

**Rockford Charter School Organization
Board Meeting Minutes
September 17, 2020 11:30am – 1:00pm
Meeting Held VIA Ring Central Pursuant to COVID-19 Executive Order No. 16**

1. Call to Order – 11:33 a.m.

Present: William Cunningham, Scott Anderson, Anisha Grimmett, and Carla Redd

Not Present: Antonio Turner, Jay Ware and Nathan Bryant

Also Present: Principal Shavina Baker, Rick Aylward and Roxanne Sosnowski

2. Approval of Agenda

- a. Motion to amend the agenda changing the title of the resolution for item (7) (d) from Rockford Bank and Trust to Illinois Bank and Trust and moving item (6) Discussion regarding adjustments to the Fiscal Management Policy and items (7) Resolution – action items to after item (2) approval of agenda was made by Scott Anderson and seconded by Anisha Grimmett.

i. A roll call vote was conducted:

1. William Cunningham – Aye.
2. Scott Anderson – Aye.
3. Carla Redd – Aye.
4. Anisha Grimmett – Aye.

ii. All aye. Motion passed.

- b. Motion to approve the agenda as amended was made by Scott Anderson and seconded by William Cunningham.

i. A roll call vote was conducted:

1. William Cunningham – Aye.
2. Scott Anderson – Aye.
3. Carla Redd – Aye.
4. Anisha Grimmett – Aye.

ii. All aye. Motion passed.

3. Discussion regarding adjustments to Fiscal Management Policy

- a. Principal Baker provided a summary of the Fiscal Management Policy changes replacing responsibilities previously assigned to the Executive Director and Operations Manager and assigning them to the Fiscal Manager or the Principal.
 - b. Attorney Sosnowski stated that the Bylaws would need to be updated as it relates to check signing. Rick Aylward stated that he will try to get the Board President and Treasurer to sign the checks first and then he will only sign the checks if there is no one else available.
 - c. Anisha Grimmatt stated that she asked Rick Aylward to set up a cadence to sign the checks so that they are able to sign them all at once unless there is an emergency.
4. Resolutions – Action Items
- a. Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Attorney Roxanne Sosnowski and Attorney James Kane to Serve as Hearing Officer for Disciplinary Hearings at Jackson Charter School.
 - i. Attorney Sosnowski provided an overview of the Resolution. Attorney Sosnowski stated that Principal Baker and RCSO staff are trained enough to present the cases on their own and that Attorney Sosnowski and Attorney Kane could then step in to act as a hearing officer when needed.
 - ii. A motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Attorney Roxanne Sosnowski and Attorney James Kane to Serve as Hearing Officers for Disciplinary Hearings at Jackson Charter School was made by Anisha Grimmatt and seconded by Carla Redd.
 1. A roll call vote was conducted:
 - a. William Cunningham – Aye.
 - b. Scott Anderson – Aye.
 - c. Carla Redd – Aye.
 - d. Anisha Grimmatt – Aye.
 2. All Aye. Motion passed.
 - b. Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Principal Shavina Baker to Execute Employment Contracts of Teaching Staff on Behalf of Rockford Charter School Organization.

- i. A motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Principal Shavina Baker to Execute Employment Contracts of Teaching Staff on Behalf of Rockford Charter School Organization was made by William Cunningham and seconded by Anisha Grimmett.
 1. A roll call vote was conducted:
 - a. William Cunningham – Aye.
 - b. Scott Anderson – Aye.
 - c. Carla Redd – Aye.
 - d. Anisha Grimmett – Aye.
 2. All Aye. Motion passed.
- c. Resolution of the Board of Directors of Rockford Charter School Organization, an Illinois Not-For-Profit Corporation Amending a Fiscal Management Policy.
 - i. A motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization, an Illinois Not-For-Profit Corporation Amending a Fiscal Management Policy was made by William Cunningham and seconded by Scott Anderson.
 1. A roll call vote was conducted:
 - a. William Cunningham – Aye.
 - b. Scott Anderson – Aye.
 - c. Carla Redd – Aye.
 - d. Anisha Grimmett – Aye.
 2. All Aye. Motion passed.
- d. Resolution of the Board of Directors of Rockford Charter School Organization to Approve Establishment of Accounts at Illinois Bank and Trust and to Authorize the Board President, Principal, Treasurer and Fiscal Manager to Execute Any Document Necessary to Establish the Accounts.
 - i. A motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization to Approve Establishment of Accounts at Illinois Bank and Trust and to Authorize the Board President, Principal, Treasurer and Fiscal Manager to Execute Any Document Necessary to Establish the Accounts was made by Scott Anderson and seconded by William Cunningham.
 1. A roll call vote was conducted:
 - a. William Cunningham – Aye.
 - b. Scott Anderson – Aye.

