

**Rockford Charter School Organization Board Meeting Minutes**  
**April 21, 2022 11:30 a.m. – 1:00 p.m.**  
**Jackson Charter School, 315 Summit Street, Rockford, IL 61107**  
**In-Person Meeting**

1. Call to Order – 11:36 a.m.
  - a. Present: Kenny Cunningham, Jacob Bradt, Tamir Bell, Carla Redd, Antonio Turner, Jay Ware, Principal Shavina Baker, Rick Aylward and Attorney Roxanne Sosnowski
  - b. Absent: Anisha Grimmett
2. Approval of Agenda
  - a. A motion to approve the Agenda was made by Tamir Bell and seconded by Carla Redd.
    - i. Roll Call Vote:
      1. Tamir Bell – Aye.
      2. Jacob Bradt – Aye.
      3. Carla Redd – Aye.
      4. Kenny Cunningham – Aye.
      5. Antonio Turner – Aye.
    - ii. Motion passed.
3. Approval of the Regular Board Meeting Minutes of February 17, 2022 and Special Board Meeting Minutes of April 6, 2022.
  - a. A motion to approve the Regular Board Meeting Minutes of February 17, 2022 and Special Board Meeting Minutes of April 6, 2022 was made by Tamir Bell and seconded by Jacob Bradt.
    - i. Roll Call Vote:
      1. Tamir Bell – Aye.
      2. Jacob Bradt – Aye.
      3. Kenny Cunningham – Aye.
      4. Carla Redd – Aye.
      5. Antonio Turner – Aye.
    - ii. Motion passed.
4. Public Comment – None.
5. New Business
  - a. Discuss/Approve the Fiscal Year 2023 “Needs Assessment” from the Northwestern Illinois Association in the amount of \$22,945.00.
    - i. Jay Ware entered the meeting at 11:39 a.m.
    - ii. Attorney Sosnowski advised the Board that this was a service agreement that RCSO has entered into in the past that provides services to the school for vision and occupational therapy.

1. A motion to approve the Fiscal Year 2023 “Needs Assessment” from the Northwestern Illinois Association in the amount of \$22,945.00 was made by Tamir Bell and seconded by Jacob Bradt.
  - a. Roll Call Vote:
    - i. Tamir Bell – Aye.
    - ii. Jacob Bradt – Aye.
    - iii. Kenny Cunningham – Aye.
    - iv. Carla Redd – Aye.
    - v. Antonio Turner – Aye.
    - vi. Jay Ware – Aye.
  - b. Motion passed.
- b. Discuss/Approve 2022/2023 Fiscal Year Budget.
  - i. Rick Aylward provided a summary to the Board of the Financial Committee meeting where the Finance Committee reviewed and made changes to the proposed 2022/2023 Fiscal Year Budget. Rick Aylward stated that the projected enrollment is 190 students which is lower than what was projected in the past. The enrollment projection for 2021/2022 was for 225 students, however, RCSO was not able to reach that and the enrollment stayed between 200 and 210 students this year.
  - ii. Rick Aylward provided a summary of the proposed 2022/2023 Fiscal Year Budget to the Board. The projected revenue is \$3,400,000.00 and expenditures is \$3,400,000.00 with \$35,000.00 of net income. Rick Aylward stated that this budget will lead to a break even for cashflow.
  - iii. A motion to approve the 2022/2023 Fiscal Year Budget was made by Jacob Bradt and seconded by Tamir Bell.
    1. Roll Call Vote:
      - a. Tamir Bell – Aye.
      - b. Jacob Bradt – Aye.
      - c. Kenny Cunningham – Aye.
      - d. Carla Redd – Aye.
      - e. Antonio Turner – Aye.
      - f. Jay Ware – Aye.
    2. Motion passed.
- c. Discuss/Approve Independent Contractor Contract with Dr. Catherine Malatt.
  - i. Principal Baker advised the Board that there is no increase to Dr. Malatt’s contract this year and it is the same as the year before.
  - ii. Dr. Cunningham inquired as to what services were provided by Dr. Malatt. Principal Baker stated that Dr. Malatt is the contracted psychologist for RCSO.
  - iii. A motion to approve the Independent Contractor Contract with Dr. Catherine Malatt was made by Carla Redd and seconded by Tamir Bell.
    1. Roll Call Vote:
      - a. Tamir Bell – Aye.
      - b. Jacob Bradt – Aye.

- c. Kenny Cunningham – Aye.
- d. Carla Redd – Aye.
- e. Antonio Turner – Aye.
- f. Jay Ware – Aye.

2. Motion passed.

- d. Discuss/Approve Employment Agreement for Fiscal Year 2022/2023 with Richard Aylward as Fiscal Manager.

