

**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.