Personnel (if needed)

- a. Rick Aylward and Principal Baker left the meeting.
- b. A motion to enter into Executive Session was made by Carla Redd and seconded by Jay Ware at 12:32 p.m.
  - i. Roll Call Vote:
    1. Kenny Cunningham: Aye
    2. Anisha Grimmett: Aye
    3. Jay Ware: Aye
    4. Carla Redd: Aye
    5. Motion passes.
- c. A motion to exit out of Executive Session was made by Carla Redd and seconded by Anisha Grimmett at 12:44 p.m.
  - i. Roll Call Vote:
    1. Kenny Cunningham: Aye
    2. Anisha Grimmett: Aye
    3. Jay Ware: Aye
    4. Carla Redd: Aye
    5. Motion passes.

10. Adjournment

- a. Motion to adjourn made by Carla Redd and seconded by Anisha Grimmett.
  - i. Roll Call Vote:
    1. Kenny Cunningham: Aye
    2. Anisha Grimmett: Aye

3. Jay Ware: Aye
  4. Carla Redd: Aye
  5. Motion passes.
- ii. Meeting adjourned at 12:45 p.m.

**RESOLUTION OF THE BOARD OF DIRECTORS OF ROCKFORD CHARTER SCHOOL ORGANIZATION TO ADOPT JACKSON CHARTER SCHOOL POLICY FOR CONDUCTING ABBOTT LABS BINAXNOW COVID-19 ANTIGEN TESTING**

WHEREAS, Rockford Charter School Organization (“RCSO”) is an Illinois not-for-profit corporation organized in the State of Illinois; and

WHEREAS, RCSO desires to offer Abbott Labs Binaxnow Covid-19 Antigen Testing for its students and school personnel beginning in the 2021-2022 school year; and

WHEREAS, RCSO desires to require parents and students to complete a Jackson Charter School Covid-19 Testing Consent Form; and

WHEREAS, RCSO held a meeting on August 19, 2021, to discuss the adoption of said policy; and

WHEREAS, RCSO desires to adopt a Policy entitled Jackson School Policy for Conducting Abbott Labs Binaxnow Covid-19 Antigen Testing, such policy attached hereto as Exhibit A and incorporated herein; and

WHEREAS, RCSO desires to adopt the Jackson Charter School Covid-19 Testing Consent Form, such form is attached hereto as Exhibit B and incorporated herein; and

NOW THEREFORE BE IT RESOLVED, by at least a majority of the Board of Directors of the Rockford Charter School Organization as follows:

1. The above-recitals are incorporated herein and made a part hereof.
2. The Board of Directors hereby adopts and approves Jackson School Policy for Conducting Abbotts Labs Binaxnow Covid-19 Antigen Testing, attached hereto as Exhibit A, or one in substantially similar form.
3. The Board of Directors hereby adopts and approves the use of the Jackson Charter School Covid-19 Testing Consent Form, attached hereto as Exhibit B, or one in substantially similar form.
4. Upon approval of this Resolution, a copy of the Jackson School Policy for Conducting Abbotts Labs Binaxnow Covid-19 Antigen Testing shall serve as an official policy of RCSO and shall be distributed to the necessary and appropriate parties.

PASSED UPON MOTION BY \_\_\_\_\_

SECONDED BY \_\_\_\_\_

BY ROLL CALL VOTE THIS 19<sup>th</sup> DAY OF August, 2021

AS FOLLOWS:



VOTING "AYE": \_\_\_\_\_

VOTING "NAY": \_\_\_\_\_

ABSENT, ABSTAIN, OTHER \_\_\_\_\_

APPROVED August 19, 2021

PRESIDENT

\_\_\_\_\_

ATTEST:

SECRETARY

\_\_\_\_\_

**EXHIBIT A- JACKSON SCHOOL POLICY FOR CONDUCTING ABBOTTS LAB  
BINAXNOW COVID-19 ANTIGEN TESTING**

## **JACKSON CHARTER SCHOOL POLICY FOR CONDUCTING ABBOTT LABS BINAXNOW COVID-19 ANTIGEN TESTING**

Jackson Charter School will be providing tests to school personnel and students in order to reduce the transmission of COVID-19 through early identification. Jackson Charter School is providing these tests free of charge and is operating under the Winnebago County Health Departments CLIA. The following procedures must be adhered to.

