

Rockford Charter School Organization Board Meeting Minutes

December 18, 2025

11:30 a.m.

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

In-Person Meeting

1. Call to Order – at 11:36 a.m.
 - a. Present: Tamir Bell, Jessica Iasparro, Quentin Wainwright, La’Keshia Wingo, Erika Hannah (entered at 11:38 a.m.), Carla Redd (entered at 11:38 a.m.), Executive Director, Dr. Ebony Wrenn, Business and Compliance Manager, Frank Bisconti, MTSS Coordinator, Emily Tran (virtual), Leslie Cruz (CSBM), Attorney Roxanne Sosnowski
 - b. Not Present: William Cunningham
2. Approval of Agenda
 - a. A motion to Approve the Agenda was made by La’Keshia Wingo and seconded by Jessica Iasparro.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
3. Approval of Board Meeting Minutes for November 13, 2025
 - a. A motion to Approve the Board Meeting Minutes for November 13, 2025, was made by La’Keshia Wingo and seconded by Jessica Iasparro.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed.
4. Public Comment – None.
5. New Business
 - a. Discuss/Approve Agreement from the Regional Office of Education #4 (ROE 4) for LETRS Volume 1 Materials & Online Access and LETRS Professional Training
 - i. Attorney Roxanne Sosnowski informed the Board that this is a contract from the Regional Office of Education for additional professional training for staff at the school. She explained that there is only a cost for materials because the professional training fees are being waived due to a grant from United Way. Attorney Sosnowski informed the Board that the cost for materials is \$4,389.00, which is a budgeted expenditure.
 - ii. Carla Redd and Erika Hannah entered the meeting at 11:38 a.m.
 - iii. Dr. Wrenn informed the Board that there is also an agreement from the ROE 4 for professional development services with a cost of \$20,312.50, which will use 1003A funding from the school improvement budget. Attorney Sosnowski stated that the agreement in the board packet was the only agreement the ROE 4 sent in writing, but both agreements can be approved because it is on the agenda.

Attorney Sosnowski stated for the record that the Board would be looking to approve both agreements from the ROE 4.

1. A motion was made to Approve the Agreement from the Regional Office of Education #4 (ROE 4) for LETRS Volume 1 Materials & Online Access and LETRS Professional Training in the amount of \$4,389.00, as well as the Agreement from the Regional Office of Education #4 (ROE 4) for Instructional Coaching in the amount of \$20,312.50, by Jessica Iasparro and seconded by La’Keshia Wingo.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. Jessica Iasparro – Aye.
 - iii. Quentin Wainwright – Aye.
 - iv. La’Keshia Wingo – Aye.
 - v. Erika Hannah – Aye.
 - vi. Carla Redd – Abstain.
 - b. Majority of members voting aye. Motion passed.
- b. Discuss/Approve Policy for Early Release for 2026 for Jackson Charter School Calendar
 - i. Dr. Wrenn informed the Board that the school intends to keep students onsite for early release. She informed the Board that she has had some preliminary discussions with contractors. Dr. Wrenn reminded the Board that there is a grant that came through from Kjellstrom, which will supplement some of the funding for the contractors. She stated that there is performing arts funding and some additional stipend funding available to help get through the rest of the year to supplement the early release.
 1. A motion was made to Approve the Policy for Early Release for 2026 for Jackson Charter School Calendar by Carla Redd and seconded La’Keshia Wingo.
 - a. Voice Vote: All members voting aye.
 - b. Motion passed.
 - c. Monthly Presentation by Consultant ElevatED Spaces, LLC
 - i. No presentation made.
6. Old Business
 - a. Discuss/Approve Request for Proposal Responses for Strategic Planning Services
 - i. Attorney Sosnowski informed the Board that the only response received is the same response from last month. She stated that the Request for Proposals (RFP) was reissued, but no additional proposals came in. Attorney Sosnowski explained that the RFP was posted on the school’s website and pushed out to companies, but only one proposal was received. Dr. Wrenn stated that the RFP was submitted to the Illinois Network of Charter Schools to send to their network, as well as to elevatED spaces, LLC, to send out to their network.
 - ii. Dr. Wrenn stated if the Board is to move forward with the proposal that was received, that with the time of school year that it is and with renewal, she recommends going with a phased approach. She explained that it would be

beneficial to scale back and indicate what scope of work the school wants from January to June.

