

# Annual Business Meeting DOCKET BOOK



**November 8-9, 2023**

Richmond Marriott Downtown  
500 East Broad Street  
Richmond, VA 23219

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October 12, 2023

Dear Commissioners, Designees, Ex Officio Members and Guests:

Welcome everyone to the Annual Business Meeting of the Interstate Children's Compact Commission in beautiful, historic Richmond, Virginia! It is hard to believe that it has been fifteen years since the first meeting in 2008, when 11 commissioners convened in Phoenix to discuss the implementation of this Compact. We have come a long way since that day, and I am exceedingly proud to be part of this organization. Our growth and maturity as an organization over the past few years is due in large part to the leadership of our Executive Director, Cherise Imai, and to the hard work and dedication of our colleague, Lindsey Dablow.

Our organization is dedicated to easing education transitions for military children—let us make sure that we keep military children as our top priority and focus. The work that we do, the actions we take, and the discussions that we have should be predicated on furthering our mission and helping our military children transition from state to state. I also want to stress the importance of maintaining a positive culture in MIC3—we all need to conduct ourselves with integrity, honesty, and respect.

I want to thank our Executive Committee members for volunteering to take on a leadership role in MIC3 and guiding our committees to complete the important work of our organization. During the past two years, I have had the honor of working with this “top-notch” group of leaders, who have quietly contributed so much to the growth and success of MIC3. I couldn't have asked for a stronger team to direct MIC3!

In addition, I want to express my deepest appreciation to our colleagues in the National Office—Cherise Imai and Lindsey Dablow—who have worked tirelessly to put together this wonderful gathering in addition to their continuous efforts to support us with our state council activities, our committees, and stakeholder education and outreach. Many thanks to your Ex-Officio organizations: MCEC, MISA, NMFA, NHSA, and the Department of Defense, who have continuously supported our work. Finally, I want to thank you for your strong support for military children.

It has been an amazing experience serving MIC3 as the 7<sup>th</sup> Chair of the Commission. I look forward to seeing you in Richmond!

Sincerely,

Laura Anastasio, Esq.  
MIC3 Chair, Connecticut Commissioner



## **PUBLIC NOTICE**

### **NOTICE OF PUBLIC MEETING**

In accordance with Article VI, Section 1 of the Bylaws for the Military Interstate Children's Compact Commission (MIC3), and the Government in Sunshine Act, 5 U.S.C. § 552b, the organization hereby gives notice of the Annual Business Meeting (ABM) of the Commission:

**Event:** MIC3 Annual Business Meeting  
**Date:** Wednesday, November 8, 2023 and Thursday, November 9, 2023  
8:00 AM – 5:00 PM ET 8:00 AM – 3:00 PM ET  
**Location:** Richmond Marriott Downtown, 500 East Broad Street, Richmond, VA 23219  
**Agenda:** The final meeting agenda will be posted no later than 10 business days prior to the meeting in accordance with Bylaws, Article VI, Section 1 for the MIC3  
**Link:** <https://mic3.net/2023-annual-business-meeting/>

#### **Rules Amendments:**

In accordance with MIC3 Compact Rules, Chapter 200, SEC. 2.101 Adoption of Rules; Amendment, prior to the Commission voting on any proposed rule or amendment, the text of the proposed rule or amendment shall be published by the Rules Committee no later than 30 days prior to the meeting at which a vote on the rule is scheduled. Text of the proposed Rules language is located at <https://mic3.net/proposed-rules/>. Amendments to the following Rules are scheduled for vote:

**Chapter 100, SEC. 1.101: Definitions**  
**Chapter 200, SEC. 2.101: Adoption of Rules; Amendment**  
**Chapter 200, SEC. 2.102: Data Collection and Reporting**

Proposed new Rules scheduled for vote during the ABM:

**Chapter 700, SEC. 7.106: Escalation and Reporting of Disputes**  
**Chapter 800, SEC. 8.101: State Coordination**

#### **Public Comment:**

An individual or representative wishing to testify should register prior to the meeting. Testimony must be related to an item on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative or an organization is allotted three (3) minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Commission.

