Board Operations Committee of the Whole

Thursday, September 20, 2007
8:30 a.m.

Board Room, 4th Floor

Public Conference Call Access Number: 1-866-297-6391 (listen only);
Confirmation # 19109999

AGENDA

1. Roll Call

2. Board Member Participation by Other Means

3. Public Participation

4. Discussion Items
   a. Minutes of the June Board Operations Committee Meeting (pp. 2-3 )
   *b. Review New Nominations for Resolutions of Recognition (pp. 4-6 )
   c. Retreat Debriefing (pp. 7-12)
   *d. Proposed Changes to NASBE Bylaws (pp. 13-28)
   e. NASBE Annual Conference (pp. 29-32)
   f. Committee Agenda Planning/Additional Items

5. Decision Items
   *a. Recommend Resolutions for Board Approval
   *b. Proposed Changes to NASBE Bylaws

6. Adjourn

NOTE: 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.

* Items listed with an asterisk (*) will be discussed in committee and Board action may be taken in the plenary session.
ROLL CALL
Dr. Chris Ward called the meeting to order at 8:30 a.m. and asked members to introduce themselves for purposes of roll call. (See above.)

BOARD MEMBER PARTICIPATION BY OTHER MEANS
There was no participation by Board members through any other means for this committee meeting.

PUBLIC PARTICIPATION
Paula Pergament brought the Board a copy of the Adler Planetarium Annual Report. Ms Pergament provided a brief update on progress with Adler’s education programs.

COMMITTEE MINUTES
Dr. Fields moved that the minutes of the Board Operations Committee for the May committee meeting be approved. Dr. Hall seconded the motion. The motion to approve the committee minutes passed with voice vote approval.

REVIEW NEW NOMINATIONS FOR RESOLUTIONS OF RECOGNITION.
The Board Operations Committee reviewed two resolutions to recommend for approval in plenary session on Thursday.

RETREAT PLANNING
Dr. Koch indicated he is looking forward to the 2007 retreat and he wants to be sure he provides the Board with the materials and tools they will need to carry out a successful retreat. He inquired about being able to work with specific Board members on specific topics. Chairman Ruiz indicated he likes the idea of each Board member becoming a champion for a certain issue.

It was suggested that there were too many issues on the retreat agenda for the Board to be able to have meaningful discussions around each. The determination was made that there should be a few key issues for discussion, plus the Board self-evaluation and a closed session discussion with Superintendent Koch.

The discussion on School Restructuring should be removed from the retreat agenda. The issues of School Safety and Early Childhood Education can be done in committee.

Superintendent Koch introduced the idea of a possible “Board Buddy” for individual issues. Chairman Ruiz indicated he likes the idea of each Board member championing specific issues. The Board finalized a list of topics for the Board retreat and Board members volunteered for serving as the champion of those issues.

- Gates MOU/Data (Joyce Karon)
- Demographics (Vinni Hall)
- HS Reform (Chris Ward)
- P-20 Legislative Update (short update) (Joyce Karon)
- Board Self-Evaluation
• Closed Session with Supt

4.d. **NASBE MEMBERSHIP RENEWAL AND NASBE ELECTION**
The determination was made to renew NASBE membership including the middle level rate of professional development.

Discussion pursued in regards to the lack of more than one candidate for the position of President Elect. The committee will recommend that Chairman Ruiz write a cover memo to accompany the Illinois ballot and indicate that Illinois is refraining from voting for the position of President-Elect and to request that NASBE review the association bylaws regarding election of officers. The committee recommended voting for the remaining offices on the ballot.

4.e. **COMMITTEE AGENDA PLANNING/ADDITIONAL ITEMS**
There will be no committee meetings during August. A recap of the retreat will appear on the September committee agenda.

5. **DECISION ITEMS**
Some items were moved from discussion to immediate decision per above notes.

6. **ADJOURN**
Dr. Hall moved to adjourn the committee meeting. Dr. Fields seconded the motion and the meeting adjourned at 9:45 a.m.
TO: Board Operations Committee
   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
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:

- mailed to the recipient(s);
- personally awarded to the individual(s) at their respective school(s); or
- 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.
Illinois State Board of Education
Recommendation for Recognition by the State Board of Education
to be submitted by Regional Superintendents and/or District Superintendent

JAY PLESE
Superintendent's Name

WILMINGTON COMMUNITY UNIT SCHOOL DISTRICT NO. 209U
District name

Address: 715 S. JOLIET STREET, WILMINGTON, IL  60481
(street address, city, state, zip)

Phone and email: 815-476-2594  CUSD209U@WILMINGTON.WILL.K12.IL.US  WILL COUNTY
(phone)  (email address)  (region)

Recommends that  STANLEY SMITH
(name of program or person(s)

of the following school: WILMINGTON COMMUNITY UNIT SCHOOL DISTRICT NO. 209U BOARD OF EDUCATION

School Principal: 
(name & phone number)

(school address)

Please provide a description and reasons why you are recommending that the State Board adopt a resolution. Be sure to include the challenges faced in attaining this achievement. (This information will be used in drafting the resolution for the State Board's consideration. Feel free to use an extra page, but limit to 2 pages.)

