

## Executive Committee Minutes—January 24, 2020

The Executive Committee meeting was called to order at 6:40 p.m., Friday, January 24, 2020 by President Tom Neeley at the Abraham Lincoln Hotel, Springfield, Illinois.

### **CALL TO ORDER:**

#### **Present:**

Tom Neeley, President  
Simon Kampwerth, Vice President  
Joanne Osmond, Imm. Past President  
Linda Eades, Treasurer  
Mark Christ  
Carla Joiner-Herrod  
Rob Rodewald  
Sue McCance

#### **Staff:**

Tom Bertrand, Executive Director  
Chris Montrey, Administrative Assistant

### **Announcements**

President Tom Neeley welcomed the Executive Committee members to the January meeting.

### **Additions to and Approval of Agenda**

President Tom Neeley asked if there were any additions to the agenda.

No additions were added to the January 24, 2020 agenda.

**ACTION:** Sue McCance moved; Mark Christ seconded; to approve the January 24, 2020 agenda as presented; motion carried.

### **Approval of Executive Committee Minutes – October 4, 2019**

No changes were made to the October Executive Committee minutes.

**ACTION:** Simon Kampwerth moved; Linda Eades seconded; to approve the October 4, 2019 agenda as presented; motion carried.

### **REPORTS**

#### **2020 Membership Report**

Executive Director Tom Bertrand reviewed the membership report noting member count, dues amount paid for the year, and affiliate member count. He stated that affiliate membership numbers have increased from previous years and that some special education cooperatives have joined as affiliate members.

A conversation took place regarding outreach options for non-members.

### **Meeting Schedule**

Executive Director Tom Bertrand reviewed the March 2020 Board of Directors' meeting schedule which will take place in Lisle noting the equity program overview that Field Service Director Sandra Kwasa and Dee Molinare will be facilitating on Friday evening.

### **2020 Board of Director Meetings**

Executive Director Tom Bertrand reviewed the future dates of the Board of Directors' meetings stating August meeting will be at the Herrington Inn in Geneva.

## **AGENDA ITEMS**

### **IASB Strategic Priority Update**

Executive Director Tom Bertrand reviewed the Strategic Priority report noting the following updates:

- Positive feedback was received regarding policy staff members availability to members at the Joint Annual Conference
- Total paid registrants for the Joint Annual Conference exceeded the budgeted number
- Collection of baseline data for new website
- The Writing Style Guide updated for Association
- Videos produced to complement legislative reports
- Total number of workshops delivered through January 2
- The support of the Office of General Counsel to other departments
- Field Services outreach to districts and two Field Services directors being assigned to large member districts
- Pre-Conference Workshop attendance totals
- Collective Bargaining Workshops scheduled for January 25
- Deputy Executive Director reaching out to a district and Executive Director attending meeting with State Superintendent regarding ISBE rules for physical restraint
- NSBA Advocacy Institute in Washington D.C. and the Illinois Delegate dinner
- Luncheon on February 21 for large member districts

Feedback from the Executive Committee members regarding the Strategic Priority Plan was positive – easy to read, very organized, good road map.

### **Connecting with Ownership Discussion**

Executive Director Tom Bertrand stated that outreach to member districts is a part of the connecting with the ownership.

Bertrand stated that a leadership event is scheduled for August 8, "Elevate 2020, Board and Community Leadership" at Tinley Park Convention Center. Three speakers will present at this event and IASB Board of Directors will engage with the members to receive feedback.

Bertrand stated that the mindset is focused on how IASB can connect with leadership from the divisions. He stated that with the new website there could be an opportunity to develop a new app which will allow members direct access to information.

A conversation took place regarding what communication the IASB Board can have with school

board members and the benefits of an app as it would allow IASB information to reach each individual member and not just the district.

### **August Leadership Event Update**

Executive Director Tom Bertrand again reviewed the Leadership Event taking place August 8 in Tinley Park.

### **2020 Spring Division Meeting Schedule**

Executive Director Tom Bertrand reviewed the Spring Division Meeting schedule stating that he is looking into changing the format of the business meeting portion to include each IASB leader (the Executive Director, the Officers, and Governmental Relations staff) giving a short report.

### **FY20 Budget Update**

Treasurer Linda Eades reviewed the December Financial Report, distributed at the meeting, stating that IASB's cash position is above the mandated cash floor noting the Cash & Investment Position chart presented in the packet. Eades noted total assets and dues amounts received. She also reviewed investment amounts and dividends received from these investments.

A conversation took place regarding how the mandated cash floor amount was determined and if this amount should change.

Executive Director Tom Bertrand reviewed the different account balances and distinguished the funds in each account.

President Tom Neeley reviewed the expenses and noted that expenses may fluctuate because of the time of year that is being reviewed such as expenses higher the months following the Joint Annual Conference.

### **FY21 Budget Assumptions**

Executive Director Tom Bertrand reviewed some major factors affecting the 2021 budget such as dues amounts, Joint Annual Conference registration numbers, Policy Services subscriptions, staffing and benefit expenses, and capital expenditures.

Bertrand stated that he will be meeting with each department director regarding each department budget. He stated that he will have more detailed information regarding the 2021 Budget at the March Board of Directors' meeting.

A conversation took place regarding acquiring land next to the Springfield office.

### **Committee Assignment Update**

President Tom Neeley reviewed the committee assignment list stating that the only change was that Jim McCabe will be sitting on the Policy Review Committee.

### **Annual Work Calendar Review**

Executive Director Tom Bertrand reviewed the annual work calendar stating that there have been no changes since the last Board of Directors' meeting.

