

**EXECUTIVE COMMITTEE (EXCOM) MEETING MINUTES
Marriott Little Rock, 3 Statehouse Plaza, Little Rock, AR 72201
November 26 - 27, 2018**

PRESENT	John "Don" Kaminar	Arkansas Commissioner	Chair
	Laura Anastasio	Connecticut Commissioner	Vice Chair
	Bob Buehn	Florida Commissioner	Treasurer
	Rosemarie Kraeger	Rhode Island Commissioner	Past Chair
	Mary Gable	Maryland Commissioner	Rules
	Brian Henry	Missouri Commissioner	Comm & Outreach
	Daron Korte	Minnesota Commissioner	Compliance
	Ernise Singleton	Louisiana Commissioner	Training
	Kathy Facon	DoD Military Representative/DODEA	Ex-Officio
	Cherise Imai	Executive Director	Secretary
	Rick Masters	General Counsel	
	Richard Pryor	Communications Associate	
	Lindsey Dablow	Training and Operations Associate	

ITEM 1 – CALL TO ORDER

1. Chair Don Kaminar (AR) called the meeting to order at 2:00 PM EDT on November 26, 2018. Roll call was conducted by Executive Director (ED) Cherise Imai.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was motioned for approval by Commissioner Rosemarie Kraeger (RI) and seconded by Commissioner Brian Henry (MO). Motion carried. The minutes of the October 4, 2018 meeting were motioned for approval by Commissioner Daron Korte (MN) and seconded by Commissioner Mary Gable (MD). Motion carried.

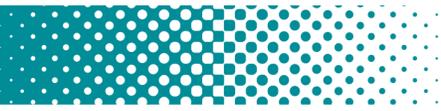
ITEM 3 – MIC3 OVERVIEW

4. **Master Calendar** – ED Imai presented the MIC3 Master Calendar which includes key timelines, events and deadlines which guide the organization’s activities. She asked Members to keep these dates in mind as we move forward throughout the year.

5. **2019 Committee Meeting Dates** – The EXCOM discussed committee quorum issues. Currently the default definition of quorum for MIC3 committee meetings is Robert’s Rules of Order. The EXCOM decided to see if committee’s ability to get quorum improved in 2019 before taking further action.

6. The EXCOM requested committee meeting notices be sent out at the beginning of the calendar year to all members of each specific committee so the committee meeting dates would be on their calendar. The Committee also discussed the protocol for public attendees calling into meetings and requested the Commissioner Manual be revised and updated.

7. **The EXCOM Manual: Roles and Expectations of an Executive Committee Member** – Chair Kaminar opened the floor to discussion regarding the role of the Vice Chair. The Members discussed developing the role of the Vice Chair as a conduit for MIC3’s ex-officio organizations. The Vice Chair



will meet with the ex-officio providing them an opportunity to receive information from the EXCOM as well as provide feedback to MIC3's leadership.

8. The EXCOM considered what items could be voted on by the EXCOM and which items require a vote by the full Commission. The members asked for guidance from General Counsel Rick Masters on what items need to be discussed during executive session, clarification on who needs to vote on bylaw changes, and if MOU's require the full Commission. [OPEN]

ITEM 4 – STRATEGIC PLAN

9. **History and Background** - The Committee discussed the current Strategic Plan. EXCOM Strategy 2: Goal 5 *Assess and update the annual business meeting to reflect strategic visioning. Develop a tiered training focus* led to discussion regarding the expectation and goals of the Tier Groups. It was determined the topic requires further discussion focused on SLO participation and the potential for an ABM panel or case study reviewing best practices.

10. **Strategic Plan Graphic** – Commissioner Korte (MN) advocated for the creation of a report card for the Commission, and the EXCOM Members agreed the visual aid would help the Commissioners understand how it is progressing towards its goals over the next three years.

11. EXCOM Strategy 5: Goal 1 *Establish a succession plan to: Develop a clear, transparent process to identify mature states to draw from for leadership opportunities. Support a culture of leadership and mentoring for all Commissioners.* The Leadership Development Committee will concentrate on this goal in 2019. Commissioner Kraeger (RI) stated the LDC will work to identify those who want to serve and the time frame they are comfortable serving within.

