

Board Operations Committee of the Whole

February 18, 2009

3:30 p.m.

(This meeting will begin immediately following the previous session.)

All open meetings will be audio cast on the Internet at: www.isbe.net

AGENDA *(timeframes are estimated for planning purposes)*

1. Roll Call
 2. Board Member Participation by Other Means
 3. Public Participation 3:30 – 3:35 p.m.
 4. Minutes of the December Board Operations Committee Meeting **(pp. 2-3)**
 - *5. Review Nominations for Recognition 3:35 – 3:40 p.m. **(pp. 4-6)**
 - *6. 2009 Board Calendar 3:40 – 3:50 p.m. **(pp. 7-8)**
 - *7. Election of Officers – Report from Nominating Committee 3:50 – 3:55 **(p. 9)**
 8. Discussion Items
 - a. Board Committee Structure 3:55 – 4:05 **(pp. 10-14)**
 9. Board Reflection 4:05 – 4:15 **(pp. 15)**
 10. Committee Agenda Planning/Additional Items
 11. Committee Wrap-up *(Superintendent Koch)* 4:15 – 4:20
 12. Adjourn
- * Items listed with an asterisk (*) will be discussed in committee and action may be taken in the plenary session.

BOARD OPERATIONS COMMITTEE OF THE WHOLE
December 18, 2008
Springfield, Illinois

Members Physically Present

Chris Ward, Committee Chair
David Fields, Committee Member
Vinni Hall, Committee Member
Joyce Karon, Committee Member
Jesse Ruiz, Committee Member (arrived late)
Andrea Brown, Board Member
Dean Clark, Board Member
Brenda Holmes, Board Member
Lanita Koster, Board Member

Members Absent

None

Staff Present

Jean Ladage
Marsha Moffett
Darren Reisberg

1. **ROLL CALL:** Dr. Chris Ward called the meeting to order at 8:30 a.m. and announced that all members were present, with the exception of Jesse Ruiz, but we understand he will be arriving shortly. (See roll call above.)
2. **BOARD MEMBER PARTICIPATION BY OTHER MEANS:** None.
3. **PUBLIC PARTICIPATION:** None.
4. **COMMITTEE MINUTES:** Ms. Koster moved that the minutes of the Board Operations Committee for the June 2008 committee meeting be approved. Mr. Clark seconded the motion and it passed on a unanimous voice vote.
5. **REVIEW NEW NOMINATIONS FOR RESOLUTIONS OF RECOGNITION:** Dr. Fields moved that resolutions for Linda Smerge, Cheryl Watkins, Ronelle Robinson, and U.S. Secretary-Elect of Education Arne Duncan be recommended for approval in December. Ms. Karon seconded the motion and it passed unanimously.
6. **2009 BOARD CALENDAR DISCUSSION:** Ms. Ladage informed the Board that if the Superintendent's Conference gets confirmed for October in Springfield, then perhaps the Board could travel to Chicago in September. She indicated that it is likely the Holiday Inn Mart Plaza will have sleeping rooms available in September or October once we can pin down a date for a Chicago meeting.

Ms. Ladage asked for suggestions for an alternative location for the June meeting. Dr. Brown suggested either East St. Louis or the Belleville area. Other Board members concurred and asked Ms. Ladage to investigate meeting locations.

Ms. Karon encouraged a meeting in the Gurnee or Wheaton area for the 2010 calendar. The turnout for past budget hearings has been impressive.

Ms. Ladage inquired as to the location for the 2009 Retreat in Bloomington. The Board agreed on the Parke Hotel and Conference Center.
7. **COMMITTEE WRAP-UP:** Mr. Reisberg summarized the meeting. The minutes were approved, as well as the recommendations for recognition. The 2009 Calendar was discussed and there remains a question about a month in which to conduct a Board meeting in Chicago, pending the scheduling of the Annual Superintendent's Conference. Member Brown suggested that the June meeting be held in the Belleville or East St. Louis areas and Jean Ladage will investigate that possibility. A suggestion was also made for a northern Illinois meeting in 2010.

