

# Board of Directors' Meeting Minutes

Saturday, June 8, 2024

## IASB Board of Directors' Meeting

### IASB Springfield Office

#### Present:

Mark Harms	President	Flanagan
Tracie Sayre	Vice President	Arenzville
Chris Buikema	Northwest	Rock Falls
Liz Campbell	Three Rivers	Bolingbrook
Mark Christ	Southwestern	O'Fallon
Debbie Lowman ( <i>Tim Custis</i> )	Central Illinois Valley	Washington
Veronica Franklin ( <i>Joyce Dickerson</i> )	South Cook	Calumet City
Linda Eades	Kaskaskia	Hettick
Bob Geddeis	Kishwaukee	Rockton
Chris Gordon	Abe Lincoln	Springfield
Jeff Johnson	Blackhawk	Kewanee
Kimberly Keniley-Ashbrook	Illini	Homer
Alva Kreutzer	North Cook	Elk Grove Village
Thomas Ruggio	DuPage	Woodridge
Jim McCabe	Starved Rock	Utica
Sue McCance	Western	Cuba
Sheila Nelson	Shawnee	Cairo
Stephen Nelson (Ex-Officio)	Service Associates Representative	Rockford
Nick Sartoris	Corn Belt	Pontiac
Lisa Schwartz	Two Rivers	Liberty
Jianan Shi	Chicago SD 299	Chicago
Marc Tepper	Treasurer/Lake	Buffalo Grove

#### Absent:

Simon Kampwerth, Jr	Immediate Past President	Peru
Lisa Irvin	Egyptian	Belle Rive
Mandy Rieman	Wabash Valley	Newton
Janice Roeder	West Cook	Melrose Park

#### Recording Secretary:

Chris Montrey

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## **Introductions and Announcements**

President Mark Harms called the June 8, 2024, meeting to order at 9:40 a.m.

Harms welcomed everyone to the meeting and introduced Veronica Franklin representing the South Cook division and Debbie Lowman representing the Central Illinois Valley division.

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

**Action:** Marc Tepper moved, seconded by Sheila Nelson, to approve the June 8, 2024, meeting agenda as presented; motion carried.

## **Approval of March 9, 2024 Board of Directors' Meeting Minutes**

**Action:** Sue McCance moved, seconded by Linda Eades, to approve the March 9, 2024, Board of Directors' meeting minutes as presented; motion carried.

## **Approval of Consent Agenda**

**Action:** Liz Campbell moved, seconded by Chris Gordon, to approve the Consent Agenda Items (President's Report; Executive Director's Report; Operational Expectation Reports; Result Indicator Report; April 19, 2024 Executive Committee Meeting Minutes; FY 2024 Membership Report; and Meeting Process Debrief) as presented; motion carried.

## **Items Moved from Consent Agenda**

No items were moved from the Consent Agenda.

## **FY24 Budget Update/Financial Report Update**

Treasurer Marc Tepper reviewed the April 30, 2024, Financial Report thanking CFO Jennifer Feld for all her work on the finances and always keeping him updated. Tepper stated that IASB is in good financial shape, and he thanked the members of the Board of Directors for their districts' IASB membership and engagement in the services that are provided.

Tepper reviewed the Statement of Financial Position Report noting the total current assets and the Cash Flow Projection Report comparing April's actual totals to the estimated totals. On the Cash & Investment Position charts, Tepper reviewed the timeline of events affecting the downward progression of the cash position which is a cycle that happens every year. He reviewed the Investment report noting the total amount invested since 2013 and the growth of this investment to date. He also noted the total amount of dividends received year to date.

## **FY25 Budget Presentation and Approval**

Executive Director Kimberly Small reviewed the IASB FY25 Budget explaining the conservative approach that is taken in looking forward to the next year. She reviewed in detail the estimated revenue amounts and expenditure amounts.