- iii. Carla Redd inquired what the proposal amount was, and if there has been a conversation about the scale down. Jessica Iasparro stated that the proposal amount from IntuWork Consulting was \$48,860.00 for a 10-month timeline. Dr. Wrenn stated that there has not been a conversation about the scale down. She stated that if the Board does want to move forward, she can have that conversation with IntuWork about what a scale down would look like moving forward, and she can bring it back to the Board. Attorney Sosnowski stated that it could be placed on the January agenda.
- iv. The Board came to a consensus to lay over the approval of the proposal received in order to allow Dr. Wrenn to discuss with IntuWork what a scale down would look like for the remainder of the school year.
 - 1. A motion was made to lay over the Discussion/Approval of the Request for Proposal Responses for Strategic Planning Services, by Carla Redd and seconded by Tamir Bell.
 - a. Voice Vote: All members voting aye.
 - b. Motion passed.
- b. Discuss/Approve Fiscal Management Policy
 - i. Attorney Sosnowski informed the Board that the policy being presented to them is the current Fiscal Management Policy, but with a number of additions that have been recommended by CSBM and Market Dimensions. She explained that there are also a few other additions included from the result of some team calls over the last couple of days.
 - ii. Attorney Sosnowski stated that there are a few areas in which direction is needed from staff or from the Board. She stated that direction is needed to assign who handles check processing in the instance that the school does receive checks. Dr. Wrenn recommended that Operations and Compliance Manager, Frank Bisconti be responsible for check processing. The Board agreed to list Frank Bisconti as the responsible party.
 - 1. A motion was made to Approve the Fiscal Management Policy by Carla Redd and seconded by Erika Hannah.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. Jessica Iasparro – Aye.
 - iii. Carla Redd – Aye.
 - iv. Quentin Wainwright – Aye.
 - v. La’Keshia Wingo – Aye.
 - vi. Erika Hannah – Aye.
 - b. All ayes. Motion passed.
- c. Discuss/Approve Amended FY26 Budget
 - i. Leslie Cruz informed the Board that for the amended budget, revenue is expected to be \$83,000.00 more than the original budget. She explained that this is due to a grant the school received from Kjellstrom, board member contributions, E-Rate

commitments, meal program revenue, bank account interest, anticipated increase in enrollment, and an increase in Title I allocations.

- ii. Leslie Cruz explained that the overall increase in expenses is \$409,473.55 from the original budget. She stated that this increase is mostly coming from contracts or agreements that were not included in the original budget. Leslie Cruz informed the Board that these contracts and agreements include E-Rate commitments, the Conscious Coaching agreement, the CSBM agreement, depreciation expenses, background check expenses, cleaning services, food services, and transportation costs.
- iii. Leslie Cruz informed the Board that the projected deficit is now at \$914,760.57, as opposed to the \$587,103.90 deficit in the original budget. She stated that there is a \$326,401.82 difference in deficits.
 1. A motion was made to Approve the Amended FY26 Budget by Tamir Bell and seconded by La’Keshia Wingo.
 - a. Roll Call Vote:
 - i. Tamir Bell – Aye.
 - ii. Jessica Iasparro – Aye.
 - iii. Carla Redd – Aye.
 - iv. Quentin Wainwright – Aye.
 - v. La’Keshia Wingo – Aye.
 - vi. Erika Hannah – Aye.
 - b. All ayes. Motion passed.

7. Marketing Committee Report – None.

8. Executive Director Report

- a. Dr. Wrenn informed the Board that there was a follow-up conversation with RPS 205 regarding the renewal findings, which she thinks went productively well. Dr. Wrenn explained that RPS 205 will finalize their decision in February. She stated that she will be provided with templates from RPS 205 to form their presentation to the RPS 205 Board. Dr. Wrenn stated that the renewal is favorable for the school to move forward, but the amount of time for renewal remains unknown.
- b. Dr. Wrenn informed the Board that she and Jacob Bradt at Rockford Buzz are actively working on a push for enrollment from a marketing standpoint, along with doing an open house. She stated that she will follow up in depth with the Executive Committee about potential concerns with enrollment.
- c. Dr. Wrenn informed the Board that the school has attempted to gather multiple bids for the ceiling work that needs to be completed at the school, with one of those being from Quentin Wainwright’s company, Kee Solutions. Dr. Wrenn recommended that the school move forward with Kee Solutions at this point. Frank Bisconti stated that he spoke with three other potential contractors, who came in and did walkthroughs, but they did not want to bid on the project. Dr. Wrenn informed the Board that she can send over the scope of work and formal quote from Kee Solutions, as that will most likely need to be retroactively placed in order to get the project moving.

9. Director of Student Support & Engagement Report – None.

10. Finance Committee Report/Finance Manager Report

- a. La’Keshia Wingo reminded the Board of the need to raise funds for the current deficit, as well as the “Give/Get” commitment in which each Board member is to secure \$1,000.00

in funds for the school.

b. YTD Budget Actuals

- i. Leslie Cruz informed the Board that revenue has increased by \$123,333.00 since last month. She stated that this is due to the Kjellstrom grant, Title I funding, the meal program, and projected enrollment increases for Quarter 3. Leslie Cruz informed the Board that expenses have increased by about \$224,000.00. She stated that this is due to communication expenses, clinical services expenses, food service, as well as the increase in special education services, background checks, and payroll expenses.

c. YTD Cashflow Update

- i. Leslie Cruz stated that the bank account as of the end of November stands at \$2,990,856.00. She informed the Board that CSBM expects cash on hand at the end of the year to be \$2,336.147.00.

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 to enter executive session was made by Carla Redd and seconded by La’Keshia Wingo.
 1. Voice Vote: All members voting aye.
 2. Entered executive session at 12:24 p.m.
- ii. A motion to exit executive session was made by Tamir Bell and seconded by Jessica Iasparro.
 1. Voice Vote: All members voting aye.
 2. Exited executive session at 12:27 p.m.

12. Adjournment

- a. A motion to adjourn the meeting was made by Tamir Bell and seconded by Carla Redd.
 - i. Voice Vote: All members voting aye.
 - ii. Motion passed. Meeting adjourned at 12:28 p.m.

Next Board Meeting: January 22, 2026, at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)