

**Rockford Charter School Organization Board Meeting Agenda
October 16, 2025
11:30 a.m.
Jackson Charter School, 315 Summit Street, Rockford, IL 61107
In-Person Meeting**

1. Call to Order – at 11:34 a.m.
 - a. Present: Tamir Bell, William Cunningham, Jessica Iasparro, La’Keshia Wingo, Executive Director, Ebony Wrenn, Business and Compliance Manager, Frank Bisconti, MTSS Coordinator, Emily Tran, Leslie Cruz (CSBM – virtual), Shenita Johnson (ElevatED Spaces, LLC), Takeisha Lambert (Rock Valley College), Attorney Roxanne Sosnowski
 - b. Not Present: Carla Redd, Erika Hannah
2. Approval of Agenda
 - a. A motion to Approve the Agenda was made by La’Keshia Wingo and seconded by William Cunningham.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
3. Approval of Board Meeting Minutes for August 28, 2025
 - a. A motion to Approve the Board Meeting Minutes for August 28, 2025, was made by La’Keshia Wingo and seconded by William Cunningham.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
4. Public Comment – None.
5. New Business
 - a. Discuss/Approve Lease Agreement and Order Agreement with Konica Minolta for Copier Equipment
 - i. Dr. Wrenn explained to the Board that the copiers are all leased, with the exception of one copier being owned. She stated that an assessment was done on the copiers over the summer. Dr. Wrenn explained that the lease for the copiers was approved prior to her arrival through 2029. She stated that Konica Minolta agreed to make an amendment to the original lease in order to obtain upgraded copiers, but the amendment still holds the school to the original date of 2029. Dr. Wrenn informed the Board that with the upgrade, the price will go up because they would not be entering into a new lease.
 - ii. La’Keshia Wingo asked how much more the upgrades would cost the school. Dr. Wrenn informed the Board that the new monthly cost would be \$833.00, as opposed to the previous \$748.11.
 1. A motion to Approve the Lease Agreement and Order Agreement with Konica Minolta for Copier Equipment was made by Jessica Iasparro and seconded by La’Keshia Wingo.

- a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. William Cunningham – Aye.
 - iii. Jessica Iasparro – Aye.
 - iv. La’Keshia Wingo – Aye.
 - b. All ayes. Motion passed.
- b. Discuss/Approve Proposal from HC Anderson for Repair of Wet Insulation, Retroactive to September 4, 2025
- i. Attorney Roxanne Sosnowski explained that this is a change order that was sent over to the Board via email for the roofing project. She explained that HC Anderson found damaged insulation that needed to be repaired. Attorney Sosnowski stated that the proposal was sent over as a “not-to-exceed”.
 - ii. Attorney Sosnowski inquired if final invoices have been received for the repairs. Frank Bisconti informed the Board that there is still a remaining balance of around \$82,000.00, as there is still some work to be done on the roof.
 - iii. Attorney Sosnowski informed the Board that the “not-to-exceed” amount of \$15,000.00 for the insulation repairs could be approved and asked that the final number be reported at the November board meeting.
 1. A motion to Approve the Approve Proposal from HC Anderson for Repair of Wet Insulation, Retroactive to September 4, 2025, was made by William Cunningham and seconded by La’Keshia Wingo.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. William Cunningham – Aye.
 - iii. Jessica Iasparro – Aye.
 - iv. La’Keshia Wingo – Aye.
 - b. All ayes. Motion passed.
- c. Discuss/Approve Client Services Agreement with Sunbelt Staffing, LLC, for Consultant Services, Retroactive to September 15, 2025
- i. Dr. Wrenn informed the Board that this is an agreement that they have approved via email prior to this board meeting.
 1. A motion to Approve the Approve Client Services Agreement with Sunbelt Staffing, LLC, for Consultant Services, Retroactive to September 15, 2025, was made by William Cunningham and seconded by La’Keshia Wingo.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. William Cunningham – Aye.
 - iii. Jessica Iasparro – Aye.
 - iv. La’Keshia Wingo – Aye.
 - b. All ayes. Motion passed.
- d. Discuss/Approve Employee Generative Artificial Intelligence Use Policy
- i. Attorney Sosnowski informed the Board that this is an AI use policy for staff. She explained that the Board previously approved an AI policy for students, which was

included in the Student Handbook. Attorney Sosnowski stated that in the board packet is a draft AI use policy for staff.

