

# **Rules of Procedure for Performance Evaluation Advisory Committee**



Adopted February 21, 2025

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The Performance Evaluation Advisory Committee operates pursuant to the authority of 105 ILCS 5/24A-7(c).

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**Section I—Declaration and Purpose**

- Section 1.1      The *Performance Evaluation Advisory Committee* (Committee), in order to fulfill its statutory purpose and responsibilities under 105 ILCS 5/24A-7(c) and to serve the citizens of Illinois, hereby establishes Rules of Procedure to direct its operations. It is the purpose of these Rules of Procedure to clarify the means by which the Committee will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.
- Section 1.2      The Committee shall convene for the purpose of maintaining and improving the evaluator retraining and pre-qualification program in this State under Section 24A-3 of the Illinois School Code. Pursuant to 105 ILCS 5/24A-7(c), The Committee shall advise the State Board of Education on the continued implementation of the evaluator training and pre-qualification program in this State, which may include the development and delivery of the program's existing and new administrators' academies, gathering feedback from program instructors and participants, sharing best practices, consulting with the State Board on any proposed rule changes regarding evaluator training, and other subjects as determined by the Chairperson(s) of the Committee.

**Section II—Membership and Officers**

- Section 2.1      Members of the Committee shall be appointed by the State Superintendent pursuant to the specifications in 105 ILCS 5/24A-7(c). Upon the request of the State Superintendent, each provider of the evaluator training and pre-qualification program shall nominate qualified individuals for the State Superintendent to consider for appointment to the Committee. The State Superintendent shall specify the number of nominations sought from the provider. Nominations shall be advisory only. The appointed members shall constitute the Committee for purposes of the Open Meetings Act.
- Vacancies in membership will be filled in accordance with the appointment authority detailed in 105 ILCS 5/24A-7(c).
- Section 2.2      The Committee shall select at least one member of the Committee to serve as Chairperson(s) at its initial meeting.

**Section III—Providers, Academy  
Design, and Approval of Evaluator  
Training Academies**

Section 3.1 Providers for Evaluator Training Administrator Academies, both pre-qualification and retraining, shall be the Illinois Association of Regional Superintendents of Schools (IARSS), the Illinois Association of School Administrators (IASA), the Illinois Principals Association (IPA), the Illinois Federation of Teachers (IFT), the Illinois Education Association (IEA), and the Chicago Public Schools (CPS). ISBE has the sole discretion to determine the providers for the Evaluator Training Administrator Academies, both pre-qualification and retraining.

Approved trainers for the Evaluator Training Administrator Academies shall be sponsored by one of the six (6) above-listed organizations. Each provider other than IARSS, shall be allowed to have no more than five (5) trainers for each approved Academy. IARSS and the other providers shall reach consensus as to the number of trainers IARSS is allowed for each Academy. If the providers are unable to reach consensus as to the number of IARSS trainers, the Committee shall, by majority vote of the members, make that decision. Other entities may provide the Evaluator Training Administrator Academies but must utilize a certified trained presenter who has completed the train-the-trainer program specific to the Evaluator Training Administrator Academy being provided.

Providers shall be responsible for identifying the individuals they sponsor to become trainers of all Committee teacher evaluator and principal/assistant principal evaluator Academies. Providers shall ensure that each sponsored individual meets all of the following requirements:

1. Be a current qualified evaluator;
2. Attend the Evaluator Training Administrator Academies session(s) as defined by Committee (initial train-the-trainer and/or periodic refresher sessions, as required);
3. Commit to training minimums as defined by Committee;
4. Work through providers to schedule and deliver Evaluator Training Administrator Academies;
5. Maintain expectations of quality and integrity for delivery of Evaluator Training Administrator Academies;
6. Participate in trainer cadre networking as defined by Committee; and
7. Agree to the confidentiality requirements of Committee and ISBE.

The Committee shall approve the periodic train-the-trainers sessions for Academies. Any train-the-trainer session which provides content for any new Academy(ies), significant changes to any existing Academy(ies), and/or is designed for new trainers shall require individuals to participate during live delivery of the train-the-trainer session on date(s) and time(s) scheduled by the train-the-trainer. Current trainers who will continue to provide any Academy(ies) as trainers for their sponsoring organization shall complete periodic refresher sessions as approved by the Committee through one of the following means:

1. Participate during live delivery of the session on date(s) and time(s) scheduled by the train-the-trainers; or
2. View a recording of the train-the-trainer session and submit a response which is approved by the Committee.

After successful completion, as defined by the Committee, of a train-the-trainer session, an individual shall be a certified trained presenter ISBE shall maintain a list of approved certified trained presenter for each Academy that is approved as an Evaluator Training Administrator Academy.

Section 3.2 The Committee shall approve any Evaluator Training Administrator Academy for the pre-qualification or retraining of teacher and principal/assistant principal evaluators. When an Academy has been approved by the Committee, the Committee shall work with the appropriate State Board staff to ensure State Board approval of a new Academy or the renewal of existing Academies.