8. **ADDITIONAL ITEMS AND AGENDA PLANNING:** Chairman Ward indicated that in February, election of officers will be held, as well as discussion about Board committee structure. Staff will also return with recommendations for the 2009 final Board calendar.

9. **CLOSED SESSION:**

Ms. Karon moved that the Board enter into closed session under the exceptions set forth in the Open Meetings Act of the State of Illinois as follows:

Section c 1 for the purpose of considering the appointment, employment, compensation, performance or dismissal of an employee;

Section c 11 for the purpose of considering pending or probable litigation against or affecting the Board, and

I further move that the Board may invite anyone they wish to have included in this closed session.

Dr. Hall seconded the motion.

Dr. Ward asked that the record show that Chairman Ruiz arrived at the meeting at 8:45 a.m. and will be joining the Committee in closed session.

The motion carried with a unanimous roll call vote.


The committee meeting recessed at 8:50 a.m.

The committee meeting reconvened at 9:29 a.m.

10. **ADJOURN:** Ms. Koster moved that the Board Operations Meeting of the Whole be adjourned. Dr. Fields seconded the motion and it passed with a unanimous voice vote. The committee meeting adjourned at 9:30 a.m.

**ILLINOIS STATE BOARD OF EDUCATION
Board Operations Committee Meeting
February 18, 2009**

TO: Illinois State Board of Education

FROM: Chris Ward, Chair, Board Operations Committee
Jean Ladage, Board Services Coordinator 

Materials: Nomination(s)

Agenda Topic: Review Nominations for Board Recognition

Purpose of Agenda Item

To review incoming nominations received since the last Board meeting. Nomination materials that are received will be sent to Board members prior to the meeting.

Relationship to/Implications for the State Board's Strategic Plan

This item has no direct relationship to the Strategic Plan. The State Board's Recognition Program was developed to show the Board's support for the outstanding work of educators, staff and school boards that are serving all children in this state.

Expected Outcome(s) of Agenda Item

Recommendation of Board action.

Background Information

In May, 2005, the Board initiated a Board Recognition Program to become more proactive in its efforts to recognize the exemplary achievements of students, teachers, school administrators, and local board members in Illinois. Upon review and acceptance, the State Board of Education will pass a resolution describing the particulars of the achievement. The signed resolutions will be presented in one of the following three ways:

- o mailed to the recipient(s);
- o personally awarded to the individual(s) at their respective school(s); or
- o presented to recipient(s) during the State Board meeting at which their resolution is approved

Superintendent's Recommendation

No recommendation from the Superintendent.

Next Steps

Board Operations Committee will review the nominations received and make a recommendation based on that review.

DRAFT

**Illinois State Board of Education
Resolution**



**Honoring
Ridgeview Elementary School
February 2009**

WHEREAS, Ridgeview Elementary School in Colfax, Illinois was recently named Illinois' first HealthierUS School Challenge recipient for the silver level; and

WHEREAS, Ridgeview Elementary School is a Team Nutrition School; and

WHEREAS, Ridgeview Elementary School offers reimbursable lunches demonstrating healthy menu planning practices as well as meeting the principles of the Dietary Guidelines for Americans; and

WHEREAS, the staff of Ridgeview Elementary School provides nutrition education and opportunities for physical education to their students; and

WHEREAS, Ridgeview Elementary School maintains an average daily participation of 70 percent or greater; and

WHEREAS, Ridgeview Elementary School adheres to established guidelines of the Food and Nutrition Service under the United States Department of Agriculture for foods served and sold in school outside of the National School Lunch Program;

WHEREAS, the administration and staff of Ridgeview Elementary School collaborate to ensure their students are nutritionally prepared to be successful learners;

THEREFORE, BE IT RESOLVED that the Illinois State Board of Education extends its sincere appreciation and deep respect to the administration and staff of Ridgeview Elementary School on this the 18th day of February, 2009, for their commitment and dedication to providing the healthiest learning environment possible.