__________________________
Signature of Superintendent of Schools

Date: AUGUST 3, 2007

Send information to: Jean Ladage, Board Services Coordinator, Illinois State Board of Education,
100 North First Street, Springfield, IL  62777.  email: jladage@isbe.net  fax: 217/785-3972
Mr. Stanley Smith has served as a Board Member for the Wilmington School District for 26 years, 2 of which he was Vice-President of the Board and he has served 21 years as Board Secretary. He has and continues to provide outstanding leadership for the school and community. Some of the challenges that faced the district during his tenure as a Board member are: our school district was the first school district to announce that we had a student or student(s) with serious medical issues. The School Board and Administration were very pro-active in informing and educating the staff, students and community. Our school district was presented with an award from our self-funded insurance cooperative for the manner in which the situation was handled.


The District Learning Leadership Team was also formed during Mr. Smith's tenure. This is a team of faculty, staff and community members that study issues that are important to the community and school. The committee makes recommendations to the Board of Education. Some of the issues that the Board addressed were: Grade Centers, Character Education, After School Programs and a Breakfast Program. Mr. Smith has been the Board Representative on this team and it has since been charged to the PACT-ac committee. He continues to sit on the Committee.

Mr. Smith also was very active in developing a comprehensive plan for future buildings in the District. He was instrumental in passing a building referendum. He is serving on the Building Committee as the new building is in the process of being built.

Mr. Smith has been very active in developing a comprehensive plan for future buildings in the District. He will be instrumental in passing a future building referendum.

Mr. Smith has helped in creating excellent academic programs on a shoestring budget.

We would like to recognize him for his outstanding service for District 209U.
TO: Board Operations Committee  
Illinois State Board of Education

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

Materials: Summary of Presentations  
Questions to Review

Agenda Topic: 2007 Board Retreat Debriefing

Purpose of Agenda Item
Board members will debrief on discussions from the 2007 Board Retreat. The following notes are not meant to be final minutes, but are in draft form intended for use in this debriefing.

Attached is a brief summary of the Board retreat presentations held August 22-24 at Northfield Center in Springfield. The purpose of the retreat was to familiarize the Board with information to guide policy implementation over the next year.

Also attached is a summary of questions for further discussion following the retreat.

These summaries are draft notes and are not intended to be retreat minutes. Minutes of the retreat will be submitted for Board consideration at the October Board meeting.
Discussion of Illinois College and Career Readiness Initiative
ISBE entered into a Memorandum of Understanding (MOU) with Gates Foundation and the Governor’s office in May of 2007. The purpose of this MOU is to bring resources into the agency to complement our review and maintenance of Illinois standards so that they stand up to national scrutiny, to help us to implement quality data systems and to assist with the interventions we provide to school districts. We hope for a long standing relationship with the Gates Foundation as other states have enjoyed. At the Board retreat, a draft proposal for reviewing our standards was discussed.

Teacher and Administrator Diversity
Jennifer Presley of the Illinois Education Research Consortium and Steve Tozer of the University of Illinois Chicago each presented.

- Jennifer reviewed a study of teacher retention data dispelling myths about the attractiveness of the teacher profession. Jennifer’s data demonstrates that teaching remains an attractive position. Further, Chicago Public Schools have done much to retain teachers over the past few years.
- Steve Tozer presented on the importance of principal leadership towards the success of any reform efforts. Steve’s data demonstrates a strong correlation between principal leadership in Chicago and student outcomes.

The Future of High Schools in Illinois
Susie Morrison and Dick Spohr presented on key elements for consideration in reforming high schools. They concluded with a number of recommendations including:

Recommendation #1:
Define specifically what all students must know and be able to do to achieve college and workplace standards.

Rec. #1: Next Steps
- Develop and provide high schools mid-term and end-of-term assessments for Illinois Core Classes.
- Encourage enriched opportunities such as Advanced Placement and International Baccalaureate at high school level.
- Establish accountability standards for high schools that reward those schools whose graduates achieve college and workplace readiness standards.

Recommendation #2
Articulate an aligned, seamless system for P-12 education and build a bridge to post secondary education and employment.
Rec. #2: Next Steps

- Partner with post secondary educators and the private sector to define and publicize clear expectations for success in college and the workplace.
- Evaluate and realign ISAT and PSAE in order to achieve a developmentally appropriate sequence of standards and expectations.
- Advance innovations in support of the 9th grade.
- Expect and encourage every student to complete a well defined plan for graduation and career.
- Create opportunities for maximizing the senior year through acceleration and remediation at college level.
- Support the development and use of a pre-K to 16 longitudinal data system.

Recommendation #3
Support schools with research and best practice information

Rec. #3: Next Steps

- Research and disseminate best practice information on a regular basis.
- Encourage and support innovative practices at the local level.
- Identify Illinois schools demonstrating improvement and share their strategies.

Recommendation #4
Provide schools a comprehensive system of assessment resources.

Rec. #4: Next Steps

- Provide EPAS assessments, linkages and related resources to all Illinois High Schools.
- Examine other WorkKey measures as means to assess workplace readiness.
- Develop benchmark assessments and make available to schools and teachers.
- Provide meaningful data analysis for school and classroom use.
- Expect and reward the use of PSAE results as a basis for expansion and remediation during the senior year.
- Develop a partnership with the private sector to systematically assess and use workplace readiness standards.