12. **Preparing for the 2nd Strategic Plan** - Developing MIC3's second strategic plan will be the focus of the EXCOM's retreat in April. All committee chairs should come prepared to discuss goals for their committee to achieve over the next three years that will advance the mission of the Compact. Committee Chairs were directed to request feedback from their Members to gather ideas, develop a timeline, and plan milestones for achieving goals.

ITEM 5 - REPORTS

13. **Chair: Feedback from Chair-Elect Calls to Commissioners and Ex-Officio Members** – Chair Kaminar shared the feedback he received from Commissioners following the Annual Business Meeting (ABM) in Cleveland. Commissioners shared their main concern was communication and especially, the dissemination of information from leadership. The EXCOM Members discussed how to address these concerns immediately and in the future.

14. **Written Reports for EXCOM meetings** - The Members determined the minutes from each Committee meeting would serve as a substitute for the verbal Committee Reports each Chair offers at the EXCOM meetings. The Committee Secretary was advised to follow Robert's Rules of Order in preparation of the minutes for uniformity and brevity.

15. **Standing Committees** – The Chair asked the Committee Chairs to include the strategic plan on agendas of the first committee meetings in 2019. [OPEN]

- 16. Executive Director: CSG Harassment Training** – ED Imai recently completed CSG’s Harassment training. She informed the Members MIC3’s staff would be participating in the same harassment training during 2019.
- 17. News/Reports: Council of State Governments (CSG), and the Education Commission of the States (ECS)** – The ED reported on MIC3’s continued partnership and collaboration with CSG. The ECS has asked ED Imai to participate in their next meeting via telephone.
- 18. CSG National Conference: States Work Together to Increase Opportunities for Military Families and Members – The National Office will attend CSG’s National Conference during December in Covington, Kentucky.** The ED was asked to participate in a panel discussion with Sara Appel, Midwestern Higher Education Compact; Nebraska State Senator Carol Blood; and Louisiana State Senator Barrow Peacock regarding the steps states have taken to ease issues related to transitioning military-connected families. In addition, during the conference, MIC3 will be represented by California Commissioner Kate Wren Gavlak who serves as the affiliate representative to CSG.
- 19. Training** – MIC3’s National Office in collaboration with the Military Impacted Schools Association (MISA) has or will provide training sessions in November and December 2018. ED Imai briefed the District of Columbia Public Schools on November 14, 2018 in Washington, DC. Training and Operations Associate Lindsey Dablow will conduct a training on November 29, 2018 for Missouri-East Public Schools. California Commissioner Kate Wren Gavlak in collaboration with Texas Commissioner Shelly Ramos will hold a training for the Texas Association of Federally Impacted Schools on December 14, 2018. The Texas training is part of the relationship established between MIC3 and MISA through a memorandum of understanding renewed in September 2018.
- 20. Memo to Commissioners on Rules passage** – The ED will compose and distribute a memo to the full Commission regarding recent Rules changes adopted at MIC3’s ABM. [OPEN]
- 21. General Counsel** – Commissioner LuPiba and Anastasio Case - General Counsel Rick Masters stated mediation would be concluded by the end of 2018 and the Members agreed it should be concluded as quickly as possible in the interest of both parties.
- 22. Legal Advisory: 4-2018 Immunization Waiver** – Commissioner Kraeger made the motion to approve the 4-2018 Immunization Waiver legal advisory. The motion was seconded by Commissioner Buehn. Motion Carried.
- 23. Communications and Outreach** – Chair Kaminar welcomed the newly appointed Chair of the Communications and Outreach Committee Commissioner Brian Henry (MO). Commissioner Henry provided a few comments regarding his vision for the Communication and Outreach Committee, such as making inroads to education, superintendent associations and other education associations to disseminate information. Their first meeting is January 9, 2019.
- 24. Compliance** – Commissioner Korte stated 2019 would be a busy year for the Compliance Committee. At the 2018 ABM the Commission adopted a new Rule regarding annual State Council meetings so this year the Committee would focus on compliance and enforcement. In addition, there have been several conversations about policy documents, for example, revising the Code of Conduct and creating the Conflict of Interest document discussed during review of the EXCOM Manual would lie with

the Compliance Committee. The EXCOM discussed Commissioner behavior at the ABM and how to address issues surrounding repeat behavior such as only attending one day of the meeting.