Jesse H. Ruiz, Chairman

Christopher J. Ward, Vice Chairman

Vinni M. Hall, Secretary

Andrea S. Brown, Member

Dean E. Clark, Member

David L. Fields, Member

Brenda J. Holmes, Member

Joyce E. Karon, Member

Lanita J. Koster, Member

DRAFT

**Illinois State Board of Education
Resolution**



**Honoring
Bushnell-Prairie City Elementary School
February 2009**

WHEREAS, Bushnell-Prairie City Elementary School was recently named an Illinois HealthierUS School Challenge recipient for the silver level; and

WHEREAS, Bushnell-Prairie City Elementary School is a Team Nutrition School; and

WHEREAS, Bushnell-Prairie City Elementary School offers reimbursable lunches demonstrating healthy menu planning practices as well as meeting the principles of the Dietary Guidelines for Americans; and

WHEREAS, the staff of Bushnell-Prairie City Elementary School provides nutrition education, expanded opportunities for physical education, and conducts four family nights that focus on math, reading, science and fine arts in conjunction with nutritional information and activities; and

WHEREAS, Bushnell-Prairie City Elementary School maintains an average daily participation of 70 percent or greater; and

WHEREAS, Bushnell-Prairie City Elementary School adheres to established guidelines of the Food and Nutrition Service under the United States Department of Agriculture for foods served and sold in school outside of the National School Lunch Program;

WHEREAS, the administration and staff of Bushnell-Prairie City Elementary School collaborate to ensure their students are nutritionally prepared to be successful learners;

THEREFORE, BE IT RESOLVED that the Illinois State Board of Education extends its sincere appreciation and deep respect to the administration and staff of Bushnell-Prairie City Elementary School on this the 18th day of February, 2009, for their commitment and dedication to providing the healthiest learning environment possible.

Jesse H. Ruiz, Chairman

Christopher J. Ward, Vice Chairman

Vinni M. Hall, Secretary

Andrea S. Brown, Member

Dean E. Clark, Member

David L. Fields, Member



Brenda J. Holmes, Member

Joyce E. Karon, Member

Lanita J. Koster, Member

ILLINOIS STATE BOARD OF EDUCATION
February 18-19, 2009

TO: Illinois State Board of Education

FROM: Christopher A. Koch, Ed.D., State Superintendent of Education 
Jean Ladage, Board Services Coordinator 

Agenda Topic: 2009 Calendar of State Board of Education Meetings

Materials: 2009 Board Calendar

Staff Contact(s): Jean Ladage, Board Services Coordinator

Purpose of Agenda Item

The purpose of this agenda item is to review proposed changes to the 2009 Board calendar and locations of meetings..

Expected Outcome(s) of Agenda Item

The Board will discuss and address the following changes in the 2009 Calendar:

1. June (Belleville?): It was suggested that the June meeting be held in Bellville. The Belleville Township High School District #201 has offered their Board Room. Hotel rooms are available. (Is it more fiscally prudent to keep this meeting in Springfield?)
2. August Retreat:
(Bloomington or Springfield?) Pending approval of the calendar changes, a contract will be signed with Parke Hotel & Conference Center in Bloomington.
3. September (Springfield or Chicago): Pending final determination of this meeting site, a contract will be signed for sleeping rooms. (See note below regarding November meeting – both Chicago? Is it more fiscally prudent to keep this meeting in Springfield?)
4. October (Springfield): The Superintendent's Conference is scheduled for October 27-28. Therefore, the October Board meeting dates will be changed to October 29-30 (Thursday-Friday).
5. November (Springfield or Chicago): In 2008, this meeting was changed to a 1-day meeting and moved to Chicago (with no committee meetings). There is a possibility that this meeting won't be needed, or if so, can be a one-day meeting via v-tel.

Background

Suggestions at the December Board Operations Committee included selection of a southern Illinois location (Belleville suggested) for the June 2009 meeting, as well as attempting to schedule a Chicago meeting in September 2009.

