

**Rockford Charter School Organization  
Board Meeting Minutes  
December 17, 2020**

**Meeting Held VIA Cisco Webex Pursuant to COVID-19 Executive Order No. 16**

1. Call to Order – 11:30 a.m.

Present: Kenneth Cunningham, Jay Ware, Carla Redd, Scott Anderson, Nathan Bryant (Joined meeting at 11:44 a.m.) Anisha Grimmertt (Joined meeting at 12:01 p.m.), Principal Shavina Baker, Rick Aylward and Attorney Roxanne Sosnowski

Not Present: Antonio Turner

2. Approval of Agenda

- a. Motion to Approve Agenda made by Scott Anderson and seconded by Carla Redd.
- b. Roll Call Vote:
  - i. Kenneth Cunningham – Aye.
  - ii. Scott Anderson – Aye
  - iii. Jay Ware – Aye.
  - iv. Carla Redd – Aye.
- c. All aye. Motion passed.

3. Approval of Regular Board Meeting Minutes of October 15, 2020

- a. Motion to approve the regular Board Meeting Minutes of October 15, 2020 made by Carla Redd and seconded by Scott Anderson.
- b. Roll Call Vote:
  - i. Scott Anderson – Aye.
  - ii. Kenneth Cunningham – Aye.
  - iii. Jay Ware – Aye.
  - iv. Carla Redd – Aye.
- c. All aye. Motion passed.

4. Public Comment – None

5. Principal's Report

- a. Current Enrollment
  - i. Principal Baker advised the Board that there are currently 212 students enrolled and attendance is above 80% and for the month of December they had an attendance challenge for students that were logged in from home every day for the month of

December they were entered into a drawing for a Mountain Bike that was donated by Mr. Williams and the students were able to come in and pick up some prizes from the Positive Behavior Store.

b. Personnel and Staffing

- i. Principal Baker stated that they do have one confirmed COVID case on the staff, but this did not occur during in person instruction. The staff member is quarantining until December 25, 2020 and has not been in the building since Friday, December 11, 2020. There were only three close contacts within the school that were confirmed with contact tracing.
- ii. Principal Baker stated that a kindergarten teacher has been hired. They have 35 kindergarteners and will be splitting them up into 2 classes starting in January.

c. Curricula & Instruction

- i. Principal Baker indicated that they will be back in session on January 4, 2021 both for online and in person instruction.
- ii. Principal Baker stated that the ECRA report included the first round of the NWEA Testing and showed the academic loss that happened over the COVID Emergency Instruction and the summer loss for both in person and online students. Based on the report they are still on target to meet their academic goals even with the loss.
- iii. Principal Baker stated that they are paying special attention to Grades 3 through 5 because those students take the IAR which is the state standardized testing. To date, RCSO has not received any information regarding the results of that testing and they are still getting ready for testing in the spring.
- iv. Principal Baker has created a stipend for teachers to do online tutoring in the evening to help parents that are struggling with meeting the instructional minutes during the day. Teachers with the stipend will be providing additional support from 6 p.m. to 7:30 p.m. at night. This program is eligible for reimbursement by the Illinois Empower Fund Grant.
- v. Principal Baker stated that through the month of November total revenue is \$282,000 under budget and total expenditures are \$292,000 under budget. This translates to \$10,000 on the bottom line for projected net income.
- vi. Principal Baker is waiting to hear back from the insurance company regarding the roof claim that was resubmitted after the past two storms. Principal Baker will notify the Board when the claim is approved and is optimistic as a claim's adjuster has finally indicated that the old part of the roof has been damaged by the last two storms and it does appear that the insurance carrier will approve those repairs.
- vii. Principal Baker indicated that they have begun enrollment for the 2021-2022 school year and they have not closed enrollment for the current school year. They are working towards an aggressive marketing campaign over the winter break with radio and billboards that will be going up in January and they will be using a referral

system for their family base to target students who have had a less than stellar learning experience with the District.

- viii. Nathan Bryant joined the meeting at 11:44 a.m.
- ix. Carla Redd inquired whether the insurance would cover the \$198,000 roof replacement cost. Principal Baker stated that it would and she should have an answer on the claim sometime this week. The Raising the Roof Campaign Fundraiser letters that Principal Baker sent out has not yielded any donations. They did add a donate now button to the website and have a weekly Tuesday post for giving Tuesday and they have done this just for the month of December. RCSO formed a partnership with Portillos and was able to raise a couple hundred dollars through that partnership.