### **PROCEDURES**

#### Authorized Testing Personnel

1. All testing will be administered at \_\_\_\_\_.
2. Designated and trained school personnel shall administer the antigen testing only.
3. Designated school personnel shall wear personal protective equipment when administering the test and while in contact with the patient.
  - a. N95 respirator mask and face shield
  - b. Gloves
  - c. Gown
4. Testing shall only be conducted on school personnel and students.
5. Testing shall **only** be conducted on individuals who present with one or more symptoms of COVID-19. All testing is presumptive. Testing **shall not** be used for routine surveillance. *Ideal testing time is 24-48 hours after exposure or onset of symptoms and up to 7 days after exposure or onset of symptoms.*

#### Patient Protocol and Testing Procedures

1. Testing personnel shall record patient information including name, date of birth, address and telephone number. All information shall be kept private and confidential as outlined in HIPAA.
2. Testing personnel shall record what symptoms a person has and when the onset of symptoms occurred.
3. All nasopharyngeal swabs shall be collected as follows:
  - a. Specimen collection should be performed in a private, closed off if possible, area.
  - b. Testing personnel shall wear proper PPE. Testing personnel shall be limited to only those essential for patient care and procedure support.
4. All swabs shall be properly disposed of.
5. For positive test results, the patient should be instructed to quarantine as provided for in Center for Disease Control COVID-19 Guidelines. Confirmatory RT-PCR may be required by the Winnebago County Health Department if patient meets the criteria described in Winnebago County Health Department Policy 918-1027-20.
6. If patient is a critical infrastructure worker and has been exposed to COVID-19, the worker **may continue to work but must adhere to Jackson's COVID-19 guidelines**. Exposed school personnel must wear a mask at all times when in contact with others and maintain proper social distancing.

### Reporting Procedures

1. All positive and negative tests shall be reported within 24 hours on the Illinois Department of Public Health's RedCap portal.
2. Positive test results must be reported to the Winnebago County Health Department at 815.720.4050 immediately.

**EXHIBIT B – JACKSON CHARTER SCHOOL COVID-19 TESTING CONSENT FORM**

# JACKSON CHARTER SCHOOL COVID-19 TESTING CONSENT FORM

## PATIENT INFORMATION

1. Please complete the following information:

Patient name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Patient address: \_\_\_\_\_

Patient phone number: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian phone number: \_\_\_\_\_

## TESTING ELIGIBILITY

COVID-19 diagnostic testing, authorized by Illinois Department of Public Health, will be used today. This test is meant for use in individuals with signs and symptoms compatible with COVID-19.

Please mark the symptoms you are currently experiencing (mark all that apply):

• Fever	• Shortness of breath
• Muscle aches	• Diarrhea
• Headache	• Tiredness, Fatigue
• Cough	• Sore throat
• Nausea and vomiting	• Other:

## INFORMED CONSENT FOR CORONAVIRUS (COVID-19) TESTING

Please carefully read the following informed consent:

- a. I, as parent/guardian, authorize this COVID-19 testing unit to conduct collection and testing for COVID-19 through a nasopharyngeal swab, as ordered by an authorized medical provider or public health official.
- b. I, as parent/guardian, authorize the test results to be disclosed to the county, state, or to any other governmental entity as may be required by law.
- c. I, as parent/guardian, acknowledge that a positive test result is an indication that the patient must continue to self-isolate in an effort to avoid infecting others.
- d. I, as parent/guardian, understand the testing unit is not acting as the patient's medical provider. Testing does not replace treatment by the patient's medical provider. I assume complete and full responsibility to take appropriate action with regards to the patient's test results. I agree I will seek medical advice, care and treatment from the patient's medical provider if I have questions or concerns, or if the patient's condition worsens.
- e. I, as parent/guardian, understand that, as with any medical test, there is the potential for false positive or false negative test results can occur.

# **JACKSON CHARTER SCHOOL COVID-19 TESTING CONSENT FORM**

I, the undersigned, as parent/guardian, have been informed about the test purpose, procedures, possible benefits and risks, and I have received a copy of this Informed consent. I have been given the opportunity to ask questions before I sign, and I have been told that I can ask other questions at any time. I voluntarily agree, on behalf of the patient, to testing for COVID-19.

## **AGREEMENT FOR SELF-ISOLATION**

The Illinois Department of Public Health has determined that if you are under suspicion for having COVID-19 due to symptoms and testing request, that it is necessary to be placed in isolation in order to prevent the transmission of this infection. It is important for you to comply with this Isolation Agreement in order to protect the public's health. Thank you for agreeing to cooperate.