Recommendation #5
Commit to a course of action and stay the course.
**P-20 Council**
Recent state legislation will establish a P-20 Council requiring greater collaboration between the Illinois Community College Board, Board of Higher Education and ISBE than ever. Issues regarding governance and tasks to be undertaken by the council were discussed.

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**Budget**
The Governor’s signature of the budget means that the implementation of many agency programs can begin. While some grant programs were vetoed, such as arts and foreign language, other new or reinstated programs, such as gifted learning, will require an agency response for implementation.
Questions to Review
Board Retreat 2007

A. Illinois Learning Standards Discussion:
   1. What will be done re: Board suggestions?
   2. When will we hear how Holland & Knight and Gates will proceed with their work?

B. How will the agency be using the FY 08 Strategic Plan dollars?
   (Last year, the Board wanted the dollars to be spent toward data.)

C. When will the Board receive an update on how the High School Feedback Report (as mentioned by Judy Erwin) is to be “revised” to be more open, available, and useful?

D. Where does the fact that the ICCB and IBHE are not using ACT’s College Readiness Standards fit in our discussion of “high school reform”?

E. How does Steve Tozer’s plan/idea that a consortium of private and public higher education institutions be put together to assist principals in low-performing schools/school districts and his recommendation of a one-year internship for principals fit with policies the agency and Board have already advanced?

F. When will the person within the agency who will provide the “best” research information to staff and to the Board be named, and how will this information be used in Board discussions?

G. Who will take the responsibility and see that Board members follow through on the issues we agreed to pursue re:
   
   1. Rules/Regulations/Restructuring overall student performance;
   2. Waivers
   3. Type 75 Certificate

   Where do these issues “fit” in our discussion of “priorities”?

H. When will the Board discuss the recommendations made by Susie Morrison and Dick Spohr? Will these recommendations be the main focus of our discussion(s) on “high school reform”?

I. How will the Superintendent ensure that more “practitioners” are appointed to ISBE Committees?
J. What plans are being made to work with education stakeholder groups regarding lobbying for more school construction dollars?

K. What areas can be identified in the agency where some of our education stakeholder groups can help agency staff “get the job done?”

L. Aside from the State Superintendent’s weekly bulletin to the field, are there other ways we can (communicate) to education stakeholder groups? (And, they to the agency and the Board?)

M. Other Issues:
   1. Identification badges—-for entry into the agency offices
   2. More Board interaction with agency staff;
   3. Board member articles for employee newsletters;
   4. Summaries of Board meetings to be provided to
      a. agency staff
      b. To education stakeholders
   5. Update on “other” P-20 issues.
   6. What is the actual FY 08 budget impact on hiring/retaining agency staff? Need a “personnel impact statement.”
   7. Update(s) from Superintendent on “Project Teams.”
TO: Illinois State Board of Education
FROM: Christopher J. Ward, Chair, Board Operations Committee
Jean Ladage, Board Services Coordinator

Agenda Topic: Consideration of ISBE position on proposed changes to NASBE Bylaws

Materials: Description of Proposed Changes

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

Purpose of Agenda Item
Each October, the state delegate assembly meets during the NASBE Annual Conference at the business meeting to vote on proposed changes to the association’s bylaws and public policy statements.

NASBE bylaws state that “proposed changes to the bylaws shall be distributed to the Association membership at least sixty days prior to the Annual Business Meeting. In addition to recommendations for amendments submitted by the Board of Directors, the Bylaws may also be amended at the annual business meeting by a two-thirds vote of the voting delegates.”

The attached proposed changes to NASBE Bylaws were received on August 13, 2007. The Annual Business Meeting will be on October 13, 2007.

Illinois State Board Chairman Jesse Ruiz has appointed Board member Vinni Hall to participate in the NASBE Annual Business Meeting as the Illinois voting delegate.

At its September Board Operations Committee Meeting of the Whole, the Board will discuss and recommend to the full Board the positions that Illinois will take regarding these proposed changes.

Recommended Motion
The Illinois State Board of Education recommends that Dr. Vinni Hall vote in favor of the proposed amendments to the NASBE Bylaws.

Next Steps
Dr. Hall will attend the NASBE Annual Business Meeting on October 13, 2007, as the voting delegate for the Illinois State Board of Education.
Pursuant to the bylaws of the National Association of State Boards of Education (NASBE), Article VI.A 2 “Notice of annual business meetings shall be given by the Executive Director, in writing, to all members at least sixty (60) days prior to the meetings.”

This memorandum serves as notice to the NASBE membership of the annual business meeting of the National Association of State Boards of Education to be held on October 13, 2007 in Philadelphia Pennsylvania.

Proposed changes to the association’s bylaws and public education positions are attached and will be considered during the business meeting. Member states interested in further amendments to either the bylaws or the public education positions should note the requirements for further recommended changes.

“In addition to recommendations for amendments submitted by the Board of Directors, the Bylaws may also be amended at the annual business meeting by a two-thirds vote of the voting delegates.” (Article X)

The bylaws further state:

New Public Education Positions and amendments not distributed by the Committee may be submitted by a member board but only if presented to Association headquarters for transmission to the Association membership not less than thirty (30) days before the start of the Annual Business Meeting. (Article IX A. 3 i.)

