

Rockford Charter School Organization Board Meeting Minutes

February 20, 2025

11:30 a.m.

Jackson Charter School, 315 Summit Street, Rockford, IL 61107

In-Person Meeting

1. Call to Order – at 11:33 a.m.
 - a. Present: Erika Hannah, Tamir Bell, William Cunningham, Carla Redd, La’Keshia Wingo, Interim Principal, Dr. Ebony Wrenn, Director of Climate and Culture, Starla Copeland, Director of Data and Instruction, Angie Smeltzer, Finance Director, Rick Aylward, Interim Director of Teacher Development, Leoanny De La Cruz-Warren, elevatED Spaces, LLC Consultant, Shenita Johnson (virtual)
 - b. Not Present: Anisha Grimmett
2. Approval of Agenda
 - a. A motion was made to approve the agenda by William Cunningham and seconded by Carla Redd.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
3. Approval of Board Meeting Minutes for December 19, 2024.
 - a. A motion was made to Approve the Board Meeting Minutes for December 19, 2024, by Erika Hannah and seconded by William Cunningham.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
4. Public Comment
 - a. Krista Williams informed the Board that the Problem-Solving Committee has been developed. She explained that the committee will act as a system to figure out how complaints and problems will be fixed before they elevate. Krista Williams also stated that Student Council is up and running.
 - b. Interim Director of Teacher Development, Leoanny De La Cruz-Warren, introduced herself to the Board.
5. New Business
 - a. elevatED Spaces, LLC – Phase I (Fiscal Review) and Phase II Share-Out
 - i. elevatED Spaces, LLC Consultant, Shenita Johnson, stated that elevatED Spaces, LLC, is currently in progress with policy analysis, fiscal analysis, staffing models, compensation analysis, FY26 budget preparation, and the charter renewal process.
 - ii. Consultant Shenita Johnson explained to the Board that the intent to return has been sent out to staff. She stated that this will help inform the staffing model and structure. She stated that this is part of the assessment of where the strengths are and assessing where some of the gaps may be.

- iii. Consultant Shenita Johnson stated that one key thing that was found is that out of those who responded on the intent to return, many did not have access to their current job description. She stated that part of the work that will be done putting together the compensation analysis will be aligning compensation and salary to what their role and description is.
 - iv. Consultant Shenita Johnson explained that regarding function and team leadership, elevatED Spaces, LLC, recommends the staffing model with an executive leader. She explained that this staffing model allows for multi-level reports, a departmental team structure that leads to more specialized expertise in function areas and allows for more leveraged skills and capacity across the team. She explained that this team model requires there to be more intentionality towards communication and intentionality to more collaborative decision making.
 - v. Consultant Shenita Johnson explained that the next steps include conducting the compensation analysis, in which she will meet with the finance committee to go over projections. She stated that this is where the staffing structure and compensation analysis will start to have life, and then she will overlay it into the charter renewal.
- b. Discuss/Approve Rockford Charter School Organization – Jackson Charter School Remote Work Policy
 - i. A motion to Approve the Rockford Charter School Organization – Jackson Charter School Remote Work Policy was made by William Cunningham and seconded by La’Keshia Wingo.
 - 1. Voice Vote: All members voting aye.
 - 2. Motion passed.
- c. Discuss/Approve Job Description for Interim Director of Teacher Development Retroactive to February 1st, 2025
 - i. A motion to Approve the Job Description for Interim Director of Teacher Development Retroactive to February 1st, 2025, was made by Carla Redd and seconded by William Cunningham.
 - 1. Voice Vote: All members voting aye.
 - 2. Motion passed.
- d. Discuss/Approve Employee Contract for Interim Director of Teacher Development for Leoanny De La Cruz-Warren Retroactive to February 18th, 2025
 - i. A motion to Approve the Employee Contract for Interim Director of Teacher Development for Leoanny De La Cruz-Warren Retroactive to February 18th, 2025, was made by La’Keshia Wingo and seconded by Carla Redd.
 - 1. Roll Call Vote:
 - a. Tamir Bell – Aye.
 - b. Carla Redd – Aye.
 - c. William Cunningham – Aye.
 - d. Erika Hannah – Aye.
 - e. La’Keshia Wingo – Aye.
 - 2. All ayes. Motion passed.
- e. Discuss/Approve Agreement with American Institute for Research
 - i. A motion was made to Approve the Agreement with American Institute for Research by Carla Redd and seconded by La’Keshia Wingo.

