

**Rockford Charter School Organization Board Meeting Agenda  
April 18, 2024  
11:30 a.m.  
Jackson Charter School, 315 Summit Street, Rockford, IL 61107  
In-Person Meeting**

1. Call to Order – at 11:30 a.m.
  - a. Present: William Cunningham, Tamir Bell, Anisha Grimmett, Jacob Bradt, Antonio Turner (entered meeting at 11:36), Carla Redd (entered meeting at 11:38 a.m.), Executive Director Emily Wallen, Director of Climate and Culture Starla Copeland, Director of Data and Instruction Angie Smeltzer, Finance Director Rick Aylward, James Durham, Consultant TJ Addington, Attorney Roxanne Sosnowski
  - b. Not Present: Ricardo Montoya Picazo
2. Approval of Agenda
  - a. A motion to approve the agenda was made by Tamir Bell and seconded by Jacob Bradt.
    - i. Voice vote: All members voting aye.
    - ii. Motion passed.
3. Approval of Board Meeting Minutes of March 26, 2024.
  - a. A motion to approve the Board Meeting Minutes of March 26, 2024, was made by Jacob Bradt and seconded by Anisha Grimmett.
    - i. Voice vote: All members voting aye.
    - ii. Motion passed.
4. Public Comment – None.
5. Antonio Turner entered the meeting virtually at 11:36 a.m.
6. New Business
  - a. Discussion on Salary Schedule and Certified/Non-Certified Staff
    - i. Executive Director Emily Wallen explained that she has met with non-certified staff and there are plans in place to either get the staff certified, or to ensure that the positions they are in do not necessitate certifications.
    - ii. Anisha Grimmett asked if the school is covering the cost for certifications considering that roles are requiring it. Executive Director Wallen explained that for certifications that require coursework, then after the courses, the costs can be submitted to the Board for reimbursement. Attorney Sosnowski stated that there is a board-adopted reimbursement policy in place.
    - iii. Carla Redd entered the meeting at 11:38 a.m.
  - b. Discuss/Approve Appointment of New Board Member to RCSO Board
    - i. There are no candidates to bring forth at this time.
  - c. Executive Director and Ms. Smeltzer presentation regarding enrollment data, historical enrollment data, withdrawal data, truancy rates, staff demographic data, students' current levels of performance (NWEA and IAR), and designation of Jackson Charter School.

- i. Ms. Smeltzer explained that the current reports are on the January NWEA. The last NWEA benchmark will be taken in May.
- ii. Ms. Smeltzer stated that January enrollment was at 241 students. She stated that the largest populations included 2<sup>nd</sup> and 5<sup>th</sup> grade students, while the smallest group are the 4<sup>th</sup> graders.
- iii. Ms. Smeltzer explained to the Board that during the course of last year, there were 240 students that enrolled, with a total of 66 that had withdrawn. So far for the current year, withdrawals are at 46, however, there have been 59 enrollments that were not with the school at the beginning of the year.
- iv. Ms. Smeltzer stated that in regard to truancy rates, the school is higher than the State of Illinois, but slightly lower than RPS. Tamir Bell asked if the Board could get an updated report for the next board meeting, seeing that these rates are from February.
- v. Executive Director Wallen explained that the school has instituted half-day absences in the case that a child arrives late, so they are still able to get attendance credit for half of the day.
- vi. Ms. Smeltzer stated that as for extracurriculars, the school offered art club, anime, basketball, and cheerleading. Mrs. Copeland stated that there were 35 members on the cheer squad, as well as 4 basketball coaches. She added that the art club was established, and Matt Forte recently visited the school. Mrs. Copeland stated that the school received a \$2,500 grant from the Rockford Area Arts Institute. The grant has given skills and resources for the art club to have a variety of things to do in regard to exploring different forms of art. Mr. Durham added that the “Art Around the World” allowed students to be introduced to art from other parts of the world.
- vii. Ms. Smeltzer explained that the NWEA benchmark is broken down by fall, winter, and spring data. With the current data for mathematics, Ms. Smeltzer explained that the trend is that the students start really close to the national norm, and as they get older, it tends to fall off. As for literacy, students are typically falling about a grade level below average for the school.
- viii. Anisha Grimmert asked what is being done regarding course correction to help improve student growth.
- ix. Ms. Smeltzer added that the teachers are taught to use the data breakdown provided by the NWEA reports to try to tend to those gaps for the students. The NWEA reports are used for student intervention as well.
- x. Attorney Sosnowski explained that in terms of the charter agreement, by the '24-'25 school year, the school is supposed to show at least a 5% increase in proficiency in ELA and a 5% increase in proficiency in mathematics.
- xi. Ms. Smeltzer explained that based on current data and enrollment, the school identifies the students that are bordering proficiency and work with them specifically to try to push them higher and give them a more enriching experience.

## 7. Old Business

- a. Discuss/Approve performance-based bonus policy for administrators.
  - i. Topic to be laid over to another meeting.

## 8. Marketing Committee Report

## 9. Executive Director's Report

- a. Executive Director Wallen stated that enrollment is at 245. She stated that Jackson Charter is not taking any more applicants for the remainder of the year. Executive Director Wallen said that all staffing positions are filled. Executive Director Wallen stated that the intent to return meetings will be done in the following week. Executive Director Wallen added that formal observations and post-observation feedback meetings are continuing, with the bulk of them

beginning in January and February. Once complete, that will conclude the formal observation cycle for all of the teachers and instructional staff. Executive Director Wallen explained that she is working with her team to complete formal paperwork and reviews for support staff, managers, and administrators.

#### 10. Finance Committee Report

##### a. YTD Budget to Actuals

- i. Finance Director Rick Aylward stated that revenue is at \$635,241.35. The revenue is mostly made up of tuition, which is \$228,556.33 higher than the budgeted number due to conservative enrollment numbers used, as well as the conservative prediction of ESSER funds, coming in at \$335,855.08 higher than the budgeted number.

##### b. YTD Cashflow Update

- i. Finance Director Rick Aylward stated the bank account stands at \$2,674,100.16.

#### 11. Executive Session – (if needed)

- a. Personnel - Go into Closed Session to Review Closed Session Minutes and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

- i. A motion was made to enter executive session by Carla Redd and seconded by Tamir Bell.

##### 1. Roll Call Vote:

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

2. All ayes. Motion passed. Entered into executive session at 12:22 p.m.

- ii. A motion was made to return to open session from executive session by Tamir Bell and seconded by Carla Redd.

##### 1. Roll Call Vote:

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

2. Exited executive session at 1:12 p.m.

#### 12. Adjournment

- a. A motion was made to adjourn the meeting by Carla Redd and seconded by Tamir Bell.

- i. Voice Vote: All members voting aye.

- ii. Motion passed. Meeting adjourned at 1:13 p.m.

**Next Board Meeting: June 20, 2024, at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)**

DRAFT