

Rockford Charter School Organization Board Meeting Minutes

July 18, 2025

9:00 a.m.

REVISED MEETING LOCATION:

Sosnowski Szeto, LLP, 6735 Vistagreen Way, Ste. 300, Rockford, IL 61107

In-Person Meeting

1. Call to Order – at 9:08 a.m.
 - a. Present: Tamir Bell, William Cunningham, Erika Hannah, Carla Redd, Executive Director, Dr. Ebony Wrenn, Finance Director, Rick Aylward, Mary Simmons (Collins Aerospace), Mary Beth Clausen (Morrissey Family Business), Yolanda Sanders (Rockford Community Bank), Frank Bisconti (guest)
 - b. Not Present: La’Keshia Wingo, Jessica Iasparro
2. Approval of Agenda
 - a. A motion to approve the agenda was made by Carla Redd and seconded by Erika Hannah.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
3. Approval of Special Board Meeting Minutes for June 26, 2025
 - a. A motion was made to Approve the Special Board Meeting Minutes for June 26, 2025, by Erika Hannah and seconded by Carla Redd.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
4. Public Comment
 - a. Mary Beth Clausen informed the Board that she was attending the meeting on behalf of the Morrissey Family Businesses. She explained that her parents founded John Morrissey Accounting, Staff Management, and Market Dimensions over 50 years ago. She informed the Board that Dr. Wrenn invited her to answer questions on payroll proposals if needed.
 - b. Yolanda Sanders informed the Board that she works at Rockford Community Bank. She stated that she has been in the financial industry for a little over 22 years. She stated that she was born and raised in Rockford and has worked with Dr. Wrenn previously for Jackson Charter School events. She informed the Board that she was invited by Dr. Wrenn as a potential board member.
 - c. Frank Bisconti informed the Board that Dr. Wrenn invited him to the meeting to see if there would be potential for partnership or an employment opportunity for him.
 - d. Mary Simmons stated that she works at Collins Aerospace. She informed the Board that Dr. Wrenn invited her as a potential board member. She stated that she currently serves on the United Way board.
5. New Business

- a. Discuss/Approve Partnership Agreement between United Way of Rock River Valley and Jackson Charter School
 - i. Dr. Wrenn explained that this partnership would give the school a \$5,000.00 grant to get books. Dr. Wrenn explained that \$4,500.00 worth of books will be selected by United Way, and the remaining \$500.00 can be used as capacity funding.
 - 1. A motion was made to Approve the Partnership Agreement between United Way of Rock River Valley and Jackson Charter School by Erika Hannah and seconded by William Cunningham.
 - a. Voice Vote: All members voting aye.
 - b. Motion passed.
- b. Discuss/Approve Updated SIP Plan
 - i. Dr. Wrenn informed the Board that she has since spoken with RPS and the State Representative from the Illinois Board of Education regarding the previous SIP Plan. She stated that the goal of the SIP Plan stayed the same, but there were some funding aspects that needed to be better aligned. She stated that the representative from RPS and the State Representative approved the updates.
 - 1. A motion was made to Approve the Updated SIP Plan by Tamir Bell and seconded by William Cunningham.
 - a. Voice Vote: All members voting aye.
 - b. Motion passed.
- c. Discuss/Approve Psychology Contract with Center for Special Education Services (CSES)
 - i. Dr. Wrenn informed the Board that the school worked with this company last year and had a really good relationship and outcome. Dr. Wrenn stated that she spoke to Brandon, the CEO, to get a quote based on evaluations. She explained that this amount can change based on the needs of the students and based on who enrolls at Jackson Charter.
 - 1. A motion was made to Approve the Psychology Contract with Center for Special Education Services (CSES) by Erika Hannah and seconded by William Cunningham.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. Erika Hannah – Aye.
 - iii. William Cunningham – Aye.
 - iv. Carla Redd – Aye.
 - b. All ayes. Motion passed.
- d. Discuss/Approve Agreement with Lexia for 2025-2026
 - i. Dr. Wrenn informed the Board that this is an annual contract that the school has. She stated that the quote has not changed much between last year and this year. Finance Director Aylward confirmed that it was only by a few hundred dollars.
 - ii. Tamir Bell asked how long the school has been using Lexia. Finance Director Aylward stated that it has been about 5 or 6 years. Dr. Wrenn stated that the

previous year is just the first year that professional development was used from Lexia.

1. A motion was made to Approve the Option 2 Agreement with Lexia for 2025-2026 in the amount of \$14,750.00 by Erika Hannah and seconded by Carla Redd.

- a. Roll Call Vote:

- i. Tamir Bell – Aye.
- ii. Erika Hannah – Aye.
- iii. William Cunningham – Aye.
- iv. Carla Redd – Aye.

- b. All ayes. Motion passed.

- e. Discuss/Approve Agreement with PowerSchool for 2025-2026

- i. Dr. Wrenn informed the Board that PowerSchool is the SIS that the school uses for enrollment. She explained that it connects with RPS as well, so many things that Jackson Charter has to do interchangeably with RPS can be done through PowerSchool. She stated that this is another annual agreement for the school. Dr. Wrenn informed the Board that behavior support is integrated into PowerSchool now as well, so there are accurate digital referrals rather than paper referrals.