Please carefully read and comply with the following statements:

- a. I, as parent/guardian, understand that the patient may be infected with the virus causing COVID-19 and that they meet criteria for isolation.
- b. I, as parent/guardian, agree that while the patient waits for their COVID-19 test results, they will remain in self-isolation.
- c. I, as parent/guardian, agree that if the patient's COVID-19 test results are positive, they will remain isolated for 7 days from this day of testing OR until at least 72 hours after their symptoms have resolved, whichever is longer.
- d. I, as parent/guardian, agree that if the patient's COVID-19 test results are negative, they will remain isolated until at least 72 hours after their symptoms have resolved.
- e. I, as parent/guardian, understand that if the patient is not isolated while ill, they could pose a substantial threat to the health of other persons.
- f. I, as parent/guardian, agree that the patient will not come into contact with any other person who is not isolated or ill due to potential COVID19 infection.

I, the undersigned, have been informed about the test purpose, procedures, possible benefits and risks, and I have received a copy of this Informed consent. I have been given the opportunity to ask questions before I sign, and I have been told that I can ask other questions at any time. I voluntarily agree to testing for COVID-19 and to self-isolation.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of patient/guardian \_\_\_\_\_

Relationship to patient \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF ROCKFORD CHARTER SCHOOL ORGANIZATION ELECTING A NEW BOARD OF DIRECTORS MEMBER**

WHEREAS, Rockford Charter School Organization (“RCSO”) is an Illinois not-for-profit corporation organized in the State of Illinois; and

WHEREAS, RCSO has adopted by-laws which sets forth the corporate governance of RCSO; and

WHEREAS, Article V of the by-laws provides for a Board of Directors of RCSO and the manner in which new members to the Board of Directors may be elected; and

WHEREAS, RCSO held a meeting on August 19, 2021 to discuss electing a new member to the Board of Directors; and

WHEREAS, there is currently a vacancy on the Board due to the resignation of Nathan Bryant from the Board of Directors effective January 1, 2021; and

WHEREAS, the current members of the Board of Directors desire to elect a new member, Jacob Bradt, to serve on the Board of Directors.

NOW THEREFORE BE IT RESOLVED, by at least a majority of the Board of Directors of Rockford Charter School Organization as follows:

1. The above-recitals are incorporated herein and made a part hereof.
2. That Jacob Bradt is hereby elected to serve as a member of the Board of Directors of Rockford Charter School Organization.

PASSED UPON MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

BY VOICE VOTE THIS 19<sup>th</sup> DAY OF August, 2021

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

ABSENT, ABSTAIN, OTHER: \_\_\_\_\_



APPROVED August 19, 2021

PRESIDENT

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ATTEST:

SECRETARY

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**RESOLUTION OF THE BOARD OF DIRECTORS OF ROCKFORD CHARTER  
SCHOOL ORGANIZATION ELECTING OFFICERS**

WHEREAS, Rockford Charter School Organization (“RCSO”) is an Illinois not-for-profit corporation organized in the State of Illinois; and

WHEREAS, RCSO has adopted by-laws which sets for the corporate governance of RCSO; and

WHEREAS, Article VI of the by-laws provides for the election of Officers by the Board of Directors or RCSO; and

WHEREAS, RCSO held a meeting on August 19, 2021 to discuss officer elections; and

WHEREAS, the Board of Directors desire to elect the officers set forth herein.

NOW THEREFORE BE IT RESOLVED, by at least a majority of the Board of Directors of Rockford Charter School Organization as follows:

1. The above-recitals are incorporated herein and made a part hereof.
  
2. That the following persons are hereby duly elected to serve as officers of RCSO and hold the offices set forth next to their names, until such time as their successor shall have been duly elected and qualified, until such officer’s death, until such officer’s resignation or such officer has been removed pursuant to the terms of the by-laws of RCSO:
  - \_\_\_\_\_ – President and Chair
  - \_\_\_\_\_ – Vice Chair
  - \_\_\_\_\_ – Secretary
  - \_\_\_\_\_ – Treasurer

PASSED UPON MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

BY VOICE CALL VOTE THIS 19<sup>th</sup> DAY OF August, 2021.