Recommended Motion

The State Board of Education hereby approves the Revised 2009 Board Calendar, with changes discussed in the February 18 Board Operations Committee meeting

Next Steps

Following Board discussion, staff will secure accommodations for these meetings.

ILLINOIS STATE BOARD OF EDUCATION

(draft for discussion February 18-19, 2009)

Meetings outside Springfield are shaded

2009 Board Meeting Dates	Current designated location	Comments/Changes
January 26-27	Chicago	Held in Chicago via video-conference to Springfield
February 18-19	Springfield	(Session)
March 18-19	Springfield	(Session)
April 15-16	Springfield	(Session)
May 20-21	Springfield	(Session)
June 17-18	Springfield – Change to Belleville - ?? Belleville Township H.S. District Office, 2600 West Main St., Suite 155, Belleville	Belleville
July	No Meeting	
August 6	Springfield (as needed)	Meeting will take place if there are emergent items for Board attention.
August 18-20	Board Retreat – Springfield or Bloomington	Parke Hotel & Conf. Center Or Springfield at Northfield Center?
September 16-17	<u>Springfield or Chicago - ??</u> Pending Board discussion	January was in Chicago – November may be 1-day meeting in Chicago.
October 21-22 Change to: October 29-30 (Thurs-Fri)	Springfield	<u>Change dates: Superintendent's Conference is Oct. 27-28</u>
November 18-19	Springfield or v-tel? (or 1-day meeting in Chicago ?	Springfield (pending Veto Session) Change to 1-day meeting in Chicago? (no committees?)
December 16-17	Springfield	Springfield

**ILLINOIS STATE BOARD OF EDUCATION MEETING
February 18-19, 2009**

TO: Illinois State Board of Education

FROM: Christopher A. Koch, Ed.D., State Superintendent of Education (Interim) CK
Darren Reisberg, General Counsel X

Agenda Topic: Election of Vice-Chair and Secretary

Materials: None

Staff Contact(s): Jean Ladage, Board Services Coordinator

Purpose of Agenda Item

Per Section IV.A of the Bylaws, election of the Vice-Chairperson and Secretary shall take place biennially in February of odd-numbered years.




- Chairman Ruiz has appointed a nominating committee, which shall recommend a slate of elective officers to the Board for its consideration. Nominations may also be made from the floor. The elective officers shall be elected by roll call ballot.

Expected Outcome(s) of Agenda Item

The Board will elect a Vice-Chairperson and Secretary for a 2-year term.

ILLINOIS STATE BOARD OF EDUCATION
February 18-19, 2009

TO: Illinois State Board of Education

FROM: Christopher A. Koch, Ed.D., State Superintendent of Education 
Darren Reisberg, General Counsel 
Jean Ladage, Board Services Coordinator 

Agenda Topic: Discussion – Board Committee Structure

Materials: 2007 – 2009 Committee Assignments
Article VI of the Bylaws of the Illinois State Board of Education

Staff Contact(s): Jean Ladage, Board Services Coordinator

Purpose of Agenda Item

The purpose of this agenda item is to review and discuss members' desires for appointment to standing committees, as well as possible changes to the structure of the Board's committees.

Expected Outcome(s) of Agenda Item

The Board will discuss and perhaps define a new committee structure.

Background

Article VI of the Bylaws of the Illinois State Board of Education defines the responsibilities of each committee.

Recommended Motion

This item is for Board discussion. No recommendation at this time.

Next Steps

Board members will discuss their preferences for committee assignments with the Board Chairman.