## **Section IV—Meetings**

- Section 4.1      The Committee shall meet at least quarterly and may also meet at the call of the Chairperson(s) of the Committee. All meetings of the Committee, including subcommittee meetings and public hearings, shall comply with the Open Meetings Act and be open to the public, unless an exception applies. A meeting is a gathering of a majority of quorum of the members of the Committee held for the purpose of discussing public business. *See* 5 ILCS 120/1.02. A quorum is a simple majority.
- Section 4.2      Regular meetings of the Committee shall be held at a time and location determined by the Chairperson(s) in consultation with designated staff from the Illinois State Board of Education (ISBE). The Chairperson(s), at his/her/their discretion, may cancel or reschedule any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Committee members at least seven calendar days prior to this meeting date.
- Section 4.3      Special meetings of the Committee may be called at the discretion of the Chairperson(s) in consultation with the designated ISBE staff or by request of a majority of Committee members. An Agenda, together with a notice of the time and place of any such meeting, must be provided to the Committee members at least five calendar days prior thereto. The Agenda may be modified up to 48 hours prior to the meeting. Only matters contained in the Agenda shall be discussed at any special meeting. Public notice of any special meeting shall be given 48 hours in advance of the special meeting, except in bona fide emergencies, in which case the notice shall be given as soon as practicable but prior to the holding of such meeting. The Chairperson(s) may cancel a special meeting at his/her/their discretion, provided that a meeting called by the Committee members may be canceled only by the consent of a majority of the Committee members.
- Section 4.4      The Chairperson(s) shall prepare an Agenda of business scheduled for deliberation prior to each regular meeting. The approval of Minutes from the previous meeting and a public comment opportunity shall be included on each Agenda. The Agenda shall be distributed to the members of the Committee at least seven calendar days prior to a scheduled meeting. The Agenda may be modified up to 48 hours prior to the meeting. Any member may have an item placed on the Agenda by notifying the Chairperson(s) of his or her desires in that regard in writing at least ten days prior to the Committee meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Committee. In addition, there shall always be a category titled “New Business” for the initiation of emergent matters on every Agenda, except for special meetings.
- Section 4.5      If a meeting is held virtually, the Committee must also have a public building location for the meeting and a way for individuals physically present to participate in the public participation portion of the meeting. The virtual log-in information and physical location of the meeting must be included on the Agenda.
- Section 4.6      Closed sessions may be convened only for the purposes authorized in Section 2(c) of the Open Meetings Act, 5 ILCS 120/2(c). No final action may be taken during closed session.
- Section 4.7      Final action on any matter shall be preceded by a recital in open session on the matter being considered and other information that will inform the public of the business being conducted. (5 ILCS 120/2(e)).

## **Section V—Conduct of Business**

- Section 5.1 In order to transact business, a quorum of those appointed to the Committee must be present at the initial roll call at the commencement of any regular or special meeting. Committee members attending in person, by video teleconference, or by telephone, as permitted by the Open Meetings Act, shall be considered present for the purpose of establishing a quorum. If a quorum is not present at the scheduled time of the meeting, the Chairperson(s) may continue a roll call for a reasonable time. Thereafter, even if a quorum is not reached, the meeting may continue at the pleasure of the Chairperson(s). Official action may be taken if and when a quorum is subsequently reached.
- Section 5.2 A majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Committee. Motions shall be made and seconded by Committee members before being called for a vote. A motion shall not be made and seconded by the same Committee member.
- Section 5.3 The Chairperson(s) shall have the right to call for a vote by voice vote in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The Minutes shall reflect the results of each roll call. Virtual meetings require a roll call vote.
- Section 5.4 Proxy votes shall not be permitted. A Committee member must be present to record his or her vote and to present a motion or motions.
- Section 5.5 Committee members who are not present for at least 50 percent of regularly scheduled meetings held in a given calendar year shall be referred to the State Superintendent for review. The State Superintendent may withdraw the member’s appointment and proceed to fill the vacancy in accordance with Section 24A-7(c) of the School Code and these Rules of Procedures.
- Section 5.6 Minutes of each meeting shall be approved by the Committee as required by the Open Meetings Act. Copies of the approved Minutes shall be posted online within 10 calendar days after Committee approval and made available to anyone who requests them in accordance with the Open Meetings Act.
- Section 5.7 Members of the public may comment at each meeting subject to reasonable constraints. Participants are expected to follow these guidelines:
1. Address the Committee only at the appropriate time as indicated on the Agenda and when recognized by the Chairperson(s).
  2. Identify oneself and be brief.
  3. The public comment portion of the meeting shall be no longer than 20 minutes and comments shall be limited to five minutes per commenter unless otherwise determined by the Chairperson(s).
  4. In the interest of time, the Chairperson(s) may shorten public comment to give the maximum number of participants the opportunity to speak.
  5. Conduct oneself with respect and civility toward others.
  6. Public comments must be specific to educationally-relevant issues.