“New or amended Public Education Positions not recommended by the Committee and/or emergency resolutions recommended by the Public Education Positions Committee may be considered at the Annual Business Meeting only by the agreement of the majority of the delegates present and voting.” Article IX A. 3.ii.)

If you have questions regarding this notice please contact me at Brendaw@nasbe.org.

I look forward to seeing you in October.
PROPOSED CHANGES TO THE NASBE BYLAWS

The follow changes are proposed for the NASBE Bylaws:

Minor editorial changes and renumbering for consistency and corrections have been made throughout the document, and are so noted.

Page 4: ARTICLE V. 4. b. The recommended change moves the election of the NASBE President-elect and Secretary Treasurer from July to October. Under the revised provision, the vote would take place during the annual business meeting of the association. States unable to attend the conference would be permitted to vote by mail. Additionally, the change allows for the delegate assembly of the Annual Conference to vote by secret ballot in the case of a tie and charges the Board of Directors with selecting the officer if the second vote does not resolve the tie.

Rationale: Moving the vote to the annual business meeting provides the membership with an opportunity to hear from the candidates for office and allows the candidates to articulate to the membership their views and vision for the association.

Page 5: Article V.A. 6. b. The recommended change moves the election of the NASBE Area Directors to the annual area meetings. States unable to attend the conference would be permitted to vote by mail.

Rationale: The recommended change provides for consistency with the elections of officers and provides the membership with an opportunity to meet and hear from the candidates within their respective regions.

Page 6: Article V.A. 11. b. The recommended change moves the deliberations of the Nominations Committee from March to June.

Rationale: Moving the nominations to a later period in the calendar year gives states and state board members more time to consider and prepare for running for office.

Page 6: Article V. A. 6 12 The recommended change allows for states to make additional nominations to the Board of Director up until August 31st. It further permits nominations from the floor at the annual business meeting if a candidate’s withdrawal leaves an office uncontested.

Rationale: This change allows for filling a vacancy in the election process if a candidate withdraws to ensure the membership has a choice in the selection of its offices.
Page 7: Article V. B. This recommended change creates a new provision to formalize the role of the state voting delegate and NASBE liaison to serve not only during the annual business meeting but from one conference year to the next.

Rationale: The establishment of this provision that will clarify the role of the voting delegate and strengthen the relationship between the states and their national organization, while providing a Board contact person for every state. This individual will also receive periodic updates of information of significance to State Boards of Education to be shared with the entire Board.

Page 9: Article IX. A. 2. This recommended change increases the size of the Nominations Committee and provides for a regional election of representation to the Nominations Committee.

Rationale: This change gives greater control over the nominating process to the membership and increases the number of members serving on the committee who are familiar with state board colleagues.

Page 11: Article IX. A. 4. This recommended change allows the Finance Committee to have up to 7 members, but is not a requirement.

Rationale: Allows NASBE to capitalize on the expertise of more members to oversee and expand the association’s fiscal position.
ARTICLE I. NAME

The name of the Association shall be the National Association of State Boards of Education, Inc.

ARTICLE II. PURPOSES

The National Association of State Boards of Education will:

1. Be a forum for education policy makers and for those who influence education policy.

2. Through its adopted processes, synthesize the themes and ideas which describe effective, student-focused education policy into positions of advocacy or into additional organizational beliefs.

3. Attract and retain staff members who are highly qualified to support inquiry and analysis in the areas of concern to education policy makers. NASBE will further provide forums for staff experts to work with members and other invited participants on important education issues.

4. Examine the issues and themes of education policy and provide information, comment, or advice to members and to states that desire to examine such issues for their states' policy creation. NASBE will provide expertise in how such policy issues will be affected by state's diverse statutory and governance requirements.

5. Provide a variety of programs and member services that can be utilized by state boards and state board members to improve their knowledge of education issues or their skills in being an effective board member and education policy maker.

ARTICLE III. MEMBERSHIP

A. Voting Members

Any state, the District of Columbia, or any territorial board (hereinafter 'state') having jurisdiction over elementary and secondary education may become an equal voting member of the Association upon payment of required dues. In states not having boards of education, the chief state school officer may become a voting member of the Association upon payment by the state or territory of the required dues.
B. Non-Voting Members of the Association

Non-voting members of the Association shall receive all information services of the Association as defined by the Board of Directors; may attend and participate in all meetings and conferences of the Association; and shall be eligible, if appointed, to chair and/or serve as voting members of committees and study groups of the Association, but shall not be voting members of the Association as described in Bylaw Article IIIA.

1. Associate Members

Associate members are those individuals (not state board of education members or executive directors to state boards of education) who pay the required dues. In addition, an Association or institution interested in the purposes of this Association may, upon approval of the Board of Directors and upon payment of dues fixed by the Board of Directors, become an associate member.

2. Affiliate Members

The National Association of State Boards of Education recognizes two affiliate organizations:

a. The National Council of State Board of Education Executives (NCSBEE); and

b. The National Council of State Education Attorneys (NCOSEA).

Affiliate members of NASBE, by virtue of their membership in NCSBEE, are those state board of education executives whose states are dues-paying members of the Association. Affiliate members of NASBE, by virtue of their membership in NCOSEA, are those dues-paying attorneys who belong to the National Council of State Education Attorneys. The dues of the National Council of State Education Attorneys will be established by the NASBE Board of Directors. Affiliate members shall receive the Association newsletter and all regular and special Association publications, may attend and participate in all meetings and conferences of the Association, and shall be eligible, if appointed, to chair and/or to serve as voting members of committees and study groups of the Association, but shall not be voting members of the Association as described in Bylaw Article III. A.