- ii. Tamir Bell asked Attorney Sosnowski if she has seen other policies like this for other schools. Attorney Sosnowski explained that she has not seen policies like this for other schools. She explained that she has seen policies like this for other divisions of local government that she represents, and that the policy is modeled off of what she has seen in these entities.
- iii. Tamir Bell asked Dr. Wrenn if she has seen an abuse of the use of AI, or if this policy is a proactive measure. Dr. Wrenn explained that it is a mix of both. She stated that in this time of technology, she considered an AI use policy as a need across the board.
 1. A motion to Approve the Employee Generative Artificial Intelligence Use Policy was made by La’Keshia Wingo and seconded by Jessica Iasparro.
 - a. Voice Vote: All members voting aye.
 - b. Motion passed.
- e. Discuss/Approve RCSO – Jackson Charter School Investment Policy Statement
 - i. Frank Bisconti explained that all of the reserves that the school currently has are limited to being invested in money market funds. He explained that this policy gives the Board a little more flexibility to diversify how the investments are made in order to create more interest income for the school within security boundaries.
 1. A motion to Approve the RCSO – Jackson Charter School Investment Policy Statement was made by La’Keshia Wingo and seconded by Tamir Bell.
 - a. Voice Vote: All members voting aye.
 - b. Motion passed.
- f. Discuss/Approve Resolution Amending the Employee Handbook to Add Additional Paid Holidays for 12-Month Administrative Staff
 - i. Attorney Sosnowski explained to the Board that this amendment has become necessary because 12-month administrative staff were moved to a paid time off allocation similar to what RPS 205 does with their 12-month employees, as opposed to all 12-month staff being off when the school is closed.
 - ii. Attorney Sosnowski explained that when the resolution was drafted for board review and approval, Thanksgiving Day, the Day After Thanksgiving, Christmas Day, and New Years Day were identified as holidays that needed to be added as paid holidays, however, there was another discussion with HR about Good Friday and Juneteenth being addressed in the list of the paid holidays as well.
 - iii. Frank Bisconti asked if PTO is treated the same as vacation time, meaning that if an employee becomes terminated, the hours become payable.
 - iv. Attorney Sosnowski explained that unused vacation time must be paid out under Illinois law but Jackson Charter School does not provide PTO, it provides either vacation time or sick time.. She stated that only under Illinois law is vacation considered an earned benefit. She explained that under the existing handbook, only 12-month employees have vacation time. Attorney Sosnowski explained that this was something that was discussed with the Board when the decision was made to move to the vacation days for 12 month employees that it was something that would need to be carried on the books as an accrued liability.
 1. A motion to Approve the Resolution Amending the Employee Handbook

to Add Additional Paid Holidays for 12-Month Administrative Staff was made by Tamir Bell and seconded by William Cunningham.

a. Roll Call Vote:

- i. Tamir Bell – Aye.
- ii. William Cunningham – Aye.
- iii. Jessica Iasparro – Aye.
- iv. La’Keshia Wingo – Aye.

b. All ayes. Motion passed.

g. Discuss/Approve Proposal from Nelson Fire Protection for Fire Sprinkler Work

- i. Dr. Wrenn informed the Board that the school had an inspection done, which resulted in some deficiencies. She explained that Frank Bisconti has been working with Nelson Fire Protection in rectifying the deficiencies, and in that, the school received a quote.
- ii. Frank Bisconti explained that the inspection was done by the Rockford Fire Department, and Nelson Fire Protection completed a walkthrough to identify which sprinkler heads fell under the deficiency. He informed the Board that there were 80 of the 300 sprinkler heads that were identified as deficient, and a sample testing of the rest of the sprinkler heads is being conducted because the school is past the 50-year mark requirement of sprinkler head testing. If the testing fails, all sprinkler heads in the building will need to be replaced. Frank Bisconti informed the Board that the quote includes both the replacement of the deficient sprinkler heads, as well as a quote for the replacement of all sprinkler heads if necessary.
- iii. Tamir Bell stated that he would like to move forward with the quote today, as it is a safety hazard, and it has been recommended that the Board move quickly on the matter.

1. A motion to Approve the Proposal from Nelson Fire Protection for Fire Sprinkler Work in the amount of \$4,720.00 in addition to Alternate #1 in the amount of \$7,600.00 if needed, was made by Tamir Bell and seconded by William Cunningham.

a. Roll Call Vote:

- i. Tamir Bell – Aye.
- ii. William Cunningham – Aye.
- iii. Jessica Iasparro – Aye.
- iv. La’Keshia Wingo – Aye.

b. All ayes. Motion passed.

h. Discuss/Approve Proposal from BelRock Asphalt Paving, Inc. for Asphalt Replacement and Sealing

- i. Dr. Wrenn stated that this proposal is for parking lot repairs. She explained that the need for repair in the parking lot has become a safety hazard and needs to be addressed.
- ii. Frank Bisconti explained that the quote has 3 components to it. He stated that the primary component is the defective parking lot that needs to be repaired. Frank Bisconti stated that he has done pavement work with vendors in the Rockford area before, and BelRock tends to come in on the low end. He informed the Board that second quotes can be obtained if they think it is necessary. Frank Bisconti explained that from an aesthetic standpoint, all three components, which include

repair, seal coating, and striping, would be a good idea.

- iii. William Cunningham stated that he would like to move forward with the proposal but would like the accessory lot to be sealed and striped as well in order to get all parking lot needs completed at once.