## **Section VI—Subcommittees and Work Groups**

- Section 6.1      The Chairperson(s) may create subcommittees in consultation with designated ISBE staff and shall appoint all subcommittee members and chairpersons, all of whom shall serve at the pleasure of the Chairperson(s). Subcommittee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of the Chairperson(s) and/or the Committee.
- Section 6.2      Subcommittees shall exercise those powers as are appropriate to their mission and responsibility. They also shall have such other powers and duties as designated by the Chairperson(s). Subcommittee reports and recommendations shall be submitted to the Chairperson(s) within the time prescribed by them and they shall be advisory only.
- Section 6.3      Subcommittee meetings shall be scheduled by the Chairperson(s) or the subcommittee chairperson in consultation with the designated ISBE staff and shall be subject to provisions of Section IV of these Rules of Procedures.
- Section 6.4      In order to transact business, a quorum of those appointed to a subcommittee must be present at the initial roll call at the commencement of any regular or special meeting. Subcommittee members attending in person, by video teleconference, or by telephone, for purposes of establishing a quorum as permitted by the Open Meetings Act, shall be considered present. If a quorum is not present at the scheduled time of the meeting, the subcommittee chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. If a quorum is subsequently reached, official action may be taken at that time.
- Section 6.5      The provisions of Sections 5.2 through 5.7 apply to subcommittees of the Committee and the subcommittee chairperson shall fulfill the role of Chairperson(s) for subcommittee meetings.
- Section 6.6      Each subcommittee member may request up to two individuals to serve as non-voting participants of the subcommittee to provide support to the subcommittee. Requests must be submitted to and approved by the Chairperson(s) of the Committee.
- Section 6.7      Members of the Committee may be appointed to independent and informal work groups created by ISBE to discuss the specifics regarding the Evaluator Training Administrator Academies. These ISBE work groups are not part of the Committee's structure, are not subcommittees of the Committee, will not occur during Committee meetings, and shall not make decisions or issue formal recommendations. The work groups are not subject to these Rules of Procedure. The Committee may receive updates from the work groups and may choose to use the input from the work groups when making recommendation decisions related to the Evaluator Training Administrator Academies.



## **Section VII—Administrative Support**

- Section 7.1 Designated ISBE staff shall provide administrative support to the Committee.
- Section 7.2 Designated ISBE staff shall create and maintain a website for the Committee that shall serve to inform the public about the Committee.
- Section 7.3 Designated ISBE staff shall create and maintain a website for the Committee and for certified trained presenters of Evaluator Administrator Academies that shall serve for the purpose of being a repository of Evaluator Training Administrator Academy materials, as determined in cooperation with the Committee. This repository shall be restricted to the certified trained presenters of Evaluator Training Administrator Academies and shall be managed by ISBE or an approved provider.

## **Section VIII—Ethics and Harassment Training, Open Meetings Act Training, and Conflicts of Interest**

- Section 8.1 All members of the Committee shall annually complete the mandatory ethics and harassment trainings for members of Illinois boards and commissions. A signed acknowledgment of completion of the training shall be submitted to designated ISBE staff and kept for each Committee member.
- Section 8.2 All members of the Committee shall complete the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be submitted to designated ISBE staff and kept for each Committee member.
- Section 8.3 No Committee member shall accept any stipend, fee, gratuity, or consideration of any kind or nature from any person, unit, agency, or organization for the purpose of influencing a vote, decision, or recommendation of a member on a matter before the Committee.
- Section 8.4 No Committee member shall receive any funds related to recommendations made by the Committee.
- Section 8.5 Any potential conflict of interest that may arise shall be brought to the attention of the Chairperson(s) by the relevant Committee member. The decision of the Chairperson(s) with respect to conflict of interest situations shall be final unless the situation involves one of the Chairperson(s), in which case the other Chairperson's decision shall be final.
- Section 8.6 A Committee member must inform the Chairperson(s) if the member has not successfully completed the Evaluator Training Administrator Academy (including any prior versions) that is to be discussed by the Committee. At the discretion of the Chairperson(s), he/she/they may require such a Committee member to abstain from participating in discussions regarding the Academy, unless the member agrees to refrain from taking that specific version of the Evaluator Training Administrator Academy to become a qualified evaluator. A Committee member required to abstain from participating in discussions regarding the Evaluator Training Administrator Academy shall not receive documents related to the specific Academy, shall not provide feedback on the specific Academy, and shall abstain from voting on whether the Academy will be recommended to ISBE for approval.

## **Section IX—Robert's Rules of Order**

- Section 9.1 Unless State law or Committee-adopted rules apply, the Chairperson(s) will use the most recent edition of Robert's Rules of Order as a guide when a question arises concerning procedure.

### **Section X—Adoption and Amendments to Rules of Procedure**

- Section 10.1      Adoption or amendment of these Rules of Procedure shall require a two-thirds vote of the Committee members voting at an official meeting that has been properly noticed as required by these Rules of Procedure. Amendments shall be proposed only by members during a regular meeting of the Committee and voted upon during the next regular meeting.
- Section 10.2      A complete electronic copy of these Rules of Procedure shall be posted on the website required by Section 7.2.