ILLINOIS STATE BOARD OF EDUCATION
2007-2009 Standing Committee Assignments

Governmental Relations Committee

Ms. Brenda J. Holmes, Chair Mr. Jesse H. Ruiz
Mr. Dean E. Clark Dr. Christopher J. Ward

Education Policy Planning Committee

Dr. David L. Fields, Chair Dr. Andrea S. Brown
Dr. Vinni M. Hall Ms. Joyce E. Karon
Ms. Lanita Koster

Finance and Audit Committee

Mr. Dean Clark, Chair Ms. Brenda Holmes
Dr. Andrea Brown Ms. Lanita Koster

Board Operations Committee

Dr. Christopher J. Ward, Chair
Dr. Vinni M. Hall Ms. Joyce E. Karon
Dr. David L. Fields Mr. Jesse H. Ruiz

ARTICLE VI
COMMITTEES

A. **Standing Committees**

1. The Board shall maintain and charge as indicated the following standing committees which shall present recommendations to the Board:

Governmental Relations Committee

The Government Relations Committee shall develop legislative principles; review legislative proposals on issues which are not under the purview of another Board Committee; monitor the state and federal legislative sessions, the progress of the Board's legislative proposals and the progress of other education-related legislation in the General Assembly; monitor education-related legislation in Congress; recommend Board positions and/or action in relation to all of the above; and perform such other responsibilities as are designated by the Board or the Board Chairperson.

This Committee's Chairperson shall be authorized to (a) establish, on an *ad hoc* basis and with the concurrence of the Board Chairperson, such subcommittees as he or she determines are necessary for appropriately fulfilling the Committee's responsibilities; and (b) expand, with the concurrence of the Board Chairperson and with the same notice required pursuant to Section VI.D.2 herein, his or her Committee to a Committee of the Whole for a particular meeting, at which all Board members legally present would have the right to vote and have such vote counted towards the Committee's recommendation.

Finance and Audit Committee

The Finance and Audit Committee shall develop the State Board of Education's annual budget and monitor its progress in the General Assembly; work to improve the financing of local school districts and other institutions within the purview of the State Board of Education; at least annually, review Board member travel policy and related matters; review agency administrative and operational policies and procedures, including the implementation of policies and procedures relating to contracts; review and approve Requests for Sealed Proposals per policy; provide oversight for the Internal Audit Function; review all external audits of the State Board of Education and the agency response; develop a process for a quarterly review of the State Superintendent's expenses and time allocations and for sharing the results of the review with the entire Board; and perform such other responsibilities as are designated by the Board or the Board Chairperson.

This Committee's Chairperson shall be authorized to (a) establish, on an *ad hoc* basis and with the concurrence of the Board Chairperson, such subcommittees as he or she determines are necessary for appropriately fulfilling the Committee's responsibilities; and (b) expand, with the concurrence of the Board Chairperson and with the same notice required pursuant to Section VI.D.2 herein, his or her Committee to a Committee of the Whole for a particular meeting, at which all Board members legally present would have the right to vote and have such vote counted towards the Committee's recommendation.

Board Operations Committee

The Board Operations Committee shall plan and coordinate the operational polices and activities of the Board, including but not limited to the following activities: develop

processes for the selection and evaluation of the State Superintendent and the staff secretary to the Board; review evaluations of agency senior leadership; review Board operational policies and procedures; plan special Board activities such as recognition and celebration; develop Board meeting calendar, arrange meeting agendas and identify locations; develop procedures for self evaluation of the Board's operation and impact; and review Board Bylaws and recommended changes.

This Committee's Chairperson shall be authorized to (a) establish, on an *ad hoc* basis and with the concurrence of the Board Chairperson, such subcommittees as he or she determines are necessary to fulfill the Committee's functions; and (b) expand, with the concurrence of the Board Chairperson and with the same notice required pursuant to Section VI.D.2 herein, his or her Committee to a Committee of the Whole for a particular meeting, at which all Board members legally present would have the right to vote and have such vote counted towards the Committee's recommendation.

Education Policy Planning Committee

The Education Policy Planning Committee shall be responsible for developing recommendations for strategic actions by the State Board of Education on issues of short- and long-term relevance to Illinois education. The Committee shall provide a forum for Board discussion about the direction of educational policy and its implications for the State of Illinois educational system. The committee will be responsible for identifying issues of future interest to the Board and studying the implications for education and the State Board of Education. The committee will develop policy topics for Board meeting agendas and a long-term policy development calendar. The unique responsibility of this Committee is to ensure that the Board deals with long-range issues and needs as well as current concerns.