1. A motion to Approve the Agreement with PowerSchool for 2025-2026 in the amount of \$25,200.00 was made by Erika Hannah and seconded by William Cunningham.

- a. Roll Call Vote:

- i. Tamir Bell – Aye.
- ii. Erika Hannah – Aye.
- iii. William Cunningham – Aye.
- iv. Carla Redd – Aye.

- b. All ayes. Motion passed.

- f. Monthly Presentation by Consultant ElevatED Spaces, LLC

- i. ElevatED Spaces, LLC, Consultant Shenita Johnson was unable to attend the meeting. Dr. Wrenn explained that there is a draft renewal application to be provided to the Board, as well as various policies from ElevatED Spaces, LLC, for Attorney Roxanne Sosnowski to review.

6. Old Business

- a. Discuss/Approve Contract for Employment for Teachers

- i. Attorney Roxanne Sosnowski informed the Board that approving this agenda item is serving to approve the form contract that Dr. Wrenn will use to make offers to teachers.
- ii. Attorney Sosnowski reminded the Board that at previous meetings, there had been discussion as to whether the teacher contracts would be aligned with the fiscal year or whether they would align with the August start date. She stated that in the previous meetings, the Board advised Dr. Wrenn to speak with CSBM on how these contracts should be structured from a financial perspective.
- iii. Dr. Wrenn stated that she the contracts have been aligned with an August 1st start date and June 30th end date.

- iv. CSBM representative, Viviana Torres, explained that at the moment, everyone seems to be on a straight line across the year in terms of start date and end date, but there may need to be some consideration from an accounting standpoint of accruing summer salaries and making sure adjustments are made to make sure salaries are being captured properly as an expense for the fiscal year.
 - v. Attorney Sosnowski asked if the teachers will be on 11-month contracts. Dr. Wrenn explained that teachers will get paid their base salary agreed upon in the contract, but the amount paid will depend on the verbiage of their new contracts and the term laid out in the new contract.
 - b. Discuss/Approve Rockford Buzz Contract
 - i. The Board came to a consensus to approve the contract without amendments, as directed by the Finance Committee.
 - 1. A motion was made to Approve the Rockford Buzz Contract by Tamir Bell and seconded by William Cunningham.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. Erika Hannah – Aye.
 - iii. William Cunningham – Aye.
 - iv. Carla Redd – Aye.
 - b. All ayes. Motion passed.
7. Marketing Committee Report – None.
8. Executive Director Report
 - a. Dr. Wrenn explained that the major things that she has been focusing on have been renewal, hiring, and enrollment, along with supporting and onboarding HR, finance, and GSF. Dr. Wrenn stated that HR has assisted in posting open positions and interviews are being conducted.
 - b. William Cunningham asked how many positions are needed. Dr. Wrenn stated that she just had a resignation, making those two resignations within the last 3 weeks. She explained that there are 5 teaching positions needed, 1 to 2 special education teachers needed, 2 interventionists needed, and 1 secretary position to be filled.
 - c. William Cunningham asked where the school stands in regard to enrollment. Dr. Wrenn stated that the number she currently has for enrollment is 205 students, but she has around 10 families that she has helped fill out enrollment packets in the past week.
9. Finance Committee Report/Finance Manager Report
 - a. YTD Budget Actuals
 - i. Finance Director, Rick Aylward, informed the Board that the school is \$268,020.67 ahead of budget in terms of revenue. He stated that the school is \$45,100.00 under budget in terms of expenses.
 - b. YTD Cashflow Update
 - i. Finance Director Aylward stated that the bank account stands at \$3,414,885.22.
 - c. Fundraising/Development Plan
 - i. Give/Get
 - ii. Finance/Fundraising Committee
 - 1. Dr. Wrenn explained that she wants to be able to have a finance/fundraising committee and have a plan in place considering the

school's current funding and budget going into the next year. She stated that for this renewal year, she wants to be able to confidently tell RPS what the fundraising and development plan consists of.

2. Dr. Wrenn reminded the Board that they can receive private funding, and that the school needs to maximize that and get a finance/fundraising committee established. She explained that she thinks the finance committee should establish a fundraising goal for the school and as a Board, they should establish their individual commitment to the fundraising goal.

iii. Facilities Committee established by the Board

1. Identify Composition of Committee

10. 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. Tamir Bell – Aye.
- b. Erika Hannah – Aye.
- c. William Cunningham – Aye.
- d. Carla Redd – Aye.

2. All ayes. Motion passed. Entered executive session at 9:44 a.m.

- ii. A motion was made to exit executive session by Anisha Grimmett and seconded by Tamir Bell.

1. Roll Call Vote:

- a. Tamir Bell – Aye.
- b. Erika Hannah – Aye.
- c. William Cunningham – Aye.
- d. Carla Redd – Aye.

2. All ayes. Motion passed. Exited executive session at 10:47 a.m.

11. Adjournment

- a. A motion was made to adjourn the meeting by Carla Redd and seconded by William Cunningham.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed. Meeting adjourned at 10:47 a.m.

Next Board Meeting: August 28, 2025, at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)