ILLINOIS STATE BOARD OF EDUCATION
Board Operations Committee Meeting

Wednesday, May 18, 2005
12:00 Noon
4th Floor Conference Room

Public Conference Call Access Number: 1-866-297-6391 (listen only)
Confirmation # 1 1 6 7 1 1 0 1

Agenda

I. Public Participation

*II. Discussion Items

<table>
<thead>
<tr>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Annual Work Conference</td>
</tr>
<tr>
<td>B. 2006 &amp; 2007 Meeting Dates</td>
</tr>
<tr>
<td>C. Discussion of 2006 NASBE Dues</td>
</tr>
<tr>
<td>D. Discussion of Board Packet &amp; Meeting Preparation</td>
</tr>
</tbody>
</table>

III. Decision Items

<table>
<thead>
<tr>
<th>Facilitator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Board Operations Committee Description in Bylaws</td>
</tr>
</tbody>
</table>

IV. Additional Items/Information/Communications

* At the conclusion of any discussion item in which the committee is ready to make a decision, a discussion item may be immediately moved for a decision.
TO: Board Operations Committee  
Illinois State Board of Education  

FROM: Chris Ward, Chairman Board Operations Committee  

Agenda Topic: Annual Work Conference – Agenda Development  

Purpose of Agenda Item  
The purpose of this agenda item is to discuss possible topics for the State Board's annual work conference agenda development. I have drafted up the following list for our discussion purposes.  

A. Effective State Boards  
   1. Boardsmanship  
   2. Board Operations  
   3. The use of committees  
   4. Cohesive boards  
   5. Roles and responsibilities of the State Board of Education  
   6. Effective external relationships  
   7. The Board self-evaluation  

B. Strategic Policy Making  

C. Strategic Planning  
   1. Guiding principles  
   2. Mission  
   3. Vision  
   4. Goals  

D. The Sequence of Policy Development  

E. Education Issues in the State for Action Consideration
TO: Board Operations Committee
FROM: Christopher Ward, Chairman, Board Operations Committee

Agenda Topic: DRAFT 2006 & 2007 Calendar of State Board of Education Meetings
Materials: Attached 2006 & 2007 Calendars (DRAFT)

Staff Contact(s): Jean Ladage

Purpose of Agenda Item
To review and discuss the draft 2006 & 2007 calendars of State Board of Education meetings. The Board Operations Committee will eventually make a recommendation to the State Board for adoption of a calendar for the next two years so staff may begin making arrangements.
### 2007

#### Important Dates

**January**
- New Year's
- Martin Luther King, Jr. Day (US)
- First of Muharram

**February**
- Anniversary of the Constitution (M)
- Lincoln's Birthday (US)
- Valentine's Day
- Chinese New Year
- Presidents' Day (US)
- Ash Wednesday
- Washington's Birthday (US)
- Flag Day (M)

**March**
- St. Patrick's Day
- Mothering Sunday (UK)
- Spring begins
- Benito Juarez' Birthday (M)

**April**
- Daylight Saving Time begins
- Palm Sunday
- Passover*
- Good Friday
- Easter
- Easter Monday (C, UK)
- Holocaust Remembrance Day
  - Administrative Professional Day (US)

**May**
- Labor Day (M)
- Battle of Puebla (M)
- May Day Bank Holiday (UK)
- Mother's Day (M)
- Mother's Day (C, US)
- Armed Forces Day (US)
- Victory Day (C)
- Memorial Day, Observed (US)
- Spring Bank Holiday (UK)

**June**
- Flag Day (US)
- Father's Day
- Summer begins
- St. Jean Baptiste ( Québec)

**July**
- Canada Day
- Independence Day (US)
- Civic Holiday (Canada)
- Summer Bank Holiday (UK)

**August**
- Labor Day (C, US)
- Patriot Day (US)
- First of Ramadan
- Rosh Hashanah*
- Declaration of Independence (M)
- Independence Day (M)
- Yom Kippur*

**September**
- Columbus Day, Observed (US)
- Thanksgiving (Canada)
- Day of the Race (M)
- Eid at Fitr
- National Boss Day (US)
- United Nations Day (US)
- Daylight Saving Time ends
- Halloween

**October**
- All Saints Day (M)
- Day of the Dead (M)
- Election Day (US)
- Veterans' Day (US)
- Remembrance Day (C)
- Revolution Anniversary (M)
- Thanksgiving (US)

**November**
- Hanukkah*
- Pearl Harbor Remembrance Day (US)
- Virgin of Guadalupe (M)
- Eid al-Adha
- Winter begins
- Christmas
- Boxing Day (C, UK)
- Kwanzaa begins

**December**
- Hanukkah*
- Pearl Harbor Remembrance Day (US)
- Virgin of Guadalupe (M)
- Eid al-Adha
- Winter begins
- Christmas
- Boxing Day (C, UK)
- Kwanzaa begins

---

*All Jewish holidays begin at sundown the day before they are listed here.*

C - Canada, M - Mexico, UK - United Kingdom, US - United States
TO:    Board Operations Committee  
       Illinois State Board of Education

FROM:  Chris Ward, Chairman Board Operations Committee

Agenda Topic:    NASBE Dues Discussion

Purpose of Agenda Item
The purpose of this agenda item will be for the Board Operations Committee to discuss the services and benefits that the Board receives from membership in the National Association of State Boards of Education (NASBE).

