

**Rockford Charter School Organization Special Board Meeting Minutes**  
**May 17, 2022 11:30 a.m. – 1:00 p.m.**  
**Jackson Charter School, 315 Summit Street, Rockford, IL 61107**  
**Meeting Held Virtually Pursuant to Public Act 101-0640**

1. Call to Order – 11:32 a.m.
  - a. Present:
    - i. In Person Attendance: Tamir Bell, Jacob Bradt (Virtually/In Person at 11:45 a.m.), Principal Shavina Baker, Emily Wallen (Joined at 11:39 a.m.), Attorney Roxanne Sosnowski
    - ii. Virtual Attendance: Antonio Turner, Anisha Grimmertt, Carla Redd, Jay Ware
  - b. Absent: Kenny Cunningham
2. Approval of Agenda
  - a. Motion to approve the agenda was made by Carla Redd and seconded by Jay Ware
    - i. Roll Call Vote:
      1. Antonio Turner – Aye.
      2. Jacob Bradt – Aye.
      3. Anisha Grimmertt – Aye.
      4. Carla Redd – Aye.
      5. Jay Ware – Aye.
      6. Tamir Bell – Aye.
    - ii. Motion passed.
3. New Business
  - a. Discuss/Approve Employment Agreement for Fiscal Year 2022/2023 with Emily Wallen as Executive Director
    - i. Attorney Sosnowski provided a summary of the employment agreement to the members of the Board. Attorney Sosnowski stated that this agreement is the same agreement that is used for all of the administrative positions at RCSO and all of the provisions are very similar to the previous contract that was approved for Emily Wallen for the Assistant Principal position.
    - ii. Anisha Grimmertt inquired if this position would report directly to the Board. Attorney Sosnowski stated that this position does report to the Board.
    - iii. A motion to approve the Employment Agreement for Fiscal Year 2022/2023 with Emily Wallen as Executive Director was made by Jay Ware and seconded by Jacob Bradt.
      1. Roll Call Vote:
        - a. Antonio Turner – Aye.

- b. Jacob Bradt – Aye.
- c. Anisha Grimmett – Aye.
- d. Carla Redd – Aye.
- e. Jay Ware – Aye.
- f. Tamir Bell – Aye.

2. Motion passed.

- iv. Tamir Bell inquired as to whether Emily Wallen’s title would be Interim Executive Director or Executive Director. Attorney Sosnowski stated that it would be Executive Director.
- b. Discuss/Approve Employment Agreement for Fiscal Year 2022/2023 with Dianna Killmer as Director of Climate and Culture
- i. Attorney Sosnowski provided a summary of the Employment Agreement with Dianna Killer for the 2022/2023 school year and of the job description for the Director of Climate and Culture position.
  - ii. Anisha Grimmett inquired as to who the Director of Climate and Culture would report to and what is the structure? Ms. Wallen stated that they would report to her directly and she will be working alongside with this person to ensure that all communications are taking place. Emily Wallen stated that the candidate is also a social worker which is a requirement of the position. Ms. Wallen wants to be sure that she supervises that process directly moving forward.
  - iii. Anisha Grimmett advised that she thought that the Board had discussed a co-lead structure versus a direct reporting to the Executive Director. Attorney Sosnowski stated that at the last Board meeting there was discussion about possible changes to structure, but that she recommended one leader for the school presently. Attorney Sosnowski stated that her understanding is that the Director of Climate and Culture would report to Ms. Wallen and then also report to the Board making it a dual reporting position and Ms. Wallen would be the overall leader for the school.
  - iv. Antonio Turner recommended continued discussion by the Board on the leadership structure. Antonio Turner stated that there are probably a few more things that probably should be talked about amongst the Board. Attorney Sosnowski stated that RCSO has not had a situation where there was not one clear leader for the school. Attorney Sosnowski stated that her recommendation at this time would be one direct report to the Board. Mr. Aylward as finance director attends Board meetings and reports to the Board and this is Director of Climate and Culture would as well, but with Ms. Baker as Principal, all employees in the school reported to her. Attorney Sosnowski stated that it is her recommendation that the Board continue that hierarchy into this upcoming school year.
  - v. Anisha Grimmett inquired as to when Mike Williams was with the school did he report to Principal Baker? Attorney Sosnowski stated that Mike Williams reported to the Board and then all employees reported to Mike Williams including Principal Baker. Attorney Sosnowski stated that when Mike Williams was the Executive Director of the school, he was the chief leader. Attorney Sosnowski stated that given the fact that the school already had an Executive Director job description in place her understanding was that because this position was going to be based on a one year term was to

utilize this existing job description because it was something that the District was familiar with and placed Emily into that role since she is not able to be placed into the role of Principal due to the type 75 matter.