1. Roll Call Vote:
 - a. Tamir Bell – Aye.
 - b. Carla Redd – Aye.
 - c. William Cunningham – Aye.
 - d. Erika Hannah – Aye.
 - e. La’Keshia Wingo – Aye.
2. All ayes. Motion passed.
- f. Discuss/Approve Resolution Adopting PUNS Policy
 - i. A motion was made to Approve Resolution Adopting PUNS Policy was made by Carla Redd and seconded by La’Keshia Wingo.
 1. Voice Vote: All members voting aye.
 2. Motion passed.
 - g. Discuss/Approve Special Education Policy
 - i. A motion was made to lay the item over by Carla Redd and seconded by La’Keshia Wingo.
 1. Voice Vote: All members voting aye.
 2. Motion passed.
 - h. Discuss/Approve Client Services Agreement with Sunbelt Staffing, LLC for Special Education Services provided by Telepractitioner, Lisa Floyd
 - i. A motion was made to Approve Client Services Agreement with Sunbelt Staffing, LLC for Special Education Services provided by Telepractitioner, Lisa Floyd, by William Cunningham and seconded by La’Keshia Wingo.
 1. Voice Vote: All members voting aye.
 2. Motion passed.
 - i. Discuss/Approve Revised Board Meeting Schedule for Remainder of 2025 to move to Monthly Board meetings for the remainder of the calendar year.
 - i. The Board came to a consensus to meet on the off months of March and May.
 - ii. A motion was made to meet March 20, 2025, at 8:30 a.m., and May 15, 2025, at 8:30 a.m. by Carla Redd and seconded by William Cunningham.
 1. Voice Vote: All members voting aye.
 2. Motion passed.
 6. Old Business
 - a. Discuss/Approve Staff Management, Inc. Proposal for Human Resource Management Services
 - i. A motion was made to lay over the item by Carla Redd and seconded by William Cunningham.
 1. Voice Vote: All members voting aye.
 2. Motion passed.
 - b. Discuss/Approve the Morrissey Family Business Proposal for Payroll Services
 - i. A motion was made to lay over the item by Carla Redd and seconded by William Cunningham.
 1. Voice Vote: All members voting aye.
 2. Motion passed.

7. Marketing Committee Report

- a. No report made.

8. Interim Principal Report

- a. Interim Principal Dr. Ebony Wrenn stated that there are 20 applicants on the waiting list, with a current enrollment of 230 students. She explained that there is one general education classroom open, as well as a social-emotional learning teaching position open. Dr. Wrenn stated that there was a paraprofessional that resigned on February 19th.
- b. Dr. Wrenn stated that there have been two interviews, one for a 1st grade teacher, and the other for a 5th grade teacher. These hires are pending demo lessons.
- c. Dr. Wrenn stated that intent to returns have been sent out to staff.
- d. Dr. Wrenn informed the Board that after school tutoring is being launched for the diverse learners. In addition, a Jackson Charter School YouTube channel is being started to support the diverse learners so that parents and families can understand how to support their students at home in a wide range of ways.
- e. Dr. Wrenn informed the Board that the school has received two grants and is awaiting a response for another grant for \$50,000.00. She stated that there are applications in process for three additional grants.