Background
The members have received a copy of the NASBE invoice for the 2006 Association dues. There is a significant change in the dues structure this year. As part of the dues, NASBE is offering all member boards the option of establishing a separate account for the explicit purpose of state board professional development.

This professional development account is a way of helping members access the professional development critical to success. The account will be managed by NASBE and will be accessed to support travel, registration and other costs as necessary. If money is left over at the end of the year, it will be rolled over into the new fiscal year.

State Boards may opt to enter into whatever level of membership they prefer. The may choose to decline the professional development fund, or they may select from three levels of professional development funds.

NASBE Services
On the attachment, you will find a more detailed description of the services received with membership to NASBE. In brief, general NASBE membership includes:

• A subscription to the State Education Standard;
• NASBE resource information binder, including education research and analysis, federal legislative updates, tips on effective policymaking, coverage of education reform across the nation, and other vital documents;
• All NASBE publications for the membership year, including three to four single topic reports based on in-depth research with recommendations for action;
• Participation in NASBE sponsored Commissions and Study Groups with the opportunity to conduct research, work with educational policy experts, and network with your peers;
• Access to the NASBE website’s *Education Policy Central*, NASBE’s expansive clearinghouse of educational resources, including policy recommendations, reports, and research data, available only via the “Members Only” section;

• Participation in all NASBE conferences, including the Annual Conference, the Legislative Conference, and topical conferences;

• Participation in the New State Board Member’s Institute with the cost of two new board members' travel and living expenses covered by NASBE.;

• Representation of State Board views and priorities in Congress and to the Executive Branch;

• Technical assistance and field services for Board retreats and workshops;

• Public relation support and services for State Boards.
INVOICE

INVOICE NUMBER: 0006544-IN
INVOICE DATE: 04/14/05
SALESPERSON:
SALES TAX CODE:

CUSTOMER NO: 00-ILLINOI
CUSTOMER P.O.:

SHIP VIA: 
TERMS: 2% DISCOUNT -SEPTEMBER 1, 2005

<table>
<thead>
<tr>
<th>SALES CD</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>2006 NASBE DUES</td>
<td>35,862.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006NC</td>
<td>2006 NCOSEA DUES</td>
<td>130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006NS</td>
<td>STANDARD SUBSCRIPTION</td>
<td>20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROFESSIONAL DEVELOPMENT FUND

___ $5,000.00   TOTAL DUE $41,012.00
___ $7,500.00   TOTAL DUE $43,512.00
___ $10,000.00  TOTAL DUE $46,012.00
___ DECLINE PROFESSIONAL DEVELOPMENT $36,012.00

PLEASE SEND COPY OF INVOICE WITH PAYMENT
NASBE MEMBERSHIP SERVICES

New State Board Members Institute
Each year NASBE gives new state board members the opportunity to gather with experienced board members and staff at the New State Board Members Institute. NASBE helps support these new members by covering the costs of two members from each state. Held every summer in Washington, DC, the institute is designed to equip new board members with skills, knowledge, and insider tips that will enable them to be more effective board members.

Always one of NASBE's most popular conferences, the program includes case studies in policy development, "how to" sessions on dealing with the media and handling state board business; a mock state board meeting; special current issues sessions; information on how NASBE can assist state boards and individual members; and many opportunities for questions and answers and group participation.

Study Groups
NASBE's highly regarded Study Groups are composed of 12-18 state board members and other selected education representatives who undertake a year-long or more examination of a critical education issue. After reviewing recent research and meeting with practitioners and national experts, these committees release their recommendations and reports to policymakers and the education community.

The NASBE 2005 Study Group on High School Literacy
The NASBE 2005 Study Group on Value Added Assessment

Legislative Conference
Annually, NASBE holds this conference to discuss important federal and legislative issues and initiatives. As part of the conference, attendees are given the opportunity to spend time on Capitol Hill to interface directly with our nation's lawmakers. The 2005 Legislative Conference was held on March 10-11.