Interested persons may submit notice to the Commission of their intent to attend and submit written comments to:

Cherise Imai  
Executive Director  
Military Interstate Children's Compact Commission  
1776 Avenue of the States  
Lexington, KY 40511  
Email: [cimai@csg.org](mailto:cimai@csg.org)  
Phone: (859) 244-8069

Electronically submitted written comments must be received by 5:00 PM ET on Tuesday, October 3, 2023. Mailed comments must be postmarked by Thursday, October 19, 2023, to ensure timely receipt.

Persons requiring special assistance or services, such as a sign language interpreter, should contact Lindsey Dablow at (859) 244-8067 at least 10 business days before the meeting.

## 2023 Annual Business Meeting Itinerary

### **Tuesday, November 7, 2023** Commissioner and Ex-officio Arrival Day

4:00pm – 5:00pm ET Executive Committee Meeting

5:00pm – 7:00pm ET New Commissioner Reception (By invitation only)

Dinner (on own)

### **Wednesday, November 8, 2023**

7:00am – 8:00am ET Breakfast (included)

8:00am – 12:00pm ET General Session Business Meeting

12:00pm – 1:00pm ET Lunch (included)

1:00pm – 5:00pm ET General Session Business Meeting

6:00pm – 8:00pm ET Evening Reception (included)

Dinner (on own)

### **Thursday, November 9, 2023** Commissioner & Ex-officio Departure Day

7:00am – 8:00am ET Breakfast (included)

8:00am – 12:00pm ET General Session Business Meeting

12:00pm – 1:00pm ET Lunch (included)

1:00pm – 3:00pm ET General Session Business Meeting

#### *Commissioners, Designees, Proxies, and Ex-officio Members:*

- Recommended to schedule departure times from 4:30PM ET or later. The Richmond International Airport (RIC) is located approximately 15-20 minutes from the Marriott Richmond Downtown hotel by uber/lyft/taxi.
- If you must depart on Friday, November 10, 2023, please contact Lindsey Dablow at [ldablow@csq.org](mailto:ldablow@csq.org) regarding approval for a third night.

\*Call to order, roll call, and welcome remarks will be conducted each day

\*\*Voting Item

\*\*\*Voting Item: [Consent Agenda - Policies](#)

## 2023 Annual Business Meeting - General Session Agenda

**Wednesday, November 8, 2023, 8:00am-4:00pm ET**

**Thursday, November 9, 2023, 8:00am-3:00pm ET**

**Theme: "Successful Educational Transitions"**

- I. **Call to Order\*** (*Laura Anastasio, CT*)
- II. **Roll Call\***
- III. **Welcome and Opening Remarks**
  - A. Recognition of New Commissioners and Special Guests
- IV. **Keynote Speaker**
- V. **Approval of the Agenda\*\***
- VI. **Approval of the 2022 Annual Business Meeting Minutes\*\***
- VII. **Public Comment**
- VIII. **Executive Reports**
  - A. Executive Committee (*Laura Anastasio, CT*)
    1. Strategic Plan
    2. [New Policy #2-2023 New Ex-officio Organization Application Process\\*\\*\\*](#)
  - B. Executive Director (*Cherise Imai*)
    1. External State Statute Legislative Toolkit
    2. Citation Correction Update
    3. National Office Case and Inquiry Summary
    4. Training and Activities Update (*Lindsey Dablow*)
    5. White House Joint Forces Educators Toolkit
  - C. Vice Chair (*Ernise Singleton, LA*)
    1. Ex-Officio Report
- IX. **General Counsel** (*Darren Embry, Samantha Nance, Stuart Michael*)
  - A. Memoranda and Legal Advisories
    1. Guidance on External Language Memorandum
    2. Data Collection Policy Memorandum
    3. Legal Advisory: #1-2023 Compact Applicability to Sovereign and Tribal Nations
    4. Webinar: Legal Perspectives
  - B. Proposed Legislation Reviewed
  - C. State Statutes

XI. **US Department of Defense Representative Report** (*Dianna Ganote*)

XII. **Standing Committee Reports**

- A. Compliance (*Steven Bullard, KY*)
1. Commissioner Vacancies
  2. State Council Meetings
  3. State End-of-Year Reports & Guide
  4. [New Policy: #1-2023 Monitoring Compact Statutes and State Legislation\\*\\*\\*](#)
  5. Updated Toolkits