## 6. Finance Committee Report

- a. YTD Budget to Actuals
- b. YTD Cashflow Update
  - i. Rick Aylward provided a summary regarding cashflow update with cash at a little over 1.4 million.
  - ii. Anisha Grimmett joined the meeting at 12:01 p.m.
  - iii. Rick Aylward stated that currently RCSO is holding their own and making up for enrollment being down.

## 7. New Business

- a. A Resolution of the Rockford Charter School Organization, an Illinois Not for Profit Corporation, Approving and Authorizing an Agreement with the Northern Illinois University NIU Steam Program.
  - i. Principal Baker stated that the funds for this agreement would be reimbursable through the Illinois Empower Fund Grant.
  - ii. A motion to approve the Resolution of the Rockford Charter School Organization, an Illinois Not for Profit, Approving and Authorizing an Agreement with the Northern Illinois University NIU Steam Program was made by Nathan Bryant and seconded by Carla Redd.
  - iii. Roll Call Vote:
    - 1. Anisha Grimmett – Aye.
    - 2. Scott Anderson – Aye.
    - 3. Nathan Bryant – Aye.
    - 4. Kenneth Cunningham – Aye.
    - 5. Jay Ware – Aye.
    - 6. Carla Redd – Aye.
  - iv. All aye. Motion passes.

- b. A Resolution of the Rockford Charter School Organization, an Illinois Not for Profit Corporation, Approving and Authorizing an Agreement with M. Spinello & Son Locksmith Safe and Security Experts.
  - i. Attorney Sosnowski stated that the total contract price is \$9,384.50.
  - ii. Principal Baker stated that the initial bid was at \$13,000 and they were able to get that amount lowered.
  - iii. A motion to approve the Resolution of the Rockford Charter School Organization, an Illinois Not for Profit Corporation, Approving and Authorizing an Agreement with M. Spinello & Son Locksmith Safe and Security Experts was made by Jay Ware and seconded by Anisha Grimmett.
  - iv. Roll Call Vote:
    1. Carla Redd – Aye.
    2. Jay Ware – Aye.
    3. Kenneth Cunningham – Aye.
    4. Nathan Bryant – Aye.
    5. Scott Anderson – Aye
    6. Anisha Grimmett – Aye.
8. Executive Session – Personnel (if needed) – None
9. Attorney Sosnowski stated that her office has put together a Resolution Packet of all of the Resolutions that have been passed in 2019 and 2020 that require signatures and in January her office will be reaching out to Board Members to get their signatures on these Resolutions.
10. Attorney Sosnowski stated that RCSO has several sets of Executive Session Meeting Minutes that do need to be reviewed and approved. Attorney Sosnowski stated the options for allowing Board Members to review the Executive Session Minutes and then at another meeting there would need to be an Executive Session to discuss and approve the Executive Session Minutes.
11. Update on Required Board Member Training
  - a. Attorney Sosnowski stated that everyone should have received the training links, and indicated that they do need to get those certificates in as soon as possible. Attorney Sosnowski indicated that there is a requirement that all Board Members obtain that training within 12 calendar months of their appointment. Attorney Sosnowski suggested that the Board Members complete this training prior to the School Board Renewal Application being submitted again.
12. Discuss 2021 Rockford Charter School Organization Board Meeting Dates

## CHARTER SCHOOL

ROCKFORD CHARTER SCHOOL ORGANIZATION

- a. Discussion took place regarding whether to meet every other month or every month. Principal Baker stated that if the Board wanted to meet every other month she would continue to prepare a Principal's Report each month to keep Board Members in the loop.
  - b. The following are the meeting dates for 2021:
    - i. February 18, 2021 at 11:30 a.m.
    - ii. April 15, 2021 at 11:30 a.m.
    - iii. June 17, 2021 at 11:30 a.m.
    - iv. August 19, 2021 at 11:30 a.m.
    - v. October 21, 2021 at 11:30 a.m.
    - vi. December 16, 2021 at 11:30 a.m.
  - c. Next Board Meeting Date and Location – February 18, 2021 at 11:30 a.m., Jackson Charter School or virtually if still allowed under Illinois law.
13. Adjournment: Motion by Scott Anderson and seconded by Jay Ware.
- a. Roll Call Vote:
    - i. Carla Redd – Aye.
    - ii. Jay Ware – Aye.
    - iii. Kenneth Cunningham – Aye.
    - iv. Nathan Bryant – Aye.
    - v. Scott Anderson – Aye.
    - vi. Anisha Grimmett – Aye
  - b. Meeting adjourned at 12:21 p.m.
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