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- c. Carla Redd – Aye.
- d. Anisha Grimmett – Aye.
2. All Aye. Motion passed.
- e. Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Principal Shavina Baker to Execute Contracts for Vendors, Contractors and Related Services on Behalf of Rockford Charter School Organization.
 - i. A motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Principal Shavina Baker to Execute Contracts for Vendors, Contractors and Related Services on Behalf of Rockford Charter School Organization was made by William Cunningham and seconded by Anisha Grimmett.
 1. A roll call vote was conducted:
 - a. William Cunningham – Aye.
 - b. Scott Anderson – Aye.
 - c. Carla Redd – Aye.
 - d. Anisha Grimmett – Aye.
 2. All Aye. Motion passed.
- f. Resolution of the Board of Directors of Rockford Charter School Organization Approving and Authorizing an Amendment to the Second Restatement and Extension of Charter School Agreement Between the Board of Education, Rockford School District No. 205, Winnebago-Boone Counties, Illinois, and Rockford Charter School Organization.
 - i. Attorney Sosnowski provided a summary and background regarding the Amendment and the requested changes from the Illinois State Board of Education. Attorney Sosnowski stated that this agreement has already been executed by Dr. Cunningham and Carla Redd due to the fact that it was required by ISBE to be immediately signed and the resolution approval will be retroactive providing that it is approved by the Board of Directors.
 - ii. A motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization Approving and Authorizing an Amendment to the Second Restatement and Extension of Charter School Agreement Between the Board of Education, Rockford School District No. 205, Winnebago-Boone Counties, Illinois, and Rockford Charter School Organization was made by Scott Anderson and seconded by Carla Redd.
 1. A roll call vote was conducted:

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- a. William Cunningham – Aye.
- b. Scott Anderson – Aye.
- c. Carla Redd – Aye.
- d. Anisha Grimmett – Aye.
2. All Aye. Motion passed.
5. Public Comment – None.
6. Principal Report
 - a. Principal Baker provided a summary of the Principal Report.
 - i. Current Enrollment
 1. Principal Baker stated that the current enrollment is at 238 students. Enrollment is still open, and they are processing five (5) applications for enrollment currently.
 2. Principal Baker stated that there is a 60/40 split for online learning and in school learning. Principal Baker is optimistic that Jackson Charter School will be able to attract more students.
 - ii. Education Goals for Fall Semester
 1. Online students and In Person students have been learning together following the same schedule. Principal Baker stated that they have a plan in case Jackson Charter School has to move to all virtual learning.
 2. Principal Baker presented a revised organizational chart to Board Members for the 2020-2021 school year.
 3. Principal Baker stated that they are keeping the same curriculum as last year. Principal Baker advised the Board Members that there are no waivers being given this year for standardized testing and IAR and MAP testing are still scheduled for both remote and in person testing.
 4. Principal Baker stated that the Administrative Team met with the Auditors and unofficially the Auditors have no findings for this year's audit. The Auditors will be at the October 15, 2020 Board meeting to present the results of the Audit to the Board.
 5. Principal Baker stated that the installation of the new Security Cameras started on September 16, 2020 and will be completed by next week.

6. Principal Baker stated that she has reprioritized the capital projects list and moved the roof and gutters higher on the list. Principal Baker stated that last week it rained so much that it damaged the roof patch that was done last year. Principal Baker stated that she is looking into possible fundraising opportunities that can be done to raise funds for a new roof.
 7. Principal Baker stated that Jackson Charter School currently has two (2) buses for transportation and with an increase in students a third bus is to be added.
 8. The current average daily attendance is at 85% because parents did not realize that Jackson Charter School had a different start date than RPS 205.
 9. Principal Baker stated that to meet the enrollment goal, they have purchased a radio spot on 106.3 that is to start on September 18, 2020 and go through the end of September in an effort to maximize their opportunity to increase enrollment. Enrollment increased from 195 students to 213 students in two weeks.
 10. Dr. Cunningham inquired how standardized testing will be completed for online learning students. Principal Baker stated that there will be an online moderator that will be watching to make sure that no one is assisting the student, the time that it takes for the student to complete the test and if students are taking the test. Principal Baker stated that there are also programs that monitor and will determine if other tabs are open and what they are doing if they are looking at something else other than online learning.
7. Finance Committee Report
 - a. Rick Aylward provided a summary of the Finance Committee Report.
 - b. YTD Budget
 - i. Rick Aylward stated that there is no revenue for August, but they did receive \$523,000 for tuition on September 1st. They are waiting on Title One funds. There is a deficit of \$127,000 for tuition because it was based off of the enrollment at the start of the school year of 195 students and did not account for the new enrollment numbers. Rick Aylward stated that the next enrollment revenue from RPS will be higher because their enrollment has gone up.
 - ii. Rick Aylward stated that RCSO is under budget for expenditures due to being under for facilities and maintenance, payroll, and software.
 - c. YTD Cashflow Update
 - i. Rick Aylward stated that cashflow is right where they projected it based on the end of August projections.

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8. New Business - None
9. Executive Session – 5 ILCS 120/2 (c) 1 – Personnel – None.
10. Next Board Meeting scheduled for Thursday, October 15, 2020 as a Virtual Meeting pursuant to Executive Order.
11. Adjournment
 - a. A motion to adjourn was made by William Cunningham and seconded by Scott Anderson.
 - b. A roll call vote was conducted:
 - i. William Cunningham – Aye.
 - ii. Scott Anderson – Aye.
 - iii. Carla Redd – Aye.
 - iv. Anisha Grimmett – Aye.
 - c. All aye. Meeting adjourned at 12:12 p.m.