

**Rockford Charter School Organization
Board Meeting Minutes
October 15, 2020 11:30am – 1:00pm
Meeting Held VIA Ring Central Pursuant to COVID-19 Executive Order No. 16**

1. Call to Order – 11:34 a.m.
Present: William Cunningham, Nathan Bryant, Scott Anderson, Carla Redd and Antonio Turner (Antonio Turner joined at 11:37 a.m.)
Not Present: Anisha Grimmett and Jay Ware
Also Present: Principal Shavina Baker, Rick Aylward, Attorney Roxanne Sosnowski, Leary Morris from Sikich and Ray Krouse from Sikich
2. Approval of Agenda
 - a. Motion to approve the agenda was made by Nathan Bryant and seconded by Scott Anderson.
 - i. A roll call vote was conducted:
 1. William Cunningham – Aye.
 2. Nathan Bryant – Aye.
 3. Carla Redd – Aye.
 4. Scott Anderson – Aye.
 - ii. All aye. Motion passed.
3. Approval of the Regular Board Meeting Minutes of September 17, 2020 and the Special Board Meeting Minutes of September 10, 2020.
 - a. Motion to approve the Regular Board Meeting Minutes of September 17, 2020 and the Special Board Meeting Minutes of September 10, 2020 made by Scott Anderson and seconded by Nathan Bryant.
 - i. A roll call vote was conducted:
 1. William Cunningham – Aye.
 2. Nathan Bryant – Aye.
 3. Carla Redd – Aye.
 4. Scott Anderson – Aye.
 - ii. All aye. Motion passed.
4. Public Comment – None.
5. Audit Report – Sikich

- a. Leary Morris provided a summary of the Audit's Report to the Board.
 - i. Leary Morris stated that there were no audit adjustments this year.
 - ii. Leary Morris stated that they have issued an unmodified opinion this year, which is the highest opinion that can be received.
 - iii. Leary Morris stated that no adjustments were made as a result of the COVID-19 uncertainty.
 - iv. Leary Morris stated that there are no current year findings and the prior year's findings was resolved.
- b. Ray Krouse provided a summary of the Audit Board Communication.
 - i. Ray Krouse stated that there were no difficulties in conducting the Audit this year.
 - ii. Ray Krouse stated that there were no disagreements with management from an accounting standpoint.
- c. Motion to accept the report to be placed on file was made by Nathan Bryant and seconded by Scott Anderson.
 - i. A roll call vote was conducted:
 1. William Cunningham – Aye.
 2. Nathan Bryant – Aye.
 3. Carla Redd – Aye.
 4. Scott Anderson – Aye.
 5. Antonio Turner – Aye.
 - ii. All aye. Motion passed.
6. Principal Report
 - a. Current Enrollment
 - i. Principal Baker stated that as of October 15, 2020 enrollment is at 210 students with 52% of students in person and 48% of students online.
 - ii. Principal Baker stated that Jackson Charter School has remained Covid-19 free without a single case of Covid-19 in the school.
 - iii. Principal Baker stated that their Community and Family Engagement Specialist has been working hard to get students to school and their current average daily attendance rate is between 85% to 92% daily.

- iv. Principal Baker stated that they have continued using their synchronous learning model and it has allowed Jackson Charter School to keep their staffing needs relatively low and Principal Baker will continue to examine their staffing needs as they approach winter break.
 - v. Principal Baker stated that she is giving parents the opportunity to switch from online to in person learning after the winter break and a survey will go out at the beginning of November with a response deadline of November 24th to advise if students will be returning back to the building.
 - vi. Principal Baker stated that this week they have begun their first round of MAP testing for both online and in person students and will have some data by the next Board Meeting to present.
 - vii. Principal Baker stated that Jackson Charter School received \$84,000.00 in Cares Act funds for Jackson Charter School and Title One funds in the amount of \$278,000.00.
- b. Building & Facilities Update
- i. Principal Baker stated that since the last meeting the security cameras have been installed, and the roof remains to be in bad condition since the last meeting. Principal Baker stated that she resubmitted a claim to their insurance company and the adjustors should be out in the next couple of weeks. Principal Baker stated that she has began a “Raise the Roof” fundraiser and contacted over 100 area businesses for donations. Principal Baker stated that in the meantime, they will patch the roof again and will move forward with the gutter repairs. Scott Anderson inquired from Principal Baker what the replacement costs for the roof was. Principal Baker stated that it was \$198,000.00.
 - ii. Principal Baker stated that their Social Media presence has been their biggest marketing effort. Their back to school video has had over 18,000 views and enrollment will be open throughout the school year. Principal Baker suspects that they will continue to have increased enrollment over winter break as cases continue to rise within the District.
 - iii. William Cunningham inquired if they have had any funds donated as a result of the fundraising project for the roof. Principal Baker stated not yet as the letters just went out at the beginning of this week. Principal Baker stated that there is a donate now button that has been put on their website that is active and accepting donations.
 - iv. Nathan Bryant inquired how the school is tracking educational outcomes. Principal Baker stated that because of the synchronous learning model they are still formally and informally