3. Former State Board Members

Any individual who was formerly on a state board of education may, upon payment of dues fixed by the Board of Directors, become an Association member in this category.

4. Honorary Life Members.

The Executive Committee of the Board of Directors of the Association may confer honorary life membership upon individuals who by their actions have demonstrated a
high degree of devotion to the purposes of the Association. Association presidents will become honorary members upon completion of their presidency.

ARTICLE IV. ORGANIZATION

The Association is divided into four areas: Central, Northeastern, Southern, and Western. The states in each area shall be as follows:

Central - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Wisconsin;


Southern - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia;


ARTICLE V. BOARD OF DIRECTORS AND OFFICERS

A. Board of Directors

1. The Board of Directors of the Association shall consist of the Officers, Area Directors, and two New Members.

2. Term

   a. Members of the Board of Directors who serve as such by virtue of being elected as Officers of the Association shall take office January 1st following the election and shall serve in that office for a term of one (1) year or until a successor is qualified. The Secretary-Treasurer who serves on the Board of Directors by virtue of being elected as Secretary-Treasurer of the Association shall take office January 1st following the election and shall serve in that office for a term of two (2) years or until a successor is qualified. The President-Elect shall become the President the year following the term as President-elect. The President shall become the Immediate Past President the year following the term as President.

   b. Members of the Board of Directors who serve as such by virtue of being elected Area Directors shall take office January 1st following the election and shall serve in that office for two (2) years with staggered terms. Each Area Director may hold the same office for only two (2) successive terms.

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c. A New Member who serves as such by virtue of being elected by and from the participants in the New State Board Member Institute shall take office January 1st, following the election, and shall serve in that office for two (2) years.

3. Qualifications

To be eligible to serve as an Officer or Area Director, an individual shall be a member of a dues-paying state board of education, except that any person actually assuming the office of President shall be eligible to complete normal terms as President and Immediate Past President even though that person's state board term may have expired. In addition, the Secretary-Treasurer shall be eligible to complete the normal term of the office even though that person's state board term may have expired as long as the Secretary-Treasurer maintains membership in the Association in one of the Non-Voting Membership categories defined in Article III (B) of these bylaws. All candidates must submit a letter of support from their state board of education to be eligible to run for office and may not be in the final year of a term of service on their state board of education. In addition, to be eligible to be elected as President-elect, the candidate shall have prior NASBE Board of Director service or have served as the chairperson of a study group or the Governmental Affairs Committee. To be eligible to be elected to the New Member position, the individual must be serving either the first or second year of a term as member of a dues-paying state board.

4. Officers

a. Designation - The Officers of the Association shall be the President-elect, President, Secretary-Treasurer, and Immediate Past President.

b. Election - The President-elect and Secretary-Treasurer shall be nominated and voted upon by the general membership. Candidates will be elected by majority vote of member states' votes received by the Association headquarters by July 1. In the event of a lack of majority vote in either position, the NASBE Board of Directors, excluding any candidates in the election in question, will vote through a secret ballot to determine the outcome of the election.

b. Election - The President-elect and Secretary Treasurer shall be nominated from and voted upon by the general membership. The election will take place at the annual business meeting. Candidates will be elected by a majority vote of all voting member states. States unable to send a delegate to the annual business meeting may vote by mail, to be received at Association headquarters by September 30th after notifying the Senior Area Director from the region. In the absence of a majority vote for either position, voting member states present at the annual business meeting shall vote by secret ballot to decide the outcome of the election. In the event that the second vote does not result in the required majority, the NASBE Board of Directors, excluding any
candidates in the election in question, will vote through a secret ballot to determine the outcome of the election.

5. New Member Representative

A New Member Representative will be elected annually by a simple majority of the participants of the New State Board Member Institute.

6. Area Directors

a. Designation - Two (2) Area Directors shall be elected from among the members of the boards of dues-paying states in each area of the Association.

b. Election - The Area Directors shall be elected by a majority vote of the voting states of a particular area received by the Association headquarters by July 1. The election will take place at the annual area meeting in October. States unable to send a delegate to the annual area meeting may vote by mail ballot, to be received at the Association headquarters by September 30th after notifying the Senior Area Director from the Region. In the event of a lack of a majority vote, the voting delegates of an area at the Annual Area Meeting will vote to determine the winning candidate.

7. Duties

a. Board of Directors - The policies and goals of the Association shall be established by the Board of Directors. The Board may delegate this authority as appropriate to the Executive Committee.

b. Officers - The Officers shall perform those duties customarily assigned to the offices held. In addition:

   i. President - The President shall preside at the Annual Conference and business meeting and at other meetings of the Association, shall be chairman of the Board of Directors, shall make appointments to committees for the conduct of the business of the Association, and shall serve as an ex-officio non-voting member of each committee except the Nominations Committee.

8. ii. President-elect - The President-elect shall assist the President as may be requested by the President and shall preside in the absence of the President.

