

**Rockford Charter School Organization Board Meeting Minutes  
June 16, 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 – 11:33 a.m.
  - a. Present: Kenny Cunningham, Jacob Bradt, Tamir Bell, Carla Redd (joined meeting at 11:38 a.m.), Antonio Turner, Anisha Grimmett (joined meeting at 11:37 a.m.), Principal Shavina Baker, Rick Aylward, Emily Wallen, and Attorney Roxanne Sosnowski
  - b. Absent: Jay Ware
2. Approval of Agenda
  - a. A motion to approve the Agenda was made by Jacob Bradt and seconded by Antonio Turner. All aye. Motion approved.
3. Approval of the Regular Board Meeting Minutes of April 21, 2022 and Special Board Meeting Minutes of May 3, 2022, and May 17, 2022
  - a. A motion to approve the Regular Board Meeting Minutes of April 21, 2022 and Special Board Meeting Minutes of May 3, 2022, and May 17, 2022 was made by Tamir Bell and seconded by Jacob Bradt.
    - i. Kenny Cunningham – Aye.
    - ii. Tamir Bell – Aye.
    - iii. Jacob Bradt – Aye.
    - iv. Antonio Turner – Aye.
  - b. Motion passed.
4. Public Comment – None.
5. New Business
  - a. Discuss School Specialty Purchase Order dated May 16, 2022 for furniture for the total amount of \$49,968.80.
    - i. Emily Wallen explained that the purchase was for various classroom items after a survey had been conducted, and the teachers indicated what they needed for their classrooms
    - ii. A motion to approve the School Specialty Purchase Order dated May 16, 2022 for furniture for the total amount of \$49,968.80 was made by Jacob Bradt and seconded by Antonio Turner.
      1. Roll Call Vote:
        - a. Kenny Cunningham – Aye.
        - b. Tamir Bell – Aye.
        - c. Jacob Bradt – Aye.
        - d. Antonio Turner – Aye.
      2. Motion passed.

- iii. Anisha Grimmiett entered the meeting at 11:37 a.m.
- iv. Antonio Turner asked for clarification on whether these items were strictly “needed” items, or if there were some new items that the teachers hadn’t necessarily indicated they needed in their classrooms. He also asked what the plan for the old items was if they were being replaced.
- v. Carla Redd entered the meeting at 11:38 a.m.
- vi. Principal Baker clarified that all of the items had been moved from the old building, and nothing had been replaced except for some of the desks. Emily Wallen used the new rugs as an example, and stated that the old ones would need to be thrown away because they were no longer usable.
- b. Discuss Independent Contractor Agreement between Rockford Charter School Organization and Shavina Baker.
  - i. Attorney Sosnowski informed the Board that there was now a Schedule B in their packets, with highlighted duties from the Principal Job Description that Shavina Baker would be consulting on.
  - ii. Attorney Sosnowski also explained Schedule A, stating that it outlined the three-month term that the Board had previously agreed to, as well as the specific deliverables that they had discussed at the last Board meeting.
  - iii. Anisha Grimmiett clarified that Schedule B was part of the agreement that would end in September 2022, and Attorney Sosnowski confirmed.
  - iv. Attorney Sosnowski stated that Principal Baker indicated that it may not be possible to get through all the items in Schedule B, and if there was a need for a subsequent agreement after September 30, the Board could revisit this.
    - 1. Anisha Grimmiett asked if the possibility of an extension of the agreement was noted in the current agreement, and Attorney Sosnowski clarified that because the matter would have to be re-approved by the Board, it was not in the current agreement.
  - v. A motion to approve the Independent Contractor Agreement between Rockford Charter School Organization and Shavina Baker was made by Jacob Bradt and seconded by Tamir Bell.
    - 1. Roll Call Vote:
      - a. Antonio Turner – Aye.
      - b. Kenny Cunningham – Aye.
      - c. Anisha Grimmiett – Aye.
      - d. Tamir Bell – Aye.
      - e. Carla Redd – Aye.
      - f. Jacob Bradt – Aye.
    - 2. Motion passed.
- c. Discuss/Approve Proposal dated June 6, 2022 from National Charter School Institute for required board member training for the total amount of \$3,000.00.
  - i. Attorney Sosnowski indicated that her office had reached out to seek potential providers for the required training, and National Charter School Institute was the most reasonable of the three proposals they received.
  - ii. Attorney Sosnowski stated that the training would be held on July 1, from 9:00 a.m. to 1:00 p.m. at her office. She also said that if the Board Members had already completed their training, they did not need to attend if they sent

her certificates of completion. She also said that they could come for their subsequent 2 hours of training.

- iii. A motion to approve the Proposal dated June 6, 2022 from National Charter School Institute for required board member training for the total amount of \$3,000.00 was made by Carla Redd and seconded by Anisha Grimmett.

- 1. Roll Call Vote:

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

- 2. Motion passed.

- d. Discuss/Approve quote from M. Spinello and Son Locksmiths Safe Security Experts for the down payment of \$12,000.00 for digital clocks.

- i. Attorney Sosnowski noted that an amendment to the motion would need to be made, as the down payment is \$12,000, and the total project cost is \$29,478.
  - ii. Principal Baker clarified that this project had been included in the budget.
  - iii. Kenny Cunningham asked if they moved on this, if the clocks would be ready for the next school year, and Principal Baker confirmed.
  - iv. A motion to approve the quote from M. Spinello and Son Locksmiths Safe Security Experts for \$29,478 for digital clocks was made by Kenny Cunningham and seconded by Jacob Bradt.

