JACKSON CHARTER SCHOOL
ROCKFORD CHARTER SCHOOL ORGANIZATION

315 Summit Street Rockford IL, 61107
815.316.0093 | JacksonCharterSchool.org

Rockford Charter School Organization Special Board Meeting Minutes
September 10, 2026
11:30 a.m.
Jackson Charter School, 315 Summit Street, Rockford, IL 61107
In-Person Meeting

1. Call to Order – 11:45 a.m.
    a. Present – Tamir Bell, Jessica Iasparro, Erika Hannah, Mary Simmons, Attorney Roxanne Sosnowski, Rosalyn Wik (CSBM) (left meeting at 11:55 a.m.), Dr. Ebony Wrenn, Executive Director,
    b. Not Present – La'Keshia Wingo, Carla Redd, Quentin Wainwright Sr.,
2. Approval of Agenda
    a. A motion to approve the agenda was made by Jessica Iasparro and seconded by Erika Hannah.
        i. Voice Vote: All Members voting aye.
        ii. Motion passed.
3. Approval of Board Meeting Minutes for July 16, 2026
    a. A motion to approve the Board Meeting Minutes for July 16, 2026, was made by Erika Hannah and seconded by Jessica Iasparro.
        i. Voice Vote: All Members voting aye.
        ii. Motion Passed
4. Public Comment – None.
5. Finance Committee Report/Finance Manager Report
    a. YTD Budget Actuals
    b. YTD Cashflow Update
    c. Rosalyn Wik presented the financial report and advised that in the yearend forecast the total expected revenue for the year was $4.4 million and the total expenses were $5.1 million and are projected to be in the worse about $257,000. The biggest reason for this is because the budget projected 240 students and the actual number of students was 192 students that were enrolled this has lead to a decrease in revenue. Rosalyn advised that cashflow is projected to be at $1.3 million at year end.
6. New Business
    a. Discuss/Approve Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Dr. Ebony Wrenn, Executive Director of Jackson Charter School to be added as an authorized signatory on Rockford Charter School Organization bank accounts
        i. A Motion to Approve the Resolution of the Board of Directors of Rockford Charter School Organization Authorizing Dr. Ebony Wrenn, Executive Director of Jackson Charter School to be added as an authorized signatory on Rockford Charter School Organization bank accounts was made by Jessica Iassparo and seconded by Erika Hannah.
            1. President Bell advised that the purpose of this is that the Operations and Compliance Manager position is currently vacant and that individual was under a Resolution from the Board authorized as the signatory and in the meantime they are asking that Dr. Wrenn be authorized to be the signatory for in-house signatures.
            2. Dr. Wrenn advised the board that she has not seen a qualified applicant for

the position.

3. President Bell inquired as to whether or not this would be in alignment with what the audit reports have indicated is needed in the past. Attorney Sosnowski advised no, because what has always been a comment in the audit has been segregation of duties and right now they do not have two people conducting those duties. However, with the amount of work that has been contracted out to CSBM that could be the additional person that they have been looking for to segregate the duties.
4. Roll Call Vote:
    a. Tamir Bell – Aye.
    b. Jessica Iasparro – Aye.
    c. Erika Hannah – Aye.
    d. Mary Simmons – Aye.
5. All voting members aye. Motion passed.

b. Discuss/Approve Contract with Sunbelt Staffing, LLC, for the hire of Carlos Burgos in the position of General Education Teacher, Retroactive to August 5, 2026
    i. A motion to approve the contract with Sunbelt Staffing, LLC for hire of Carlos Burgos in the position of General Education Teacher, Retroactive to August 5, 2026, was made by Mary Simmons and seconded by Erika Hannah.
        1. Roll Call Vote:
            a. Tamir Bell – Aye.
            b. Jessica Iasparro – Aye.
            c. Erika Hannah – Aye.
            d. Mary Simmons – Aye.
        2. All voting members aye. Motion passed.

c. Discuss/Approve Contract with Sunbelt Staffing, LLC, for the hire of Fabienne Calabrese in the position of General Education Teacher, Retroactive to August 5, 2026
    i. A motion to approve the Contract with Sunbelt Staffing, LLC, for the hire of Fabienne Calabrese in the position of General Education Teacher, Retroactive to August 5, 2026, was made by Jessica Iasparro and seconded by Erika Hannah.
        1. Roll Call Vote:
            a. Tamir Bell – Aye.
            b. Jessica Iasparro – Aye.
            c. Erika Hannah – Aye.
            d. Mary Simmons – Aye.
        2. All voting members aye. Motion passed.

d. Discuss/Approve Contract with Sunbelt Staffing, LLC, for the hire of Penelope Kokkinias in the position of Virtual Occupational Therapist, Retroactive to August 5, 2026
    i. A motion to approve the Contract with Sunbelt Staffing, LLC, for the hire of Penelope Kokkinias in the position of Virtual Occupational Therapist, Retroactive to August 5, 2026, was made by Erika Hannah and seconded by Mary Simmons.
        1. Jessica Iasparro asked that because these individuals are being hired through a staffing agency, what happens if they do not work out? Dr. Wrenn advised that there are a couple of options that include reaching out to the agency to let them know and they bring in a new person to replace that person if needed.
        2. Roll Call Vote:
            a. Tamir Bell – Aye.
            b. Jessica Iasparro – Aye.
            c. Erika Hannah – Aye.
            d. Mary Simmons – Aye.