- i. Attorney Sosnowski advised the Board that the agreement for was for a total of \$86,585 with a 1% increase in September of 2022 along with the audit. Other than these changes it is the same agreement as the previous year.
- ii. A motion to approve the Employment Agreement for Fiscal Year 2022/2023 with Richard Aylward as Fiscal Manager was made by Jacob Bradt and seconded by Carla Redd.

1. Roll Call Vote:

- a. Tamir Bell – Aye.
- b. Jacob Bradt – Aye.
- c. Kenny Cunningham – Aye.
- d. Carla Redd – Aye.
- e. Antonio Turner – Aye.
- f. Jay Ware – Aye.

2. Motion passed.

- e. Discuss/Approve Employment Agreement for Fiscal Year 2022/2023 with Emily Wallen as Assistant Principal.

- i. Attorney Sosnowski advised the Board that this agreement was for a salary of \$90,000 and this is the same agreement that has been used for Ms. Wallen and all of RCSO's administrative team in the past, but with a different position for Ms. Wallen this year. In previous years Ms. Wallen served as the Director of Special Education and Student Support and this year she would be moving into an Assistant Principal role.
- ii. Dr. Cunningham inquired if Principal Baker was satisfied with Ms. Wallen's work. Principal Baker stated that she was very satisfied and they have worked the entire school year with Ms. Wallen shadowing Principal Baker showing Ms. Wallen what Principal Baker's job is while still maintaining a very reputable position within RCSO's SpEd Team. Principal Baker stated that she is very confident in Ms. Wallen and her ability to be able to step into the Assistant Principal role.
- iii. A motion to approve the Employment Agreement for Fiscal Year 2022/2023 with Emily Wallen as Assistant Principal was made by Tamir Bell and seconded by Jacob Bradt.

1. Roll Call Vote:

- a. Tamir Bell – Aye.
- b. Jacob Bradt – Aye.
- c. Kenny Cunningham – Aye.
- d. Carla Redd – Aye.
- e. Antonio Turner – Aye.

f. Jay Ware – Aye.

2. Motion passed.

f. Discussion on potential new Board Members.

- i. Attorney Sosnowski advised the Board that the Bylaws allow for between 7 and 9 Board Members and the Board currently has 8 members. Attorney Sosnowski stated that the Board does have 1 spot that could be filled by the Board if they would like to, but it does not have to be filled.

6. Principal's Report

- a. Principal Baker provided a summary of the Principal's Report to the Board. Current enrollment is at 203 students and enrollment for the 2022-2023 school year is underway and currently there are 141 students intending to return. There are 30 students that will not be returning because they will be going to middle school.
- b. Principal Baker stated that the school remains fully staffed. She indicated that the school did hire a substitute, however, they then lost a fourth grade teacher due to performance issues so even though they continue to be fully staffed they have had to move some people around. Principal Baker stated that recruitment for next year has begun and she has begun interviewing teachers and they have hired two new teachers for the upcoming school year and they are currently recruiting for an office manager position.
- c. Principal Baker stated that they have opened up the building to visitors and students and staff are no longer required to wear masks. However, they do have a small population of students and staff that continue to wear them.
- d. Principal Baker stated that students have completed IAR testing for third through fifth grade. However, the results will not be in until October. The information of Jackson's current existing three through fifth grade is what is reported on the Illinois Report Card and they will not have the results until the school year has started which makes it difficult for to guide instruction based on those results because they come in after the new school year has already started. Principal Baker stated that the school has NWEA testing which takes place the week of May 10, 2022, and this will give RCSO the most recent and accurate data, whereas IAR is a snapshot in time, NWEA gives a progress over the entire school year.
- e. Principal Baker stated that she has been the principal of this school for 4 years and she has tried every way possible to figure out a way to get kids to school. Principal Baker stated that truancy has been an issue for quite some time. Principal Baker stated that it is the time to enforce RCSO's promotion policy due to chronic truancy. Principal Baker stated that she has approximately 30 or more students in the building that have missed 20 or more days of school. Principal Baker stated that she has partnered with the ROE, done home visits, interventions, etc. Principal Baker stated that she has personally held conferences with these families and advised them that if a 1 or a 2 score is received in Math then mandatory summer school is going to be required for the student without a day missed in order for those students to be promoted to the next grade if they decide to stay at Jackson Charter School. Principal Baker stated that they currently have 17 students signed up for summer school and she anticipates that they will see as many as 50 students within Jackson Charter School signed up to attend summer school.
  - i. Jay Ware inquired as to if the students would have the same kind of transportation for summer school as they do during the regular school year. Principal Baker advised that she is getting a quote from First Student for

transportation and it appears that it will cost roughly \$395 per route per day. However, as it currently stands with the information that has been sent out, transportation for summer school is currently not provided.