9. iii Secretary-Treasurer - The Secretary-Treasurer shall be chairman of the Finance and Audit Committee and shall be responsible for all financial accounts of the Association.

   iv. Immediate Past President - The Immediate Past President shall be chairman of the Nominations Committee and shall represent the Association as the President may require.
c. Area Directors - The Area Directors shall perform any duties in their respective areas to further the purposes of the Association.

10. Ex-Officio Members

The President of the National Council of State Board of Education Executives and the Chairman of the National Council of State Education Attorneys, shall be voting, ex-officio members of the Board of Directors.

11. Nominations to the Board of Directors

a. The Nominations Committee shall nominate at least one candidate each year for President-elect, and nominate at least one (1) candidate for Area Director for each of the Association areas. The Nominations Committee shall solicit recommendations for President-elect and Area Directors from among the membership. Such recommendations (for the following year) must be received at NASBE headquarters at least 48 hours prior to the meeting of the Nominations Committee.

b. The Nominations Committee shall nominate at least one candidate every two years for the office of Secretary-Treasurer from among the membership. This recommendation (for the following year) must be received at NASBE headquarters at least 48 hours prior to the meeting of the Nominations Committee which will take place during the June Board and Committee meetings.

c. No persons shall be excluded from nominations because of race, color, religion, gender, national origin, age, or physical handicap.

12. Additional Nominations to the Board of Directors

Additional nominations for the offices of President-elect and Secretary-Treasurer may be made by written petition signed by voting delegates of five or more states from two or more regions eligible to vote, provided that such nominations are received by the Chairman of the Nominations Committee or a designee by April 1st. at the Association headquarters by August 31st. Additional nominations for the office of Area Director may be made by written petition signed by the voting delegates of three or more states from the region eligible to vote, provided that such nominations are received by the Chairman of the Nominations Committee or a designee by April 1st. at the Association headquarters by August 31st. If between the close of nominations and the annual business meeting a candidate’s withdraw leaves either one or no candidate for a position, nominations may be made from the floor at the annual business meeting.

13. Vacancies

a. When a vacancy exists on the Board of Directors or on a Committee, the remaining members of the Board may appoint an eligible member to fill such vacancy for the
remainder of that term.

b. If a vacancy occurs in the position of Area Director before the meeting of the Nominations Committee in the first year of the Area Director term, an Area Director shall be elected through the normal nominations process to fill the second year of the term.

c. If a vacancy occurs in the office of Secretary-Treasurer or President-elect, the Board of Directors will appoint a person to finish the term.

d. If any member of the Board of Directors, with the exception of the Secretary-Treasurer, President or Immediate Past President, shall leave or be removed from membership on the Board of Education of a state, or if the Board of Education of any state shall cease to be a member of the Association and if a member of such board shall be a member of the Board of Directors of the Association, a vacancy shall exist and be filled as herein provided.

B. State Voting Delegate and NASBE Liaison

Each state shall designate a voting delegate to represent the state at the annual business meeting. This individual will continue to serve until the following year and will be the NASBE liaison between the respective states. Should a vacancy occur or if a state does not attend the annual business meeting, the State Board will designate a representative.

C. Executive Director

a. Designation - The Board of Directors shall employ an Executive Director to serve pursuant to contract at such compensation as may be determined by the Board.

b. Duties - The Executive Director shall perform such duties as may be determined by the Board of Directors and set forth in the Board's policy and administrative manual.

c. Attendance at Meetings - The Executive Director may attend all meetings of the Association, its areas, and its committees and may speak on any subject, but shall have no vote.

D. Indemnification of NASBE Board of Directors and Staff

Any director, officer, employee, agent, or other persons serving at the request of the Association shall be indemnified against civil or administrative litigation expenses, judgments, and amounts paid in settlement of civil or administrative actions against any such person, provided that such person acted in good faith and reasonably believed that such actions were in the best interest of the Association, and provided further that such indemnification and the amount of any settlement paid are approved in advance by the
majority of the quorum of the Board of Directors, or the court or agency having jurisdiction of the matter. This indemnification shall not include criminal litigation.

**ARTICLE VI. MEETINGS**

**A. Annual Business Meeting**

1. Annual business meetings of the Association shall be held at such times and in such places as may be determined by the Board of Directors.

2. Notice of annual business meetings shall be given by the Executive Director, in writing, to all members at least sixty (60) days prior to the meetings.

3. At each Annual Business Meeting, a dues-paying state board shall have one vote, which shall be cast by the voting delegate or the alternate voting delegate from such state who shall register with the Credentials Committee appointed by the President.

4. Quorum - Fifty percent plus one state of the total number of member states shall constitute a quorum, and such quorum being present, the action of a majority of the delegates voting shall be the official action of the Association.

**B. Board of Directors Meeting**

1. Called - Meetings of the Board of Directors may be held at the call of the President as the business of the Association may require. The President shall call a meeting of the Board of Directors at the request, in writing, of four (4) members of the Board.

2. Notice - Notice of meetings of the Board of Directors shall be given by the Executive Director, in writing, to the members of the Board. Each board member shall receive the agenda prior to the meeting.

3. Quorum - A majority of the members of the Board of Directors shall constitute a quorum, and the action of a majority of the full Board shall be the official action of the Board. A quorum may be achieved through the use of conference calls or other appropriate technologies.

**ARTICLE VII. DUES**

Determination of annual membership dues and method of payment, or any changes therein, shall be approved by the Board of Directors.