B. Training (*Shelly Ramos, TX*)

1. New!
  - a. Training Bookmark
  - b. Compact 101 Training (American Sign Language)
  - c. MIC3 Training Portal – MIC3Training.net

C. Communication and Outreach (*Chad Delbridge, WY*)

1. New!
  - a. MIC3Training.net Promotional Toolkit
  - b. Collaterals in Spanish
  - c. Successful Compact Transition Video Program
2. Purple Up! Month of the Military Child
3. Webinars
4. Memorandum: Supporting Compact Implementation in States
5. [Amended Policy: #2-2017 Code of Conduct\\*\\*\\*](#)

D. Finance (*Treasurer Brian Henry, MO*)

1. FY2023 Dues, Balance, Revenue & Expenditures, and Annual Audit
2. FY2024 Dues, Balance, Revenue & Expenditures
3. [FY2025 Dues and Budget Proposal](#)
4. Vanguard Investments
5. Guidance for States on Compact Funding
6. [Amended Policy: #1-2014 Travel and Reimbursement Guidelines](#)

E. Rules (*Mary Gable, MD*)

1. Rules
  - a. [Amendment: SEC. 1.101 Definitions](#)
  - b. [Amendment: SEC. 2.101 Adoption of Rules](#)
  - c. [Amendment: SEC. 2.102 Data Collection and Reporting](#)
  - d. [New: SEC. 7.106 Escalation and Reporting of Disputes](#)
  - e. [New: SEC. 8.101 Coordination Between States and the Commission](#)

F. Leadership Nomination (*Don Kaminar, AR*)

1. Ref. [Election Guide](#)

XII. **Special Panels/Briefs**

A. **Panel: Supporting Military Students with Special Needs: Project Search**  
(*Facilitator: Dan Dunham, VA*)

B. **Panel: Ex-officio Member Perspectives** (*Facilitator: Ernise Singleton, LA*)

C. **Brief: Innovative Supports for Military Connected Students**

(*Keith Mispagel, Superintendent, USD 207 Fort Leavenworth Schools, KS & Helen Payne, Superintendent, North Hanover Schools, NJ*)



- D. **Brief: U.S. Department of Defense 2023 Key Issues**  
(Kelli May Douglas, Pacific Southwest Regional Liaison, Defense State Liaison Office (DSLO))
- E. **Brief: U.S. Department of Education**

XIII. **Other Business**

- A. **Elections\*\***, Ref. [Election Guide](#) (Don Kaminar, AR)
- B. **Future Annual Business Meetings: Virtual vs. In-Person\*\***
- C. **Ex-officio Application: Blue Star Families\*\***

XIV. **Awards and Recognition**

- A. Awards Policy
- B. 2023 Awards Review
- C. New Commissioner Mentor Recognition
- D. Service Awards
- E. Special Awards

XV. **Future Annual Business Meetings**

- A. 2024: October 16-17 in Albuquerque, New Mexico
- B. 2025: TBD

XVI. **Announcements and Closing Comments**

XVII. **Adjournment**



## EXECUTIVE COMMITTEE REPORT

Laura Anastasio (CT), Chair

*Mission: Responsible for guiding and overseeing the administration of all Commission activities and for acting on behalf of the Commission, as permitted by the Compact, during the interim between Commission meetings.*

The year began in October 2022, when the Commission held the first in-person Annual Business Meeting (ABM), since the pandemic, in Baton Rouge, Louisiana. We celebrated the continued success of the activities and programs we provide to fulfill our mission to ease the educational transitions of military-connected students as our service members move worldwide to serve our country and adopted our third three-year strategic plan.

At our monthly meetings, which included two-day retreats in December and April (virtually and in-person), we diligently tackled matters pertaining to the administration of the Commission and collaborated amongst Committees to support our strategic plan initiatives and attain our ambitious goals.