**Action:** Jim McCabe moved, seconded by Chris Buikema, to approve the IASB FY25 Budget as presented; motion carried.

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## **2024 Strategic Priority Update**

Executive Director Kimberly Small reviewed the 2024 Strategic Priority Report, which will be completed as of June 30, 2024, stating this Strategic Priority contains six E's of focus. She reviewed the scorecard including:

- Results from the member survey showing members feeling supported through IASB programs and services,
- Results from the member survey showing member satisfaction with IASB customer service,
- Response times for PRESS Plus subscribers,
- Meeting mandatory cash floor each month,
- Social media engagement rate,
- Membership retention rate,
- Registration for online courses and webinars,
- PRESS Plus subscriber walkthrough training each year, and
- HR using Bamboo for diversity results from applicants.

A discussion took place regarding the times that webinars are conducted and if webinars should be held at two different times.

Policy Associate Executive Director Angie Powell stated that nine districts participated in the Administrative Procedures Project and all nine will meet the completion deadline of July 15. She stated it will be determined to offer this again in January 2025 after the staff collaborates at a debrief meeting.

## **2025 Strategic Priorities Approval**

Executive Director Kimberly Small reviewed a PowerPoint presentation of the 2025 Strategic Priority Areas of Focus, stating there will be a focus in 2025 on Engagement. She reviewed the six E's from the prior Strategic Plan and stated that Excellence, Education, and Equity will be moving into the vision and mission of IASB's work. Empower and Evolve will be a focus in future years.

Small stated the Administrative Team came together for two days with a COSSBA facilitator to collaborate on high/low value compared to high/low effort in areas of IASB work. She stated after the two days were complete, the team had narrowed the work for Engagement to three areas of focus – Division Meetings, Website access, and Joint Annual Conference. Small stated the 2025 Strategic Priorities will have these three focus areas with a scorecard tied to the Board of Directors' policy and/or Results Indicator(s) it is aligned with and will be part of the Association, departments, and individual staff goals.

Small stated the final version of the 2025 Strategic Priority Plan will be presented at the July Executive Committee meeting and the August Board meeting.

President Mark Harms stated this next Strategic Priority Plan will focus on areas that need to be looked at instead of looking at everything as the previous plan was set up which will get us to move to action and not just talking about plan.

**Action:** Bob Geddeis moved, seconded by Tom Ruggio, to approve the FY25 Strategic Priority Plan as presented; motion carried.

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## **Governance Policy Review – GC-1, GC-2, GC-3, GC-6, B/EDR-3, B/EDR-4, and B/EDR-5**

President Mark Harms reviewed the Governance Policies including the recommended changes to GC-6 asking for any questions or recommended changes after each. GC-6 recommended changes is to move OE-6 on the work calendar from being reviewed during the fourth quarter meeting to being reviewed at the first quarter meeting.

**Action:** Linda Eades moved, seconded by Chris Buikema, to approve the Governance Policies GC-1, GC-2, GC-3, GC-6, B/EDR-3, B/EDR-4, and B/EDR-5 as presented; motion carried.

## **Policy Review Committee Update – GC-5 Approval**

Vice President Tracie Sayre acknowledged those Board members which sit on the Policy Review Committee. She stated that GC-5 was returned to the Policy Review Committee after discussion took place at the March Board meeting. Sayre reviewed the recommended policy changes including the addition of “Running from Floor.”

A discussion took place regarding the qualifications on the Candidate Data form and the link to these qualifications from the Board governance policies.

President Mark Harms stated all IASB members, who have emails on file, received notification via email of the Candidate Data form being posted on IASB website.

Chris Gordon asked for a motion to be taken to approve GC-5. Harms asked for motion to approve.

**Action:** Chris Gordon moved, seconded by Alva Kreutzer, to approve GC-5 as presented; motion carried.

## **Service Associate Report**

Stephen Nelson stated the next Service Associate Executive Committee meeting will take place in August and an ad hoc committee was formed to review operating rules.

Nelson stated that there are currently 69 Service Associates and a focus of growth to membership will take place at the next meeting.

Nelson reviewed the criteria of Byrne and Jones Sports Construction and asked the Board for approval to send an invitation to them to become a Service Associate member.