- ii. Carla Redd thanked Principal Baker for holding parents accountable for their children not being in school. Carla Redd inquired as to what the feedback has been that she has gotten from the parents that she has met with regarding mandatory summer school. Principal Baker stated that for the majority of the students that she has had conversations with the parents acknowledge the absence, but usually do not have a good reason for the absence. Principal Baker stated that more often than not most parents have been completely unaware of the number of days missed by the student.
  - iii. Carla Redd inquired if summer school was only open for Jackson Charter School students or if it was open to district students as well. Principal Baker stated that it is only for Jackson Charter School students because they have specific curriculum that they have been using all year in order to regain and recapture time that has already been lost.
- f. Principal Baker stated that clocks need to be replaced and a new key fob system as the current system is so old that it cannot be updated so it has to be replaced.
  - g. Principal Baker stated that they had completed all of the necessary drills for compliance with the exception of one fire drill, which was taking place the following week.
  - h. Principal Baker informed the Board that they were currently doing an inventory of all of the school's devices to see if any had reached the end of their warranty period. She advised that she did not anticipate there being any, but that she would share with the Board any potential costs at the next meeting.
  - i. Principal Baker stated that they were exploring a later start time. She explained that on any given day, 15-20 students arrive after 8:00 a.m. A later start time would also give staff the opportunity for common planning time, staff meetings, and professional development. Principal Baker stated that the proposed start time was 9:00 a.m., and that she had been in contact with transportation, and they thought it was something that they could accommodate for the students. She also acknowledged the impact it would have on parents, and proposed before-school care from 8:00 a.m. to the start of the school day.
  - j. Principal Baker informed the Board that marketing for the next year was in full force, with billboards, radio tours, commercials, social media streams, etc. She also stated that the budget for marketing had been increased in order to make a footprint in the community.
  - k. Principal Baker stated that the Charter Renewal process would begin in October, and that she would share more information with the Board once she had it.
  - l. Principal Baker asked if any of the Board members had questions about the Principal's Report.
    - i. Jay Ware asked if there was a time he could come into the school in-person to visit without being a distraction. Principal Baker said that she would make any time work for an in-person visit.
      1. Jay Ware stated that he would like to look at the Technology and Black History programs because he thought the work Principal Baker was doing in these programs was great.

## 7. Finance Committee Report

- a. YTD Budget to Actuals
  - b. YTD Cashflow Update
  - c. Approval of the Finance Committee Meeting Minutes of April 18, 2022.
    - i. Tamir Bell made a motion to approve the Finance Committee Meeting Minutes. Jacob Bradt seconded.
    - ii. Roll Call Vote:
      - 1. Tamir Bell – Aye.
      - 2. Jacob Bradt – Aye.
      - 3. Kenny Cunningham – Aye.
      - 4. Carla Redd – Aye.
      - 5. Antonio Turner – Aye.
      - 6. Jay Ware – Aye.
8. Update on Required Board Member Training
- a. Attorney Sosnowski indicated that all of the Board members should have received a poll invitation from Megan Reff regarding possible dates to complete the Required Training. She then informed the Board that it was a 4-hour initial training, and after that it was only 2 hours. Attorney Sosnowski asked that if any of the Board members had completed their training, they send the certificates to Megan Reff. She stated that the training would be hosted in-person in a 9:00 a.m.-1:00 p.m. time slot with lunch provided.
  - b. Attorney Sosnowski stressed the importance of completing this training before the Charter Renewal process starts.
9. Executive Session – Personnel (if needed)
- a. Kenny Cunningham made a motion to go into Executive Session. Jacob Bradt seconded.
    - i. Roll Call Vote:
      - 1. Tamir Bell – Aye.
      - 2. Jacob Bradt – Aye.
      - 3. Kenny Cunningham – Aye.
      - 4. Carla Redd – Aye.
      - 5. Antonio Turner – Aye.
      - 6. Jay Ware – Aye.
  - b. Principal Baker and Rick Aylward were excused.
  - c. The Board returned to Open Session at 12:39 p.m.
10. Final Comments
- a. Jay Ware asked if the school was doing anything to assist the athletes at the school in finding summer programs to participate in while they did not have the option to play sports at school.
    - i. Kenny Cunningham indicated that this was a question for Principal Baker who was not currently present.
    - ii. Carla Redd stated that she would send an email to Principal Baker with information about an event that the City of Rockford is hosting on April 30 that was an expo featuring all of the summer programs happening in the City.

- b. Principal Baker returned to Open Session.
  - i. Principal Baker indicated that every year, the school partners with the Park District to get kids involved with events happening there. She also stated that there were a lot of students involved in traveling tackle football teams over the summer.

#### 11. Adjournment

- a. Tamir Bell made a motion to adjourn and Jacob Bradt seconded.
  - i. Roll Call Vote:
    1. Tamir Bell – Aye.
    2. Jacob Bradt – Aye.
    3. Kenny Cunningham – Aye.
    4. Carla Redd – Aye.
    5. Jay Ware – Aye.

**Next Board Meeting: June 16, 2022 at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)**