- vi. Jacob Bradt joined meeting in person at 11:45 a.m.
- vii. Anisha Grimmert stated that since she was reminded of the structure from when Mike Williams was with the school, she thinks it makes more sense for at least one year to see how this goes, but the Board may need to continue to look at this job description for the Director of Climate and Culture and make sure that it is covering all of the high points of what they want in that role. Anisha Grimmert expressed an opinion that the role not be written for the person that they have in mind for the position, she would like the role written for the school. Emily Wallen stated she took samples from different school districts and she pulled out the things that she thought were the most important for the school to have in this job description. Ms. Wallen stated that this job description is not what the job is limited to and there are other roles and things that this person will work on with Ms. Wallen to ensure that the school environment is set up for academic success as well as social and emotional safety.
- viii. Carla Redd stated that she was not able to attend the last meeting and she believes that there were some other conversations that took place that she would like to be brought up to speed on and she requested that the Board go into Executive Session.

#### 4. Executive Session – Personnel

- a. A motion to enter into Executive Session pursuant to 5 ILCS 2(c)(2) was made by Carla Redd and seconded by Anisha Grimmert at 11:51 a.m. Principal Baker and Emily Wallen exited the meeting at 11:51 a.m.
    - i. Roll Call Vote:
      - 1. Tamir Bell – Aye.
      - 2. Jacob Bradt – Aye.
      - 3. Antonio Turner – Aye.
      - 4. Carla Redd – Aye.
      - 5. Anisha Grimmert – Aye.
      - 6. Jay Ware – Aye.
    - ii. Motion passed. Entered into Executive Session at 11:52 a.m.
  - b. A motion to exit Executive Session was made by Carla Redd and seconded by Jacob Bradt.
    - i. Roll Call Vote:
      - 1. Antonio Turner – Aye.
      - 2. Carla Redd – Aye.
      - 3. Anisha Grimmert – Aye.
      - 4. Jay Ware – Aye.
      - 5. Tamir Bell – Aye.
      - 6. Jacob Bradt – Aye.
    - ii. Motion passed. Executive Session ended at 12:35 p.m.
5. Emily Wallen joined the meeting at 12:36 p.m.

## 6. New Business Continued

- a. Discuss/Approve Employment Agreement for Fiscal Year 2022/2023 with Dianna Killmer as Director of Climate and Culture
  - i. Attorney Sosnowski advised Ms. Wallen that the Board had a discussion regarding the Director of Climate and Culture position and in particular Ms. Killmer and the Board has decided to put together a small subcommittee to meet with Ms. Wallen to discuss the job description, what the Board has envisioned, and what they would like to see out of the position. The Board would then like to place the job description on a future agenda to be reviewed and then approved. Attorney Sosnowski stated that a subcommittee that would be made up of Antonio Turner, Anisha Grimmett, and Tamir Bell to meet with Ms. Wallen. In the event that one of the three could not make the meeting Jacob Bradt has indicated that he could be present. After the job description has been finalized, the Board subcommittee would interview Ms. Killmer.
- b. Discuss/Approve press release
  - i. Attorney Sosnowski stated that Principal Baker has prepared a press release that Principal Baker wanted to send out on Friday. Attorney Sosnowski advised Principal Baker that the press release should not go out until it has been approved by the Board because it is outlining a change in leadership at the school.
  - ii. Carla Redd inquired as to if there are questions, who should be contacted at the school. Attorney Sosnowski stated that they could put Emily Wallen down to answer any questions.
  - iii. Anisha Grimmett stated that she would love to add more about Emily Wallen to the press release as to who she is and what she brings to the table.
  - iv. Attorney Sosnowski stated that once the amendments have been made a final version of the press release will be sent out to the Board before it goes out.

## 7. Adjournment

- a. A motion to adjourn was made by Carla Redd and seconded by Anisha Grimmett.
  - i. Roll call vote:
    1. Antonio Turner – Aye.
    2. Carla Redd – Aye.
    3. Anisha Grimmett – Aye.
    4. Jay Ware – Aye.
    5. Tamir Bell – Aye.
    6. Jacob Bradt – Aye.
  - ii. Motion passed. Meeting adjourned at 12:48 p.m.

**Next Board Meeting: June 16, 2022 at 11:30 a.m. (Meeting will be held in-person at Jackson Charter School, 315 Summit Street, Rockford, IL 61107)**