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

ABSENT, ABSTAIN, OTHER: \_\_\_\_\_

APPROVED: August 19, 2021

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PRESIDENT

ATTEST:

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SECRETARY

**Jackson Charter School Policy**  
**Policy #100.4 — EDUCATIONAL ASSISTANCE PROGRAM**

**PHILOSOPHY**

It is in the best interest of Jackson Charter School that its staff are supported in their efforts to continuously improve their performance. Professional development is an important part of that support. Professional growth can be aided in many ways including, but not limited to the following: college work, staff development, workshops, conferences, and visitations. Jackson Charter School agrees to continue to promote and support these activities, within the restrictions of budgetary appropriation. This educational assistance program encourages both personal and professional development through formal education so as to allow staff members to maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Jackson Charter School.

**TUITION REIMBURSEMENT AND ELIGIBILITY**

Jackson Charter School staff are eligible to receive up to a one-hundred percent (100%) reimbursement for the tuition and related fees for a graduate degree, subject to budgetary appropriation, for approved courses, study or training if directly related to the staff member's position or the furtherance of Jackson Charter School's educational and professional goals and provided that:

- a) The course is directly related to the staff member's present work or can reasonably be expected to contribute to the staff member's future with Jackson Charter School. In the case of staff member's participating in a registered degree program, all course required to complete the degree will be considered work-related.
- b) The staff member is a full-time employee with a good work record and a proven ability to perform their job duties to a high degree of skill.
- c) The course is offered by a degree-granting school, college, or university that is accredited by a recognized accrediting body, and college credit is provided on successful completion of the course work.
- d) The Board of Directors of Rockford Charter School Organization has appropriated adequate funds in the annual budget to provide for the proposed course under the Educational Assistance Program.
- e) Such courses must be approved in advance by the Principal of Jackson Charter School and the staff member must complete the courses with a satisfactory grade in order to qualify for reimbursement. For purposes of this policy, a satisfactory grade will be considered a "C" or better.
- f) The reimbursement will be limited to twelve (12) semester hour's tuition annually based upon a fiscal year.

The staff member is expected to enroll on their own initiative and pay the necessary upfront costs out of their personal funds. Jackson Charter School will not provide reimbursement until evidence of a satisfactory course completion is provided and payment is thereafter submitted and approved. Upon receipt of such evidence and approval, the staff member will receive one hundred percent

(100%) reimbursement for the total tuition and related fee costs upon completion of 3 years of service.

**SERVICE REQUIREMENT**

Staff members who receive tuition reimbursement are required to remain employed with Jackson Charter School for a minimum of three (3) years after receiving their degree. No reimbursement will be provided until three (3) years of service, post degree, has been provided.

**VARIANCE**

Under extenuating circumstances, reimbursement for additional hours may be granted. Such instances shall require the approval of the Principal of Jackson Charter School and the Board of Directors of Rockford Charter School Organization.

**Jackson Charter School Policy**  
**Policy #100.5 — ATTENDANCE INCENTIVE PROGRAM**

**PHILOSOPHY**

It is in the best interest of Jackson Charter School and its students to encourage staff member attendance. Staff attendance is a critical component of ensuring educational constancy for our students and the continued growth and professional development of all staff members.

**ATTENDANCE INCENTIVE**

Jackson Charter School staff are eligible to receive a bonus for attendance based upon the prior year's attendance record according to the following:

No sick or unpaid days taken:	\$400.00
One (1) sick or unpaid day used:	\$350.00
Two (2) sick or unpaid days used:	\$200.00

The first paid Personal Day and all Bereavement Day(s) will not be charged against the employee. For purposes of this policy, half-days (1/2) or any part thereof, will be considered as one (1) full day of sick leave.

**SERVICE REQUIREMENT**

In order to receive this attendance bonus, staff members must be employed from the first work day in August through the last work day of June of the previous school year.

Payment will be rendered on or about the first payroll in September, where possible.