25. Finance – Chair Bob Buehn (FL) reviewed the FY19 Balance and Income Statements with the EXCOM. Forty-six member states have paid their FY19 State Dues leaving only Alabama, Arizona, Illinois, Texas, and Vermont outstanding. [OPEN]

26. Kentucky Retirement System Update - The Chair yielded to ED Imai who updated the EXCOM on the Kentucky Retirement System. Kentucky's Supreme Court has not issued a ruling on SB 151 so the provisions of that legislation have not been implemented by CSG. The aforementioned Senate Bill would require MIC3's employer contribution to the KRS increase to 83.43%. The Kentucky Retirement System has expressed an openness to holding that employer contribution rate at 49.47% while they continue to work on solutions for groups like CSG that participate in the retirement system. Until a ruling by Kentucky's Supreme Court CSG will decrease the indirect costs affiliates pay from 8.10% to 5.0%. [OPEN]

27. Status of Letter of Intent - Finance Chair Buehn reminded the Members the National Office staff had reviewed alternative office space should the Kentucky Supreme Court uphold SB 151. Two Letters of Intent were shared with the Members. At ABM the Finance Committee asked ED Imai to approach CSG leadership and ask if they would consider lowering the rent rate to an amount comparable to the properties listed in the letters. [OPEN]

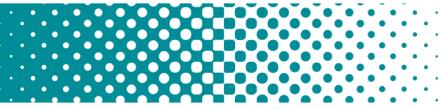
28. Rules – Rules Chair Mary Gable (MD) reminded the Members that the Rules Committee rolled out a revised edition of the MIC3 Rules Book at the ABM. The newest edition in pdf form is available for download on MIC3.net and hard copies will be available for order through that site soon.

29. Rules: Promulgation of Rules – Commissioner Gable stated the Rules Committee were currently working on the Promulgation of Rules process and would carry that on in 2019. The purpose of the Promulgation of Rules is to outline how trends, topics, or issues can be brought before the Rules Committee and vetted to determine if a change in the Compact's Rules needs to be put forth to the full Commission.

30. Training: Webinar Series – Newly appointed Training Chair Ernise Singleton (LA) thanked the EXCOM for their warm reception. She provided the Members with copies of the Training Committee Mission Statement adopted at the 2018 ABM. Commissioner Singleton stated the Training Committee would begin developing a video/webinar series in 2019 to address the four most prevalent areas of the Compact. This was a topic at the 2018 ABM and the Members expressed interest in advancing this training initiative

31. New Commissioner Mentor Program – Another function for the Training Committee in 2019 is the creation of a New Commissioner Mentor Program. This will focus on the procedures, processes and execution for onboarding newly appointed Commissioners to the Compact.

32. Leadership Development – Draft Minutes from the November 8th meeting – The EXCOM reviewed the minutes of the November 8th meeting of the Leadership Development Committee (LDC). The Members discussed making the LDC a permanent committee of the Commission, but no decision was reached, and the topic was held over for further discussion. [OPEN]

**ITEM 4 – OLD BUSINESS**

33. 2018 Annual Business Meeting: Press Release on New EXCOM – ED Imai reviewed the media release detailing the appointment of the 2019 Chair, Vice Chair, and Treasurer as elected at the 2018 ABM.

34. Cost Analysis – The EXCOM reviewed the estimated final cost of the 2018 ABM. There are a few Commissioners who still need to submit their reimbursements before the final cost can be determined. The estimated total expenditures was \$96,031.30, estimated total revenue, including MISA's sponsorship of the reception and the registration fees was \$12, 343.06 making the estimated event cost \$83,688.24.

