

Friday, January 15, 2016 – 11:30am

Michael A. Bilandic Building – 160 N. LaSalle Street, Room N502

I. Welcome & Introductions

Commissioners in Attendance: Troy Ratliff and Dr. Kathryn Robbins. Also present at the meeting were Commission Staff: Interim Executive Director, Hosanna Mahaley-Jones, Deputy Director, Shenita Johnson and Intern, Treyana Burris.

II. Public Participation

No members of the public were in attendance.

III. Operations Committee Mission

The Mission Statement will be presented to Commission Chair, DeRonda Williams for review and approval at the next scheduled meeting.

IV. Operations Committee Agenda/Activities for 2016

1. Commission Administrative Fee Policy Update January 2016

- *The current Commission Operational Fee Policy provides that the Commission may evaluate and adjust the fee for the applicable year by December 31st*
- *A request by a Commission School regarding a waiver of the Commission operational fee was discussed.*
- *Commissioners noted that the policy states that all schools should be treated equally.*
- *The Commission fees are set for the year during the annual budget process. The Commission's FY16 Budget has already been approved and adjustments may be detrimental to Commission operations and the fees received from Commission Schools are the sole revenue source for the Commission.*
- *The request should be denied, and staff is directed to respond accordingly to the request.*

2. FY 17 Budget Planning March 2016

- *Commission staff submitted its annual appropriation to ISBE, the amount will be higher than years past, based on increasing costs associated with personnel, legal/litigation and authorizer functions.*
- *Staff will present an draft FY17 budget for Operations Committee review prior to submission of First Reading by the Commission.*

3. Revision of Commission Bylaws June 2016

- *Revisions are set to be made to key aspects of Commission Bylaws through a generated list.*

V. FY16 Second Quarter Budget Update - Activity from July 31, 2015 – December 31 2015

A. Personnel

- *Commission pays 68% of personnel benefits*
- *Commission is currently below projected spending for personnel - \$15,000 in savings*
- *Additional support staff will be hired to support the pending appeals and to support monitoring of existing schools.*

B. Appeals

- *Commission anticipated 6 appeals in the FY16 Budget – There have been 4 appeals and the Commission is anticipating two more, costing an additional \$48,000*

VI. Commission Action – February Meeting

- *Committee recommendation regarding Operational fee waiver request*
- *Second quarter budget update*

Meeting adjourned at 12:34pm.