# Rockford Charter School Organization

## Budget vs. Actuals: RCSO FY21 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
Revenue	0.00		0.00	
1000 Grants and Other Contributions	12,306.17	15,000.00	-2,693.83	82.04 %
1100 IDEA Federal	54,068.96	80,000.00	-25,931.04	67.59 %
1200 IDEA State	30,500.00	40,000.00	-9,500.00	76.25 %
1300 Per Capita Tuition	2,245,422.49	2,602,080.00	-356,657.51	86.29 %
1400 Special Activities	5,367.72	12,500.00	-7,132.28	42.94 %
1500 Title I	336,169.20	400,000.00	-63,830.80	84.04 %
1580 ESSER-Cares Act	24,166.66		24,166.66	
1600 USDA School Breakfast & Lunch Program	139,248.62	210,000.00	-70,751.38	66.31 %
1700 Interest Income	1,424.81	1,000.00	424.81	142.48 %
<b>Total Revenue</b>	<b>2,848,674.63</b>	<b>3,360,580.00</b>	<b>-511,905.37</b>	<b>84.77 %</b>
<b>Total Revenue</b>	<b>\$2,848,674.63</b>	<b>\$3,360,580.00</b>	<b>\$ -511,905.37</b>	<b>84.77 %</b>
<b>GROSS PROFIT</b>	<b>\$2,848,674.63</b>	<b>\$3,360,580.00</b>	<b>\$ -511,905.37</b>	<b>84.77 %</b>
<b>Expenditures</b>				
2000 Bank Charges	2,094.08	1,800.00	294.08	116.34 %
2100 Board of Directors	360.00		360.00	
2200 Communication	28,732.44	39,800.00	-11,067.56	72.19 %
2300 Contracted Services				
2305 Accounting	20,299.24	21,000.00	-700.76	96.66 %
2310 School Improvement-ECRA	21,450.00	20,000.00	1,450.00	107.25 %
2312 School Improvement-NIU Steam	11,000.00		11,000.00	
2315 Clinical	159,102.75	160,000.00	-897.25	99.44 %
2330 Legal	60,243.50	40,000.00	20,243.50	150.61 %
2335 Truancy	1,200.00		1,200.00	
<b>Total 2300 Contracted Services</b>	<b>273,295.49</b>	<b>241,000.00</b>	<b>32,295.49</b>	<b>113.40 %</b>
2400 Curriculum and Classroom	45,300.97	59,200.00	-13,899.03	76.52 %
2500 Depreciation Expense	222,000.00	229,200.00	-7,200.00	96.86 %
2600 Employee Expense				
2605 Background Checks	840.00	700.00	140.00	120.00 %
2610 Benefits	145,324.72	168,850.00	-23,525.28	86.07 %
<b>Total 2600 Employee Expense</b>	<b>146,164.72</b>	<b>169,550.00</b>	<b>-23,385.28</b>	<b>86.21 %</b>
2700 Facility & Maintenance	110,021.84	118,000.00	-7,978.16	93.24 %
2800 Food Service	99,813.58	140,000.00	-40,186.42	71.30 %
3000 Loan Interest Expense	81,164.43	90,000.00	-8,835.57	90.18 %
3100 Insurance	35,175.30	40,300.00	-5,124.70	87.28 %
3200 Marketing	37,810.25	25,200.00	12,610.25	150.04 %
3300 Memberships	1,079.88	1,120.00	-40.12	96.42 %
3400 Payroll Expenses	1,671,042.21	2,103,004.00	-431,961.79	79.46 %
3500 Professional Development	9,485.56	18,700.00	-9,214.44	50.72 %
3600 Special Activities	10,647.57	18,500.00	-7,852.43	57.55 %
3700 Supplies	30,211.26	28,000.00	2,211.26	107.90 %

# Rockford Charter School Organization

Budget vs. Actuals: RCSO FY21 - FY21 P&L

July 2020 - June 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
3800 Technology/Information Systems	81,437.89	95,400.00	-13,962.11	85.36 %
3900 Transportation	18,476.65	43,000.00	-24,523.35	42.97 %
<b>Total Expenditures</b>	<b>\$2,904,314.12</b>	<b>\$3,461,774.00</b>	<b>\$ -557,459.88</b>	<b>83.90 %</b>
NET OPERATING REVENUE	\$ -55,639.49	\$ -101,194.00	\$45,554.51	54.98 %
NET REVENUE	\$ -55,639.49	\$ -101,194.00	\$45,554.51	54.98 %



# Rockford Charter School Organization

## Statement of Financial Position

As of June 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	\$1,293,420.30
Accounts Receivable	
Accounts Receivable (A/R)	229,024.07
<b>Total Accounts Receivable</b>	<b>\$229,024.07</b>
Other Current Assets	\$0.00
<b>Total Current Assets</b>	<b>\$1,522,444.37</b>
Fixed Assets	\$1,881,113.23
<b>TOTAL ASSETS</b>	<b>\$3,403,557.60</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$80,508.44
Other Current Liabilities	\$71,393.11
<b>Total Current Liabilities</b>	<b>\$151,901.55</b>
Long-Term Liabilities	\$1,516,005.35
<b>Total Liabilities</b>	<b>\$1,667,906.90</b>
Equity	\$1,735,650.70
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,403,557.60</b>