**ARTICLE VIII. FISCAL YEAR**

The fiscal year for the Association shall be January 1 through December 31.
ARTICLE IX. COMMITTEES

A. Standing Committees

The Association shall maintain Standing Committees as described in the bylaws. A majority of the members of any Standing Committee shall constitute a quorum, and the action of a majority of the Committee shall be the official action of the Committee. A quorum may be achieved through the use of conference calls or other appropriate technologies. Except as otherwise noted herein, the terms of the members appointed to Committees of the Association shall expire at the end of the fiscal year.

When the President determines that a vacancy exists on a committee, the President may appoint an eligible member of the membership to fill such vacancy for the remainder of that term.

1. Executive Committee

a. The Executive Committee shall have four (4) members who are the duly elected officers of the Association: the President, who shall be Chairman, and the President-elect, Secretary-Treasurer, and the Immediate Past President.

b. The responsibilities of the Executive Committee are as follows:

i. Evaluate the Executive Director.
ii. Perform the routine business of the Association.
iii. Management of such affairs of the Association as may be delegated by the Board of Directors.
iv. All actions of the Executive Committee will be reported to the Board of Directors prior to its next regularly scheduled meeting.

2. Nominations Committee

The Nominations Committee shall have five (5) seven (7) members: the Immediate Past President, who shall be Chairman and vote only in the case of a tie vote, and one representative from each area of the Association and two (2) members elected at large during the annual business meeting. Each area representative to the Nominations Committee will be appointed by the President-elect, in consultation with the current serving Area Directors from that region shall be elected at the area meeting of the region that is held during the Association’s Annual Conference. All Nominations Committee members must be current members of state boards of education, and priority for appointment shall be a past Area Director from each area. In the event there is not available to serve a past area director, the appointee should be a member of the
Association who has served either on a committee or a Study Group of the Association. Each area will also have an alternate, should the appointee be unable to serve. The alternate for each area shall be recommended by the current directors from that area and appointed by the President. The terms of the Nominations Committee are one (1) year, and all Nominations Committee members are eligible to serve a maximum of three years.

b. The Committee shall nominate each year at least one (1) candidate for the position of President-elect, and nominate at least one (1) candidate for Area Director from each area based on candidate interviews.

c. The Committee shall nominate at least one (1) candidate every two (2) years for the position of Secretary-Treasurer based on candidate interviews.

d. It is also the duty of the Nominations Committee to recommend changes to the definition of qualifications for each elected or appointed position and to use such descriptions in the search process.

3. Public Education Positions Committee

a. The Public Education Positions Committee shall have eight (8) members, consisting of the four (4) junior area directors, and four additional members appointed by the President, preferably from each area. The Chair of the committee shall be appointed by the President from the Committee. Each member may serve up to one (1) successive term.

b. The Committee shall solicit new Public Education Positions and changes to standing public policy positions from among the membership, meet at least ninety (90) days prior to the Annual Business Meeting to consider the proposed public policy positions and changes, and distribute its report to the Association membership at least sixty (60) days prior to the Annual Business Meeting.

c. New Public Education Positions

i. New Public Education Positions and amendments not distributed by the Committee may be submitted by a member board but only if presented to Association headquarters for transmission to the Association membership not less than thirty (30) days before the start of the Annual Business Meeting.

ii. New or amended Public Education Positions not recommended by the Committee and/or emergency resolutions recommended by the Public Education Positions Committee may be considered at the Annual Business Meeting only by the agreement of the majority of the delegates present and voting.

d. Minority Statements
i. The printed Public Education Positions may record the dissenting votes by state designation and shall provide a section for written minority statements.

ii. The language of such minority statements shall require the concurrence of five voting delegates recorded as voting "no." The length of such minority statements shall be determined by the Public Education Positions Committee.

4. Finance and Audit Committee

a. The Finance and Audit Committee shall have **at least** four (4) **not to exceed seven (7)** members: the Secretary-Treasurer, who shall be Chairman and **at least** three (3) additional members **not to exceed six (6)** appointed by the President as herein provided. Upon assuming office, the NASBE President will appoint (with Board approval) one member of the Finance and Audit Committee to a three (3) year term such that the Committee will receive one (1) new member each year.

b. The Committee shall review the financial condition of the Association, as well as its dues structures, its budget, its investments, and the manner in which staff has conducted the business of the Association. The Finance and Audit Committee shall oversee the Association's annual independent audit. The Finance and Audit Committee shall recommend, and the Board of Directors shall approve, the Annual Budget of the Association for the next fiscal year prior to the Annual Business Meeting. The Finance and Audit Committee shall report to the Association at the Annual Business Meeting.

5. Governmental Affairs Committee

a. The Governmental Affairs Committee shall be open to any member who wishes to serve on the Committee and has their board approval; however, membership will be limited to one person per state. The Chair of the Committee will be appointed by the NASBE Board of Directors.

b. It is the role of the Governmental Affairs Committee to provide a forum for discussion of issues that have become the subject of federal legislation or of importance to a large number of states. The Committee's responsibility shall include recommending legislative positions to the NASBE Board of Directors. Only those positions that are approved by a 2/3 majority vote of the Committee will be recommended to the NASBE Board of Directors. These positions shall not be inconsistent with duly adopted NASBE resolutions, missions, and beliefs. The Committee shall also recommend positions compatible with the purposes of the Association on issues for which there are no established policies.