Annual Conference
NASBE's Annual Conference focuses sessions and information on the professional development of board members and on the formulation of state education policy. The Annual Conference brings the challenges of shaping the future of education to board members through a multitude of means, including small group discussions, live and video presentations, seminars, and large group interactions. Held every October, the Annual Conference also features the release of important NASBE reports, the presentation of NASBE's annual awards (including Distinguished Service Awards given to three outstanding state board members, the Policy Leader of the Year Award, and the Friend of Education Award), and the annual business meeting.

Technical Assistance and Field Services

State-Based Technical Assistance
States often call upon NASBE to assist them with research or policy development on specific education issues or to help them work through a process such as long-range planning, boardmanship skills training, media training, policy audits, or the selection or evaluation of chief state school officers. More than forty states receive such assistance annually through NASBE contracts with individual states.

Boardmanship skills training, one of the most popular services NASBE provides to individual boards, includes goal and priority setting, strategic planning, internal communications, managing information flow to and from the board, policy development, working with the news media, and relations with the chief and department of education staff. Other topics include administrative relations with the chief and
relationships with interest groups, establishing coalitions, program review, and board self-evaluation. Training is tailored to specific needs of the state board.

**State Projects**
Many states form model programs through their involvement in key projects developed by NASBE and funded through external sources. States that participate in the projects benefit from technical assistance using the latest research, the development of model policies and programs, the in-depth analysis of educational issues, and the increased influence and visibility of the state board in the education community.

**Action Networks**
Networks allow states to build on NASBE's nationally recognized work in different fields to actively move their agendas forward and assist other states in pursuing their efforts. Board members have benefitted from the support that the networks have provided them in helping them to aggressively transform their vision into practice.

One network currently links state board members together in the area of health education. The [Healthy Schools Network](#), comprised of 11 state teams led by state board members, helps Network members translate the "healthy schools" concept that they have developed into specific, state-appropriate strategies and actions using the policymaking tools at their disposal.

**Education Policy Central**
NASBE's Education Policy Central provides timely and accurate information about a wide range of education policy issues to NASBE members.

**Publications**

The [State Education Standard](#) is NASBE's new quarterly education policy journal. Each issue covers a different topic and includes feature articles written by outstanding policy analysts, researchers, administrators, and practitioners in the field. The Standard also has a variety of regular departments that cover such areas as the art of policy development, legal issues, the view from Washington, DC, and the latest in state policy innovations and state policy actions. Themes for 2001 include free market influences on public education, early childhood education, special education, and the changing face of America's school children.

NASBE Reports have become highly respected throughout the education community for their thoughtful, well-written presentation of hot topics and cutting edge issues including early childhood education, teaching reform, health and HIV education, schools and violence, multiculturalism, math and science education, special education, education finance and urban education. NASBE members automatically receive a copy of each report when it is released.

For a quick-read on important education policy issues, each two-page Policy Update provides an overview of the topic, its policy implications, a description of how selected states around the country are addressing the issue, and a reference list of materials for further exploration.

Legislative Briefs are monthly briefs which review developments on major federal education policies and programs resulting from congressional and/or U.S. Department of Education initiatives.

*Education Week*, a weekly newspaper serving as one of the best sources of education news, is sent to each NASBE member enabling the member to stay on top of the issues.

NASBE's Membership Directory lists state board members, state board executives, state education attorneys, and chief state school officers for all 50 states, selected territories, and the District of Columbia. New editions are produced early each year and are updated regularly.
The NASBE Resource Binder conveniently helps members organize all of the information they receive for quick and easy access. The binder contains sections for Member Services and Resources, Policy Updates, Legislative Briefs, Issue Briefs, State Improvement Initiatives, Boardsmanship Tips, the Membership Directory, the NASBE News, and Special Reports.

Organizational Visibility

Governmental Affairs
Governmental Affairs is a central NASBE program designed to help state board members understand, influence, and plan for federal education policies. In its efforts to influence national education policymaking, NASBE works to ensure that it represents the views of its members to the executive and legislative branches of the federal government, as well as to associations representing governors and state legislators, school administrators, principals, local school boards, teachers and parents.

Public Affairs
NASBE's news releases, news conferences and interactions with members of the educational press communicate the members' views on important and cutting-edge topics. Media activities center around member-initiated study groups and task forces to heighten public awareness of the mission of state boards. Reports and projects announced through the media also establish members as vital participants in the nation's education dialogue. NASBE also works to link board members' national work to their local media markets.

Learning First Alliance
The Learning First Alliance comprises the Executive Directors, Presidents and Presidents-Elect of 13 leading national education organizations. NASBE's participation in this "inner circle" of education leaders gives NASBE a powerful voice in the formulation of the national education agenda.

U.S. Department of Education
The NASBE staff actively communicates the organization's positions and policies to the U.S. Department of Education through frequent meetings with Department staff and participation on Department committees and task forces. The staff is instrumental in shaping the Administration's views of the role of state boards of education in the development of a national education agenda.