35. Open Item: Testimony: AAP Course Weights in Illinois – EXCOM reviewed the request submitted by Scott AFB School Liaison Officer Dr. Cindy Doil regarding weighted credit for advanced placement courses and determined the Compact does not require districts to award credit for courses that aren't offered in their district. However, if not granting those credits would put the student at risk of not graduating on time, then the compact requires that the receiving district work with the sending district to attempt to get the student a diploma from the sending district.

36. Post-Survey Results – MIC3 Training and Operations Associate Lindsey Dablow summarized the feedback received post-ABM from attendees. Prevalent trends in the comments were increase emphasis on Case Studies/participation, small groups (Tier and breakouts), and National Guard and reservist.

37. Planning for 2019 ABM – Chair Kaminar asked the Members to consider the involvement of the general attendees and focus on how to make their attendance worthwhile for all parties. This topic will be discussed at a future meeting. [OPEN]

38. Discussion on Inquiries: National Office and Case Inquiry Report – ED Imai stated there are more cases being directed to the National Office resulting from an awareness of the Compact that didn't exist previously. The majority of cases come from the state Commissioners and are related to graduation or course placement.

39. Chronic Absenteeism and the Compact – This agenda item was brought before the EXCOM by Vice Chair Anastasio and will be heard more in-depth at a future meeting. [OPEN]

40. State Assessments – This agenda item will be discussed at a future meeting. [OPEN]

41. Partnerships and Collaboration Discussion – ED Imai directed the Members to the MIC3 Partnership and Collaboration Report in the docket book. The Members asked how other interstate compacts handle partnership request. The EXCOM advised more collaborative approach to determine what "partnering" with an organization would entail, especially if there is a financial interest. Chair Kaminar asked Communications and Outreach to define "partnership" including the various types of partnerships. It was determined that 3-5 organizations would be chosen by the ED to begin conversations with to clarify expectations of a partnership. [OPEN]

42. Awards – A motion was made by Commissioner Kraeger to award retiring Commissioner Gary Hartman (WY) a certificate and coin. Motion was seconded by Commissioner Korte. Motion carried.

43. MIC3 Policies and Procedures – Revise current *Code of Conduct to Conflict of Interest*:

Commissioner Korte made a motion to amend the Code of Conduct by moving IV and VIII, #2 to the Conflict of Interest. Motion was seconded by Commissioner Singleton. Motion carried. Chair Kaminar opened the floor to discussion. Questions surrounding the purpose of external participants to the Commission were discussed. Commissioner Korte explained participation by external parties, like ex-officio, needed to be outlined in the bylaws. The Code of Conduct and Conflict of Interest will be revised according to the feedback received at this committee. Both products will be reviewed by the Compliance Committee. [OPEN]

44. Revise Awards Policy – MIC3 Communications Associate Richard Pryor previewed the revised Awards Policy. The EXCOM asked Mr. Pryor to research additional options for the State Service Award and provide pricing information for an upcoming meeting. [OPEN]

45. Method of Receiving Ideas/Feedback from Commission Members to the EXCOM – It was determined the Standing Committee's would include time on every committee agenda to relay information from the previous EXCOM meeting to its members. Additionally, each committee would include an item under "New Business" on each agenda to offer the Committee Members a chance to provide feedback for the Committee Chair to relay at the next EXCOM meeting. [OPEN]

46. Communication Etiquette: Appropriate etiquette between Commission Members, the EXCOM, and the National Office. Members discussed appropriate email tone and behavior and agreed to adhere to the values outlined by the MIC3 Guiding Principles.

47. Role and Working Relationship between the EXCOM/Commission and Ex-Officio Members/Organizations – Chair Kaminar expressed his desire to define and strengthen the relationship between the Commission and the ex-officio. Commissioner Korte, Commissioner Gable, and Commissioner Anastasio agreed to work on some language for the bylaws that would define this relationship. The discussion included asking ex-officio to provide their organization's Code of Conduct form or requesting they fill out MIC3's form so everyone is held to the same standard. [OPEN]

ITEM 5 – ADJOURNMENT – With no further business to conduct, Chair Anastasio motioned to adjourn, seconded by Commissioner Kraeger. Motion carried. Chair Kaminar adjourned the meeting at 12:20 PM EDT.

Respectfully submitted by,
Cherise Imai
Secretary/Executive Director