9. Director of Climate and Culture Report

- a. Director of Climate and Culture, Starla Copeland, stated that her top goal is attendance and improving absenteeism and truancy. She explained that there is daily progress monitoring, in which staff call the families of absent students to gather reasons for the absence. She stated that parent participation and contact with parents is the #1 step to help bridge the gap of the attendance and truancy issues.
- b. Mrs. Copeland informed the Board that there are 149 students that have 3 or more absences. These 149 students have been divided into categories for staff to make calls to. Mr. Durham is calling families with students who have missed 16 or more days of school, Ms. Bell is calling families with students who have missed 8-15 days of school, and Mrs. Copeland is calling families with students who have missed 3-7 days of school.
- c. Mrs. Copeland stated that those with perfect attendance have received incentives, in which GLOW parties occur monthly, as well as a bi-weekly awards ceremony to acknowledge students that are always in school or those who are improving attendance.
- d. Mrs. Copeland informed the Board that 3 home visits have been made in December and January. She stated that 5 home visits are scheduled.
- e. As for extracurricular activities, Mrs. Copeland stated that the basketball team went 9-1 for the season. She stated that there are 3 more games with Jr. NBA, which consists of K-3. Mrs. Copeland informed the Board that there is a cheer squad for K-5, with over 20 students. She stated that there is a marching band through YAVO, who will be performing at the Coronado on Saturday February 22nd. Mrs. Copeland informed the Board that the Visual Arts Club launched on February 19th, Club BB (Blessed Ballers) will launch in March 2025, and Girls on the Run will launch in March 2025.
- f. Mrs. Copeland stated that her second goal is behavior, which aligns with the SIP Priority to promote a positive school culture and climate. She explained that this is being done in tiers. She explained that Tier 1 is universal support, Tier 2 is targeted support, and Tier 3 is where safety plans are developed.
- g. Mrs. Copeland informed the Board that in December 2024, there were 26 referrals written compared to the 10 written in December 2023. She stated that in January 2025, there were 35 referrals written compared to the 23 in January 2024. Mrs. Copeland stated that the total

number of students who have received OSS for the 2024-2025 school year is 20. The total number of behavioral referrals written in the 2023-2024 school year were 456, while the total number of referrals written in the 2024-2025 school year as of 2/11/25 are 180.

- h. As for community partnerships, Mrs. Copeland stated that there are monthly family and engagement events partnering with community organizations. She stated that it still is a struggle trying to get parents involved with PTO, but there are 2-3 steady participants in the monthly meetings.

10. Director of Data and Instruction Report

- a. Director of Data and Instruction, Angie Smeltzer, stated that her two director goals included focusing on small group instruction and increasing collective responsibility of staff in support of diverse learners and their growth.
- b. Mrs. Smeltzer informed the Board that she is holding an IAR Collaboration meeting weekly with the 3rd-5th grade teachers to review last year's IAR reports to get a better understanding of what needs to be focused on as a school.
- c. Mrs. Smeltzer stated that the students are going to take a practice test in order to make sure the students are aware of all of the components of the IAR test, as well as making sure the students can build the stamina to be able to take a 60–90-minute test.
- d. Mrs. Smeltzer informed the Board that the Lexia program is being used to measure student levels and progress. She stated that with this program, the students take a placement test and then are given time throughout the course of the day to work on individualized programs at their own level. Mrs. Smeltzer stated that this program then gives teachers the student data, which then helps teachers form instruction.
- e. As for NWEA Reading data, Mrs. Smeltzer explained that Grades 1, 3, and 5 had a decrease in students in lowest percentiles. She stated that Kindergarten and 5th grade made the most growth in the highest bands of students. Mrs. Smelter explained that most grades had significant growth in reading overall, with 5th grade being the most notable.
- f. For NWEA Math data, Mrs. Smeltzer explained that there was a decrease in percentage of students in the lowest performance band, which may suggest that there has been some successful intervention. She explained that 2nd grade's improvement is slow compared to other grades. Mrs. Smeltzer stated that there needs to be continued focus on students in 4th and 5th grades, as there are still a lot of struggling students.
- g. Mrs. Smeltzer informed the Board that the school held an in-person Scholastic Book Fair, which raised \$800.00.

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 William Cunningham.
 - 1. Roll Call Vote:
 - a. Tamir Bell – Aye.
 - b. Carla Redd – Aye.

- c. William Cunningham – Aye.
 - d. Erika Hannah – Aye.
 - e. La’Keshia Wingo – Aye.
 - 2. All ayes. Motion passed. Entered executive session at 1:15 p.m.
 - ii. There was no motion to exit executive session.
 - 1. Roll Call:
 - a. Tamir Bell
 - b. Carla Redd
 - c. William Cunningham
 - d. Erika Hannah
 - e. La’Keshia Wingo
 - 2. Returned to open session at 1:34 p.m.
12. Finance Committee Report/Finance Manager Report
- a. YTD Budget Actuals
 - b. YTD Cashflow Update
13. Adjournment
- a. A motion was made to adjourn the meeting by Carla Redd and seconded by La’Keshia Wingo.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed. Meeting adjourned at 1:34 p.m.

Next Board Meeting: March 20, 2025, at 8:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)