NASBE Affiliates

National Council of State Board of Education Executives (NCSBEE)
The National Council of State Board of Education Executives, established in 1977 as a NASBE affiliate, is the national organization serving individuals who provide administrative and other support to state boards of education. Because their positions are unique in the state education agency, executives find communication and joint professional development activities with their counterparts in other states very helpful. NCSBEE serves that need by providing a formal and informal network for assistance and support, as well as by organizing annual meetings that feature professional development opportunities and discussions of education issues.

National Council of State Education Attorneys (NCOSEA)
The National Council of State Education Attorneys is composed of attorneys who represent and advise state boards of education. Established in 1977 as a NASBE affiliate, NCOSEA provides a forum for these attorneys to study and exchange information on legal issues of concern to state education policymakers. NCOSEA also serves as a valuable NASBE communications link by identifying emerging legal issues, disseminating information to state board members and state education attorneys, and providing data on state and federal education litigation.
TO: Board Operations Committee  
Illinois State Board of Education

FROM: Chris Ward, Chairman Board Operations Committee

Agenda Topic: Board Packet & Meeting Preparation

Purpose of Agenda Item
The purpose of this agenda item will be to discuss the facilitation of Board packet materials and meeting preparation. In addition, we will discuss and clarify staffing needs for committee meetings and the Board meeting.
Board's preliminary thoughts regarding senior staff at meetings:

<table>
<thead>
<tr>
<th>DUNN</th>
<th>FURR</th>
<th>KOLAZ</th>
<th>REYNOLDS</th>
<th>MITCHELL</th>
<th>LADAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plenary Session</td>
<td>Executive Session</td>
<td>Plenary Session</td>
<td>Plenary Session</td>
<td>Plenary Session</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>Executive Session</td>
<td>Rules Committee</td>
<td>Gov't Relations Comte</td>
<td>Education Policy Comte</td>
<td>Finance &amp; Audit Comte</td>
<td>Board Operations</td>
</tr>
<tr>
<td>All committees</td>
<td>Strategic Planning</td>
<td></td>
<td>Other committees as needed</td>
<td>Other committees as needed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KOCH</th>
<th>KELLY</th>
<th>BOSWELL</th>
<th>WATTS</th>
<th>EVANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plenary Session</td>
<td>Education Policy Comte;</td>
<td>Plenary session</td>
<td>Plenary Session</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>Education Policy Comte;</td>
<td>All committees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other committees as needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Division Administrators at committee meetings & Plenary Session, as needed.
<table>
<thead>
<tr>
<th>COMMITTEE CHAIR &amp; COMMITTEE STAFF</th>
<th>BOARD OPERATIONS COMMITTEE WILL REVIEW DRAFT AGENDAS AND DETERMINE SCHEDULE OF MEETINGS</th>
<th>COMMITTEE CHAIR &amp; COMMITTEE STAFF Topics, Draft Committee agenda and amount of time needed for your agenda DUE TO JEAN</th>
<th>JEAN: ALL BOARD MEETING MATERIALS AND COMMITTEE MATERIALS TO RANDY</th>
<th>JEAN gets electronic materials to web staff for formatting &amp; page numbering. They return a link of draft to Jean for review. Jean will now forward draft packet to Committee Chair and Committee Staff.</th>
<th>COMMITTEE CHAIR AND COMMITTEE STAFF Follow-up to ensure committee packet materials are in and determine agency staff needed. Get approval or changes to Jean</th>
<th>JEAN: PRINT DATE MAIL THAT AFTERNOON BOARD MEETING</th>
<th>CHAIRMAN AND COMMITTEE STAFF MEETING FOLLOW-UP DURING WEEK OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No committees will have met</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>August 17-20 Board Work Conf. Pere Marquette, Grafton</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No committees will have met</td>
</tr>
</tbody>
</table>

*May be changed to Springfield pending Veto Session dates.
TO: Board Operations Committee
Illinois State Board of Education

FROM: Chris Ward, Chairman
Board Operations Committee

Agenda Topic: ISBE Revised Bylaws Description of Board Operations Committee

Purpose of Agenda Item
The purpose of this agenda item is for committee members to review the changes in the description of our committee, which appears in the Board Bylaws.

Board Operations Committee
The Board Operations Committee shall

1. plan and coordinate the operational polices and activities of the Board, including but not limited to the following activities:
   a. develop processes for the selection and evaluation of the State Superintendent and Board liaison;
   b. review evaluations of agency senior leadership;
   c. review Board operational policies and procedures;
   d. plan special Board activities such as recognition and celebration;
   e. develop Board meeting calendar;
   f. arrange meeting agendas and identify locations;
   g. develop procedures for self evaluation of the Board’s operation and impact;
   h. and review Board Bylaws and recommended changes.

This Committee’s Chairperson shall be authorized to 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.