6. Credentials Committee

a. The Credentials Committee shall have no more than five (5) members appointed by the President.
b. The Committee shall register a voting delegate and alternate from each state to vote at the Annual Business Meeting.

**B. Ad Hoc Committees**

1. Ad Hoc Committees may be designated by the Board of Directors to further the purposes of the Association.
2. The Board shall determine the function, term, membership, and budget of each committee and the President shall appoint the members.

**ARTICLE X. AMENDMENTS**

The Board of Directors will review the bylaws of the Association on an "as needed" basis. In the event the Board should recommend a bylaws change to the membership, the proposed change shall be distributed to the Association membership at least sixty (60) days prior to the start of the Annual Business Meeting. In addition to recommendations for amendments submitted by the Board of Directors, the Bylaws may also be amended at the annual business meeting by a two-thirds vote of the voting delegates.

**ARTICLE XI. PARLIAMENTARY AUTHORITY**

The procedures at all meetings shall be governed by Robert's Rules of Order (revised), except as modified by these bylaws and standing rules of the Board of Directors and Annual Business Meeting.
TO: Board Operations Committee
Illinois State Board of Education

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

Materials: NASBE Annual Conference Agenda

Agenda Topic: NASBE Annual Conference

Purpose of Agenda Item
The Board will review the NASBE Annual Conference agenda and discuss as necessary.

Relationship to/Implications for the State Board’s Strategic Plan
GOAL 1 Enhancing Literacy;
GOAL 2 Improving Educator Quality for All Children; and
GOAL 3 Expanding Data-Informed School Management & Support Practices

Expected Outcome(s) of Agenda Item
Discussion of issues and possible attendance by Illinois members.

Superintendent’s Recommendation
No recommendation from the Superintendent.
NASBE ANNUAL CONFERENCE
Doubletree Hotel, Philadelphia, PA
October 11-13, 2007

“PUBLIC EDUCATION:
THE FOUNDATION OF A DEMOCRATIC SOCIETY”

**Wednesday, October 10 - preconference activities**

9:00 - 5:00   Policy Symposium on Healthy Eating
12:00 - 5:00   NASBE Board of Directors meeting
6:00 - 7:30   Board of Directors Reception
8:00   NCSBEE dinner

**Thursday, October 11 – preconference & conference activities**

8:00 – 10:15   Policy Symposium on Healthy Eating (continued)
8:00 – 10:15   Finance Committee Meeting
8:00 – 10:15   Governmental Affairs Committee Meeting
8:00 – 5:00   NCOSEA Annual Conference
8:30 - 5:00   NCSBEE Annual Conference
10:30 – 12:00 Area Meetings, hosted by Area Directors
12:15 – 2:00 Opening conference luncheon
2:15 - 3:30 Breakout sessions
   •   English Language Learners Study Group session
       Speakers: Keith Buchanan, Isis Castro, Jim DiPrete, Vinni Hall
   •   Adolescent Literacy
       Speakers: Colleen Callahan, Mel Riddile, Katherine Mitchell
3:45 – 5:00   General Session on National Standards
   Panelists: Kathy Cox, Ken James, Nancy Grasmick
6:00 - 8:00   Pennsylvania Night
   National Constitution Center – Grand Hall Overlook
Friday, October 12

8:00    Policy Leader of the Year Breakfast
        Recipient:  David Driscoll

8:00 – 4:30  NCSBEE Annual Conference

8:00 – 4:30  NCOSEA Annual Conference

9:30 - 10:45  Breakout sessions
              • NCLB Reauthorization
                  Speakers:  Kevin Noland, David Griffith
              • Turning Around Low Performing Schools
                  Speakers:  Karl Girton, Gerald Zahorchak, Eleanor Saslaw

11:00 - 12:00  General Session
               Keynote speaker – Angus McBeath

12:15 – 1:30  Inspirational luncheon
               Speaker:  Joe Scantlebury, Gates Foundation, to be introduced by
               former student board member, Brian Frazee (Maryland)

1:45 – 3:00  Breakout sessions
               • Dropout Prevention
                   Speakers:  John Bridgeland, Claude Hartley, someone from
                   Jobs for the Future
               • Motivating High Risk students through technology
                   Speaker:  Alan November

Choice of:
3:15 -4:15
• Panel discussion on Student Leadership Initiative
• Public Education Positions Committee meeting
• Voting delegates briefing for business meeting
• Forum on Leadership for Learning:  State Policy to Classroom
  Practice

5:30 - 7:00  President’s Reception & Silent Auction viewing

7:00 - 9:00  President’s Banquet
Saturday, October 13

7:45 – 9:00  Topical breakfast (will end with report of Executive Director from 8:45 – 9:00 am)

8:30 – 12:00  NCSBEE Annual Conference

8:30 – 12:00  NCOSEA Annual Conference

9:00 – 9:30  Board buses & trip to School of the Future

9:30 – 10:30  Tour of facilities

10:45 – 12:00  General session panel on School of the Future
   Speakers: Mary Cullinane, school principal, parent and student
   TBA

12:00 – 12:30  Return to hotel
   Box lunch provided to participants who attend field trip

2:15 - 4:00  NASBE Business meeting