**Action:** Jeff Johnson moved, seconded by Mark Christ, to approve an invitation to become a Service Associate member to Byrne and Jones Sports Construction as presented; motion carried.

## **IASB JAC Scholarship Update**

President Mark Harms stated there are two documents in the meeting packet regarding the scholarship program, the first document being a detail description of the scholarship and the second document showing the applicants that were selected.

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Executive Director Kimberly Small stated that 42 scholarships, two from each division, would be given if accepted by the recipients, and she reviewed the description of the scholarship including what the recipients would receive. She stated the Field Services directors reviewed the applications and used a rubric to determine one recipient per division and the other recipient from each division was chosen from a drawing. IASB is waiting on acceptance responses which are due by July 17 and each division Director will be a mentor to the recipient.

A discussion took place regarding the process of elimination for the scholarship and may have to look at changes for upcoming years.

## **2024 Joint Annual Conference Review**

Bob Geddeis stated that IASB held a webinar regarding Joint Annual Conference registration and this webinar is archived for anyone who was not able to attend the live version. Geddeis reviewed up-to-date totals for registration (opened June 3), exhibit hall, equity immersion, Friday Focus Workshops, and other Conference events. He stated there are eight hotels with room blocks for the Conference attendees to choose from.

Chris Gordon handed out brochures regarding the Equity Immersion, Friday Focus Workshops, Administrative Professionals' Program, and General Session speakers.

## **IASB Constitution Review Update**

President Mark Harms stated the Board policies mandates that the IASB Constitution should be reviewed on even-numbered years. He reviewed the timeline detailing dates of preparation on the timeline that were significant including establishing an ad hoc committee and when proposed changes are communicated to IASB members. He stated an ad hoc committee may be established after the Delegate Assembly this year.

Vice President Tracie Sayre stated Constitution proposed changes were approved in March.

## **2024 Committee Assignment Review**

President Mark Harms reviewed the IASB Board of Directors committee assignments including Mark Christ as the 2025 COSSBA Delegate and Alva Kreutzer as the Alternate.

## **Board Self- Evaluation**

President Mark Harms stated the Board Self-Evaluation will take place at the August Board of Directors' Meeting. He stated this year's evaluation will have three parts consisting of Directors rating each policy with clickers, Directors answering the question if the Board is working in the right way, and last, an evaluation from the Executive Director. Harms stated there would be more conversation regarding these three items at the Executive Committee meeting in July.

## **Legislative Update**

Associate Executive Director Sarah Miller gave a legislative update stating session was busy with Senate passing the State Budget on May 26, as the House returned on May 28 to the Capitol and finally passed the budget in the early hours of May 29. Miller reviewed SB100 stating language was scaled back per IASB's guidance and some bills not passed were students becoming school board members, teachers planning times, native American mascots, IHSA practice limits, and Healthy Meals for All. The revenue

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bill, HB4951, had to be voted on three separate times before it passed along with other bills passed such as Evidence-Based Funding, Special Ed Transportation, and Teacher Vacancy grant.

Miller reviewed the Advocacy Ambassador Program and the growth of the program over the last year.

A conversation took place regarding consolidation of schools and how board members should submit witness slips.

## **IHSA Report**

Chris Gordon thanked Associate Executive Director Sarah Miller for keeping him updated on IHSA legislation. Gordon stated the boys' and girls' tournament will stay where it is scheduled and this topic will be on the agenda, along with set practice times for all sports, for Monday's in-person meeting.

Associate Executive Director Kara Kienzler stated that IHSA is working on an internal portal system with transfers.

## **Member Survey Update**

Executive Director Kimberly Small reviewed the report consisting of the member survey results noting engagement from members and the perception that members have of IASB.

A conversation took place regarding what to do with data and if there is a better way to receive feedback from members.

## **Vision 2030 Update**

Executive Director Kimberly Small acknowledged the IASB Directors that participated in the Vision 2030 meetings stating the working groups met in October. She stated the final step in this initiative is for six individuals, including the partnering associations' executive directors, to review final document which will be presented at the Joint Annual Conference. This final document is in preparation for legislatives to roll out at the New Year.