### **Policy Monitoring – Governance Cultures and Board/Executive Director Relationship**

Executive Director Tom Bertrand reviewed the following policies: GC-5-Board Committees, GC-9 Process for Addressing IASB Directors' Violations, GC-10 Board Development, and B/EDR-2 IASB Staff Accountability. No comments or recommendations for changes were given by the Committee members.

### **R-2 Indicators**

Executive Director Tom Bertrand reviewed the R-2 report stating that it focuses on increasing skills of local board members to better govern their districts.

Bertrand stated that new Pre-Conference Workshops were well attended at the Joint Annual Conference, Vision 20/20's four pillars (Highly Effective Educators, 21<sup>st</sup> Century Learning, Shared Accountability, and Equitable and Adequate Funding) have not been changed, the Communication department keeps a content calendar for future *Journal* articles, new videos are being used to reach members, and **PRESS** and **PRESS** Plus subscriptions are doing well,

A conversation took place regarding the Vision 20/20 pillars and the principal shortage.

No changes were recommended to R-2.

### **Operational Expectations**

Executive Director Tom Bertrand reviewed the following operational expectations:

OE-3: Bertrand stated that this OE focuses on the culture of the Association and how the members and staff are treated.

Bertrand stated that staff and Board of Directors receive communication from him through bi-weekly email messages and the bi-monthly Leadership Update report. He stated that the IASB Strategic Plan includes metrics related to member participation and satisfaction which can be found on the Plan's scorecard.

No changes were recommended.

OE-4: Bertrand stated that this OE focuses on employment and hiring processes of IASB. He stated that all newly hired employees will have a background check done and the HR Manual has been updated due to new mandates. He also stated that job descriptions and department structures are being reviewed when a vacancy occurs.

Bertrand expressed how important staff retention is and discussed plans to have conversations with staff regarding employment with IASB.

OE-7: Bertrand stated that this OE focuses on the financial activities of IASB. He reviewed contracts that extend longer than one year such as hotels and venues for Conference and division meetings, Microscribe, and the lease for the Lombard office.

OE-9: Bertrand stated that this OE focuses on communication between the Executive Director and the Board of Directors. He noted in the report that membership retention and Joint Annual Conference are two main data points regarding revenue and that he keeps the Board informed with

monthly budget reports, membership updates, and written leadership reports. He also informs the Board with any significant media coverage via emails.

### **OE-8 Asset Protection**

Executive Director Tom Bertrand reviewed changes to OE-8 stating that these changes ensure that operating funds are protected with the investment guidelines of ISDLAF and funds placed in investment funds comply with the IASB Investment Policy and Procedures.

Committee agreed that these changes will be reviewed by the IASB Policy Review Committee and then OE-8 will be brought to the full Board in March.

### **OE-8E1 IASB Investment Policy and Procedures**

Executive Director Tom Bertrand reviewed the IASB Investment Policy and Procedures report stating that the changes to language were made to keep consistency in the report.

Committee agreed that these changes will be reviewed by the IASB Policy Review Committee and then OE-8E1 will be brought to the full Board in March.

### **Staffing Update**

Executive Director Tom Bertrand reviewed the staffing report presented in the packet adding that as of January 27, Shantel Rotherham will transfer from the Meeting Management department to the Field Services department as an administrative assistant for Senior Director Reatha Owen.

### **2019 Joint Annual Conference Update**

Executive Director Tom Bertrand reviewed the details of the 2019 Conference such as: registration totals, attendees total, post Conference survey to members, wifi, Pre-Conference Workshops, and exhibit hall.

The Committee members discussed the Joint Annual Conference and recommended some changes to the Conference such as handouts for new board members visiting the exhibit hall, panel sessions during the general sessions and delegate assembly, and providing food court for attendees.

### **Vision 20/20**

Executive Director Tom Bertrand stated that he has no new information to discuss than what was stated during the review of R-2.

### **Legislative Update**

Executive Director Tom Bertrand stated that spring session will begin at the end of the month and the state budget will likely be based upon passage of the progressive income tax. He reviewed issues and bills that are being discussed including ISBE's emergency Rule on isolation and seclusion to students.

A conversation took place regarding restraints and training of teachers in school districts.

Bertrand reviewed ISBE recommendations for education funding in the FY 21 state budget.

### **NSBA Governance Review Committee**

Immediate Past President Joanne Osmond informed the Committee of the work of the NSBA Governance Review Committee stating that they had their last meeting and a report will be

presented to the NSBA Board on January 30. She stated that Constitutional proposals will be heard on February 1 and IASB's Officers and Executive Director will meet with NSBA's Officers and Executive Director on February 2.

### **NSBA Advocacy Institute**

Executive Director Tom Bertrand stated that NSBA Advocacy Institute will be taking place February 2-4 in Washington D.C. and IASB will be hosting an Illinois Delegate dinner on February 3 for Illinois attendees.

### **NSBA Annual Conference**

Executive Director Tom Bertrand stated that the NSBA Annual Conference will take place in Chicago on April 4-6 and the Illinois Reception may be held on Saturday evening.

### **OTHER**

Other information included in the packet were the Board of Directors' Future Meeting Dates Schedule, Meeting Plus/Delta, Mentor/Mentee list, the 2019 NSBA Summer Leadership Seminar, 2020 NSBA Summer Leadership Seminar information, 2021 NSBA Advocacy Institute information, 2021 NSBA National Conference information, IASB Organizational Chart, and Large District Luncheon invite.

### **ADJOURNMENT**

President Tom Neeley adjourned the meeting at 8:40 p.m.