- 1. Roll Call Vote:

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

- 2. Motion passed.

Discussion then occurred about utilizing Sikich for Annual Audit Services. Attorney Sosnowski stated that a consensus needs to be obtained to approve the Annual Audit Proposal since it was not included in the Board's agenda. She clarified that it will be put on the next agenda, and the Board would be able to approve it retroactively if there was a consensus at this meeting. Attorney Sosnowski stated that the proposal to do the audit for this year was \$16,700, \$17,200 in 2023, and \$17,715 in 2024. Attorney Sosnowski also informed the Board that they could do a bid search if they were not satisfied with the proposal. There was a consensus to use Sikich for the Annual Audit.

Discussion then occurred about rejoining the Illinois Network of Charter Schools

Attorney Sosnowski suggested that Jackson Charter School rejoin the Illinois Network of Charter Schools for a fee of \$1,463. Rick Aylward indicated that there would be money in the budget to cover this cost if the Board wished to rejoin. Attorney Sosnowski stated that the biggest benefit would be access to free training for Board members, so that in the future, they would not have to use a third-party provider such as the National Charter School Institute to complete their subsequent two hours of training.

Anisha Grimmett asked if there was a reason why they had left the organization in the first place. Principal Baker clarified that at the time, the meetings that she had attended on behalf of the school weren't relevant to the RPS 205 system, because the focus was on the CPS system and the relationship to their charters. Principal Baker added that a renewed membership would be beneficial to Emily Wallen as she transitioned to the role of principal. There was a consensus to rejoin the Illinois Network of Charter Schools.

## 6. Principal's Report

- a. Principal Baker provided a summary of the Principal's Report to the Board. She stated that they were on track to meet their enrollment goal of 190 students, with 170 students intending to return and 16 newly registered students.
- b. Principal Baker stated that Emily Wallen had hired Kayla Bell as the new front office assistant. They also hired Angelica Patel as a new custodial worker, as well as one new SPED Teacher and two Gen Ed teachers.
- c. Principal Baker stated that there were four cases of COVID in the month of May.
- d. Principal Baker confirmed that there were no changes in the curriculum and instruction for the upcoming school year.
- e. Principal Baker gave an update on Academic Progress. She went over the ISBE designation results from Pre-COVID in 2019, during COVID in 2021, and post-COVID in 2022.
  - i. Principal Baker informed the Board that this was the highest percentage to date for ELA, and that the school's solid math curriculum should yield improved results over the course of the next two years.
  - ii. Principal Baker noted that there were two 5<sup>th</sup> grade students who had exceeded performance requirements, and were accepted into the gifted program for middle school.
- f. Principal Baker gave the Board an overview of the meeting she would be attending on June 17 with RPS 205 representatives.
- g. Principal Baker continued to go over NWEA test results for the student population
  - i. Attorney Sosnowski and Principal Baker clarified to the Board that the RPS District has expressed they do not look at the NWEA testing data.
  - ii. Principal Baker gave the Board more information on NWEA testing.
- h. Principal Baker stated that they had 41 students and 3 teachers signed up for summer learning.
  - i. Anisha Grimmett asked how Jackson would be handling absences or students who refused to come. Principal Baker clarified that it was mandatory for these students to attend summer learning if they wanted to

- move on to the next grade level.
  - ii. Emily Wallen stated that she had followed up with the families who were signed up for summer learning, and 36 out of the 41 students had confirmed that they would be attending.
  - i. Emily Wallen gave an update on the Director of Climate and Culture job position.
    - i. Emily Wallen stated that the job ad had been posted and applications had been coming in.
    - ii. Antonio Turner asked if the resumes had been sent out, and Emily Wallen clarified that she had begun creating a spreadsheet for the Board but it was not yet completed.
    - iii. Antonio Turner, Tamir Bell, and Anisha Grimmert had all expressed willingness to sit in with Emily Wallen for the interviews. Attorney Sosnowski clarified that there could only be two Board members present. Antonio Turner suggested that he and Anisha Grimmert should be the two, since they were at the original meeting when the Board had discussed the job description for the Director of Climate and Culture position.
  - j. The Board discussed the date for the next Board meeting and decided on July 21<sup>st</sup>, 2022 at 11:30 a.m.
  - k. Principal Baker reminded the Board of their discussion about a later start time and clarified that it would not be changing for the upcoming school year.
  - l. Principal Baker and Anisha Grimmert discussed the cost of transportation for summer learning.
  - m. Antonio Turner asked if the students would need to wear uniforms during summer learning, and Emily Wallen and Principal Baker clarified that they did not need to.
7. Finance Committee Report
- a. Rick Aylward presented the Finance Committee Report to the Board.
  - b. Antonio Turner left at 12:28 p.m.
  - c. YTD Budget to Actuals
  - d. YTD Cashflow Update
8. Adjournment
- a. Carla Redd made a motion to adjourn and Anisha Grimmert seconded. All Aye. Motion passed.
  - b. Meeting adjourned at 12:34 p.m.

**Next Board Meeting: July 21, 2022 at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)**