assessing students daily with intervention programs as well as instructional tools that teachers are using to be able to use a dashboard. Principal Baker stated that with students taking the NWEA in the fall they will be able to track not just summer loss, but also stay at home order loss. ECRA houses all of this data for them and will be able to project how students will perform on the IAR based on the data that they have already collected.

7. Finance Committee Report

- a. Rick Aylward presented a summary of the Statement of Financial Position. The current cashflow is at \$1,318,000.00. This is \$70-80,000.00 ahead of the budgeted projection numbers for September.
- b. YTD Budget to Actuals
 - i. Rick Aylward provided a summary of the Budget vs. Actuals. Rick Aylward stated that the revenue is under budget due to the Per Capita Tuition payment because enrollment was down at the start of the year by \$127,000.00 and will need to be off set by keeping the expenses under budget for the year. Currently, accounting is over budget because the audit was completed early; Employee Expenses are under budget by \$11,000.00; Facility and Maintenance is under budget by \$18,000.00; Payroll Expenses is under budget by \$96,000.00; and the software budget is under by \$15-16,000.00. Expenditures are under budget by \$158,000.00. Rick Aylward stated that they are currently ahead of the budget by \$152,000.00.
 - ii. Scott Anderson asked Rick Aylward to explain the timing of the revenue and why they are so favorable on Title One. Rick Aylward stated that on the revenue the Per Capital Tuition is the negative, but Title One was \$84,000.00 over budget and IDEA state was \$30,000.00 over budget and those were paid in August while in the past they have received those payments in October, which is where they were budgeted for this fiscal year.

8. New Business

- a. Update on Required Charter School Board Member Training
 - i. Attorney Sosnowski provided a reminder to Board Members that there is a state statute that was effective as of January 1, 2020, that requires all Charter School Board Members to have 4 hours of training in their first year of service and then two hours each year subsequent. Attorney Sosnowski asked Board Members to send their completed training certificates to Principal Baker and her office.

- ii. Attorney Sosnowski asked Board Members that have not completed their Board Member training that they complete their trainings by the end of the year.
 - b. Resolution of the Board of Directors of Rockford Charter School Organization to Amend the Board Bylaws Regarding Fiscal Policy
 - i. Attorney Sosnowski provided a summary of the Resolution and the amendments made to the Bylaws as to the Fiscal Policy.
 - ii. A Motion to approve the Resolution of the Board of Directors of Rockford Charter School Organization to Amend the Board Bylaws Regarding Fiscal Policy was made by Nathan Bryant and seconded by Carla Redd.
 1. A roll call vote was conducted:
 - a. William Cunningham – Aye.
 - b. Nathan Bryant – Aye.
 - c. Carla Redd – Aye.
 - d. Scott Anderson – Aye.
 - e. Antonio Turner – Aye.
 2. All aye. Motion passed.
9. Executive Session – Personnel - None
10. Next Board Meeting scheduled for Thursday, December 17, 2020 at 11:30 a.m. as a Virtual Meeting pursuant to Executive Order.
11. Adjournment
 - a. A motion to adjourn was made by Antonio Turner and seconded by Carla Redd.
 - i. A roll call vote was conducted:
 1. William Cunningham – Aye.
 2. Nathan Bryant – Aye.
 3. Carla Redd – Aye.
 4. Scott Anderson – Aye.
 5. Antonio Turner – Aye.
 - b. All aye. Meeting adjourned at 12:17 p.m.