- 1. A motion to Approve the Proposal from BelRock Asphalt Paving, Inc. for Asphalt Replacement and Sealing was made by William Cunningham and seconded by Jessica Iasparro.

- a. Roll Call Vote:

- i. Tamir Bell – No.
 - ii. William Cunningham – Aye.
 - iii. Jessica Iasparro – Aye.
 - iv. La’Keshia Wingo – Aye.

- b. Majority of members voting aye. Motion passed.

- i. Discuss/Approve Occupational Therapy Contract

- i. Dr. Wrenn explained that there are students that need OT services. She explained that the school previously had a contract with NIA, who is short staffed. She stated that RPS 205 is short staffed as well. Dr. Wrenn stated that the school was able to secure a virtual occupational therapist. She informed the Board that she was able to interview this candidate, who seemed to have a lot of experience.

- 1. A motion to Approve the Occupational Therapy Contract was made by Tamir Bell and seconded by La’Keshia Wingo.

- a. Roll Call Vote:

- i. Tamir Bell – Aye.
 - ii. William Cunningham – Aye.
 - iii. Jessica Iasparro – Aye.
 - iv. La’Keshia Wingo – Aye.

- b. All ayes. Motion passed.

- j. Discuss/Approve Potential New Rockford Charter School Organization Board Member, Quentin Wainwright Sr.

- i. A motion to Approve the Potential New Rockford Charter School Organization Board Member, Quentin Wainwright Sr. was made by Tamir Bell and seconded by Jessica Iasparro.

- 1. Voice Vote: All members voting aye.

- 2. Motion passed.

- k. Monthly Presentation by Consultant ElevatED Spaces, LLC

- i. Consultant Shenita Johnson informed the Board that the school had the renewal site visit on October 7th and 8th. She stated that ElevatED Spaces, LLC, conducted a mock renewal visit in order to prepare staff and students for what to expect during the renewal site visit. She explained that next steps include how to support the school administrators and the Board in preparation for the presentation response to the renewal findings, as well as any additional support the Board would like from ElevatED Spaces, LLC.

- 6. Old Business

- a. Discuss/Approve Fiscal Management Policy

- b. MTSS Coordinator, Emily Tran, informed the Board that IAR data has officially come out. She explained that in the charter agreement, the school had to increase 5% from the 2022-2023 year, meaning that the goal was 16.2% in ELA and 6.9% in math. Emily Tran stated that last spring, the total meet or achieve was 14.9% in reading and 7.0% in math proficiency, making the school just shy of the growth goal in reading, and above the goal in math. Emily Tran informed the Board that NWEA will be complete once new students are registered and tested. She also stated that average daily attendance is at 92%, which is about 3% from the school's goal and is about 16% of an increase from last year's attendance.
 - c. Dr. Wrenn informed the Board that United Way has begun the reading pilot program, and the books from the book grant should be arriving soon.
 - d. Dr. Wrenn asked that the Board give feedback on whether or not to move forward with the RFP for Strategic Planning. She stated that because there is funding attached to it, she does not want to move forward without board approval. She explained that there is a SIP plan, but there needs to be a strategic plan in place as well. There was a consensus of the Board to proceed with the issuance of an RFP for Strategic Planning. The results of the RFP will appear on a future Board agenda.
9. Director of Student Support & Engagement Report
10. Director of Teaching and Learning Report
11. Finance Committee Report/Finance Manager Report
- a. YTD Budget Actuals
 - i. Leslie Cruz informed that Board that in regard to revenue streams, the only change was due to enrollment, so CSBM was able to capture an average of what was submitted for enrollment between the first and second quarter. She stated that this yielded an expectation of a decrease of approximately \$42,000.00 from what was reported previously. Leslie Cruz explained that on the expense end, between stipends and bonuses for staff, there was an increase of approximately \$58,000.00. She stated that CSBM is going to take a closer look at the staffing listing to get a better idea of where the school stands when it comes to payroll costs, which will be provided in the next finance report.
 - b. YTD Cashflow Update
 - i. Leslie Cruz informed the Board that CSBM does expect the end forecast of a deficit of \$867,700.00, and cash on hand at the end of the year at \$2,400,000.00. She explained that CSBM will be reviewing the cash flow and will be providing at the next finance committee meeting a better summary of what cash flow is expected to come in monthly until the end of the year.
 - ii. La'Keshia Wingo informed the Board that the Finance Committee has come up with a dollar amount to ask for the Board to give or obtain to provide to the school. She stated that the committee came up with \$1,000.00 each as an amount for the Board members to either provide themselves or reach out to companies or corporations to contribute.
12. 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. No executive session held.

13. Adjournment

- a. A motion was made to adjourn the meeting by Tamir Bell and seconded by William Cunningham.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed. Meeting adjourned at 12:36 p.m.

Next Board Meeting: November 13, 2025, at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)