## **ISBE-IASB Advisory Group Update**

Kimberly Small stated any board member can attend these meetings with ISBE and the agenda is steered by the board members. She stated the last meeting focused on the support for the state literacy plan and moving from the SAT exam to the ACT exam.

Small informed the Board of Directors that State Superintendent Dr. Sanders will be joining the dinner at the August Board of Directors' meeting.

## **Spring Division Meeting Report**

Executive Director Kimberly Small reviewed the summary report located in the packet and updated the Board of Directors with the spring percentages. She stated there will be a new shift to the Division Meetings including legislators' participation with either question and answer format, meet and greet format, or as a presentation.

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A discussion took place that Divisions' bylaws allow the division to choose content and speakers for the meetings and how legislators would play a role in the meetings. There was a suggestion to develop an internal document rating speakers so divisions' leaders can view ratings to help make better decisions.

Associate Executive Director Sarah Miller stated the Field Service directors will be scheduling the legislators for the meetings.

## **Royalty Programs Update**

Executive Director Kimberly Small reviewed the Royalty Program report located in the packet detailing AbundaBox which is a new royalty program.

## **Staffing Update and Organizational Chart**

Executive Director Kimberly Small reviewed the staffing update stating that she invited four state associations' executive directors to the Lombard office to talk with Field Services staff to recommend some changes to the department. She stated some recommendations made were separating Equity from Field Services and Field Services merge with Board Development.

Small reviewed changes to the departments and staffing starting July 1 including the leader of Executive Searches will become part of the Administrative Team to solidify a superintendent's lens on the team.

## **COSSBA Update**

President Mark Harms stated the officers along with Executive Director Kimberly Small and Deputy Director Jeremy Duffy attending the COSSBA Leadership Conference in Montana. He stated that Past President Simon Kampwerth's term as Past Chair will be ending as of June 30 and COSSBA's policy has changed to the full board choosing the state to occupy vacant seat on their board. He stated the Federal Advocacy Conference taking place September 8-10 in Washington D.C. will be limited to 280 registrations.

Sheila Nelson stated her term on the UBA Advisory Board will be coming to an end on July 31 and transitions are still being finalized. She stated UBA will have an event in conjunction with the annual conference in Atlanta.

## **Communications**

Executive Director Kimberly Small stated an email would be sent out asking if the Leadership report is shared with any division leaders or districts.

## **Executive Session – Executive Director's Compensation Approval**

President Mark Harms called the meeting to closed session at 12:40 p.m. Marc Tepper moved, seconded by Liz Campbell, to approve the meeting move into closed session; motion carried.

During closed session, an increase to the Executive Director's compensation along with an extension of one year to her contract was approved. Chris Gordon moved, seconded by Sheila Nelson, to approve the Executive Director's compensation increase and extension to the Executive Director's contract to June 2026 which was approved during closed session; motion carried.

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President Mark Harms called the meeting to open session at 12:48 p.m. Chris Buikema moved, seconded by Linda Eades, to approve the meeting be moved back to open session; motion carried.

## **Confirm Future Meeting Dates and Time**

President Mark Harms confirmed future meeting dates and locations noting August meeting will be a two-night stay at the Marriott in Bloomington/Normal.

## **Review Issues Pending and Confirm Decisions Made**

Administrative Assistant Chris Montrey reviewed all items approved by the Board of Directors.

## **Meeting Process Debrief**

Jeff Johnson led the Board in a debrief for this meeting.

## **Additional Information**

Additional informational documents included: Conflict of Interest form, Officers' Candidate Data Form, Mentor/Mentee List, External Community Listing, Direct Deposit Authorization form, Direct Deposit form, Board of Directors Future Meeting Schedule, Board of Directors Expense Guidelines, Jac Info Center Greeter Schedule, Online Community document, and COSSBA events.

## **Adjournment**

**Action:** Motion was made and seconded to adjourn the meeting; President Mark Harms adjourned the meeting at 12:55 p.m.; motion carried.