This Committee's Chairperson shall be authorized to (a) establish, on an *ad hoc* basis and with the concurrence of the Board Chairperson, such subcommittees as he or she determines are necessary for appropriately fulfilling the Committee's responsibilities; and (b) expand, with the concurrence of the Board Chairperson and with the same notice required pursuant to Section VI.D.2 herein, his or her Committee to a Committee of the Whole for a particular meeting, at which all Board members legally present would have the right to vote and have such vote counted towards the Committee's recommendation.

2. All Standing Committees shall regularly report to the full Board regarding their work and their recommendations for Board action.

B. Membership of Standing Committees

Biennially, the Board Chairperson shall appoint or reappoint all members and designate the chairperson of the standing Board Committees. The appointments shall be made no later than March 1 of odd-numbered years and take effect on March 1 of that same year.

Any vacancies in the membership of these committees which may occur prior to the annual appointment or reappointment of committee membership shall be filled by appointment of the Board Chairperson. Members of standing committees shall serve for two-year terms.

C. Temporary Committees and Advisory Bodies

1. The Board Chairperson may establish temporary committees and advisory bodies through written notice to the other Board members. Membership of temporary

committees shall consist solely of Board members. Membership of advisory bodies may include non-members of the Board.

2. The written notice from the Chairperson shall specify the charges to and membership of a temporary committee or advisory body. The Chairperson shall regularly request reports to the Board concerning their activities, and shall dissolve them when their specific charges have been completed. The Chairperson may fill any vacancies in committee or advisory body membership which may occur.

D. Committee and Advisory Body Meetings and Procedures


1. Committee and advisory body meetings will be held in conjunction with regular meetings of the full Board or at the call of either the committee chairperson or one-third of the committee members.
2. At least three days before each committee or advisory body meeting, the members shall be given notice of the time, place, and agenda of the meeting.
3. Except as allowed by law, all committee and advisory body meetings shall be open meetings in accordance with the Open Meetings Act and Section V.C of these Bylaws.
4. Committees and advisory bodies may conduct their business in meetings of two or more members. A majority of members must approve recommendations to the State Board of Education.
5. A record shall be taken of all committee and advisory body meetings in accordance with Section V.G of these Bylaws.
6. All committees and advisory bodies may conduct public hearings relevant to their responsibilities.

F. Joint Education Committee

1. Two members of the State Board of Education shall serve as members of the Joint Education Committee, along with two members of the Board of Higher Education, the Community College Board, and the Human Resources Investment council. This Committee shall execute the statutory responsibilities set forth in Section 1A-4(D) of the School Code.
2. The State Board Chairperson shall appoint the Board designees to the Joint Education Committee. These members shall serve a two-year term and shall be eligible for reappointment at the pleasure of the Chair.
3. The Board designees to the Joint Education Committee shall be responsible for sharing that Committee's agenda with the Board and for seeking the direction of the Board in relation to its proposed actions.

**ILLINOIS STATE BOARD OF EDUCATION
Board Operations Committee Meeting
February 18, 2009**

TO: Illinois State Board of Education

FROM: Chris Ward, Chair, Board Operations Committee
Jean Ladage, Board Services Coordinator 

Materials: *None*

Agenda Topic: Board Reflection

Purpose of Agenda Item

The purpose of this agenda item is for Board members to share information on meetings in which they may have participated, as well as any materials or publications that may be of interest to other members.

Relationship to/Implications for the State Board's Strategic Plan

This item has no direct relationship to the Strategic Plan.

Expected Outcome(s) of Agenda Item

The Board as a whole will become more aware of other Board members' education-related activities as well as the activities of education interest groups.

Background Information

This agenda item was added in order to allow members an additional opportunity for information sharing.

Superintendent's Recommendation

No recommendation from the Superintendent.