3. All voting members aye. Motion passed.

e. Discuss/Approve Updated Agreement with GSF, USA, INC. for Cleaning Services, Retroactive to August 6, 2026
    i. A motion to approve an updated Agreement with GSF, USA, INC. for Cleaning Services, Retroactive to August 6, 2026, was made by Mary Simmons and seconded by Erika Hannah.
        1. Roll Call Vote:
            a. Tamir Bell – Aye.
            b. Jessica Iasparro – Aye.
            c. Erika Hannah – Aye.
            d. Mary Simmons – Aye.
        2. All voting members aye. Motion passed.

f. Discuss/Approve Agreement with the Rockford Park District for participation in Equine Assisted Services at Lockwood Park for Early Release Groups
    i. A motion to approve an Agreement with the Rockford Park District for Participation in Equine Assisted Services at Lockwood Park for Early Release Groups was made by Jessica Iasparro and seconded by Mary Simmions.
        1. Dr. Wrenn advised that there were 10 students that will participate.
        2. Roll Call Vote:
            a. Tamir Bell – Abstain.
            b. Jessica Iasparro – Aye.
            c. Erika Hannah – Aye.
            d. Mary Simmons – Aye.
        3. Majority of members voting aye. One member abstained. Motion passed.

g. Discuss/Approve Agreement with The Music Academy for After School Music Program
    i. A motion to Approve an Agreement with The Music Academy for After School Music Program was made by Jessica Iasparro and seconded by Mary Simmons.
        1. Dr. Wrenn advised that this a partnership for the school for violin lessons for the students.
        2. Roll Call Vote:
            a. Tamir Bell – Aye.
            b. Jessica Iasparro – Aye.
            c. Erika Hannah – Aye.
            d. Mary Simmons – Aye.
        3. All voting members aye. Motion passed.

h. Discuss/Approve Proposal from Kee Solutions, LLC, for Ceiling Repair
    i. A motion to approve a Proposal from Kee Solutions, LLC for Ceiling Repair was made by Erika Hannah and seconded by Mary Simmons.
    ii. Attorney Sosnowski advised that the Charter School is allowed to enter into a contract with one Board Member for services pursuant to the Charter Agreement with RPS. Due to this being an emergency repair, the finance policy does not require the Board to obtain three quotes prior to approval, however, Attorney Sosnowski has recommended that staff obtain multiple quotes as the current quote is from a company owner by a Board member.
    iii. A motion to layover the approval of the proposal from Kee Solutions, LLC for Ceiling Repair to the October meeting was made by Tamir Bell and seconded by Mary Simmons.
        1. Voice Vote: All ayes.
        2. Motion Passed.

i. Discuss/Approve Revised Attendance and Truancy Policy
    i. A motion to approve the Revised Attendance and Truancy Policy was made by

Mary Simmons and seconded by Erika Hannah.

ii. Attorney Sosnowski advised that they received a communication from the Illinois State Board of Education indicating that every two years the Board would need to approve a Revised Attendance and Truancy Policy and put it on the website and send a copy to the State. Attorney Sosnowski provided an outline of what changes were included in the policy.

1. Roll Call Vote:
    a. Tamir Bell – Aye.
    b. Jessica Iasparro – Aye.
    c. Erika Hannah – Aye.
    d. Mary Simmons – Aye.
2. All voting members aye. Motion passed.

j. Discuss/Approve Updated School Start Time of 8:30AM, Retroactive to August 13, 2026

i. A motion to amend item 6(j) to read School Start Time of 8:15AM was made by Tamir Bell and seconded by Mary Simmons

1. Voice Vote: All Aye.
2. Motion passed.

ii. A motion to approve the Updated School Start Time of 8:15AM, Retroactive to August 13, 2026, was made by Mary Simmons and seconded by Erika Hannah.

1. Voice Vote: All Aye.
2. Motion passed.

k. Discuss/Approve Contract with Rockford Buzz for Marketing Services

i. A motion to approve contract with Rockford Buzz for Marketing Services was made by Mary Simmons and seconded by Jessica Iasparro.

1. Dr. Wrenn advised that this was similar to the previous contract. Marketing has been one of her priorities because it is so important. She does not foresee a price increase on this contract.
2. Roll Call Vote:
    a. Tamir Bell – Aye.
    b. Jessica Iasparro – Aye.
    c. Erika Hannah – Aye.
    d. Mary Simmons – Aye.
3. All voting members aye. Motion passed.

7. Old Business - None
8. Marketing Committee Report
9. Executive Director Report
    a. Dr. Wrenn provided a summary of her Executive Director Report. Requested that the Board review committees to help with grants and charter renewal. Dr. Wrenn provided a list of grants that were applied to on behalf of the school with the grant consultant. Dr. Wrenn advised the board of building repairs.
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 to enter into executive session was made by Tamir Bell and seconded by Mary Simmons.

1. Voice Vote: All members voting aye.
2. Motion passed. Entered Executive Session at 12:22 p.m.

ii. Exited Executive Session at 1:04 p.m.

11. Adjournment
    a. A motion to adjourn the meeting was made by Tamir Bell and seconded by Erika Hannah
        1. Voice Vote: All members voting aye.
        2. Motion passed. Meeting adjourned at 1:04 p.m.

Next Board Meeting: October 15, 2026, at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)