As directed by the Commission at the ABM, and in conjunction with General Counsel, the Committee released the *External Statute Legislative Toolkit* to assist member states interested in providing similar accommodations as provided under the Compact for other student populations. The guidance advised states to avoid changing their compact statute and draft an external statute to the Compact. In addition, technical assistance by the National Office and General Counsel was available.

The four Tier Groups, comprised of states by military student impactation, convened at the 2022 ABM and in June 2023 to discuss: data collection rule; the rising cost of the Annual Business Meeting; and the Compact's definition of active duty which includes the US Space Force. The items have been added to the 2023 ABM Docket for decision-making.

In conjunction with General Counsel, the Committee approved: several legal memorandums; one advisory regarding *Compact Applicability for Indian and Tribal Lands*; four policies; and three proposed amendments and two new rules by the Rules Committee which were placed on the ABM Docket for full commission vote. In addition, we approved several state, community, and special awards throughout the year.


For the first time since 2014, the Committee an inquiry by an organization interested in joining the Commission as an ex-officio member. In response, the Committee determined it would follow past protocol and developed a new policy to guide future applicants. In response to Member concerns on receipt of unsolicited marketing and emails from colleagues, the Committee drafted guidance on the use of member emails and commission communication which was added to the Code of Conduct policy by the Communications and Outreach Committee.

The Committee continues to focus on building partnerships to strengthen our network of support. At the last ABM, the US Department of Defense (USDOD), Defense State Liaison Office, briefed on their 2023 Priorities. This year, Leadership met twice with its new Director and staff, and attended a recent brief on their upcoming year priorities. We continue to work closely with our USDOD Representative on programs and resources. As an ex-officio member of the Executive Committee, we value her, and the partnership of our ex-officio member representatives from NMFA, MISA, MCEC, and NFHS, to support military students. In addition, I attended national meetings for the National Association of Federally Impacted Schools and the Military Impacted Schools Association to brief on the Compact and participate on a panel on supports for military families; and conducted a Compact 101 training for the National Council of State Education

Attorneys. Finally, I currently serve as the Council of State Governments (CSG) Affiliates Liaison to their Leadership Committee and represent the 11 affiliate organizations.

In closing, we are pleased with the progress we have made since our first meeting in 2008 in Phoenix, Arizona - we've come a long way from just 11 states sitting around a conference room table. We attained the 50 +1 membership, established our administrative framework and foundation, and developed the programs and resources we need to carry out our work in every state. We remain steadfast in our mission to support successful education transitions for our military kids – which underlines the importance in our role as a representative for our state. On behalf of the Executive Committee, it has been an honor to serve the Commission, and I am confident the next leadership will continue to move the organization forward to serve our military families and students.

# STRATEGIC PLAN 2020-2022



1776 Avenue of the States  
Lexington, KY 40511

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859-244-8000  
[mic3info@csg.org](mailto:mic3info@csg.org)  
[www.mic3.net](http://www.mic3.net)



## VISION

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**Successful Educational Transitions**

## MISSION

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**Through the Interstate Compact, MIC3 addresses key educational transition issues encountered by children of military families.**

## VALUES:

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- **Doing the right thing for children**
- **Resolving issues fairly**
- **Respect for all**
- **Transparency in all we do**
- **Committed to making a difference**



# GOAL 1: CLARITY AND AWARENESS



Military families rely on MIC3 to assist in the successful transition of their children during transfer and transitions. However, many families and education professionals may be unaware of MIC3 and those who are aware of the Compact, may not understand exactly what the Compact covers. It is critically important MIC3 leverage our stakeholders to expand our reach to those areas that may not be aware of the Compact while continuing to provide clarity of the Compact to areas with a high military presence.

## Goal Statement:

Enhance MIC3 visibility and awareness among those impacted by MIC3 through clarity of our mission, clearly defined roles and responsibilities of our stakeholders, and a commitment to the Compact.

## Strategies:

1. Develop a comprehensive MIC3 communication strategy
2. Clearly define and communicate roles and responsibilities of all stakeholders within MIC3
3. Inspire and empower our stakeholders to increase their presence where we need it most; in doing so we will simultaneously seek to expand and cultivate an ever-growing network
4. Implement a formal mentoring program
5. Develop comprehensive training curriculum for all our stakeholders
6. Evaluate the current impact of the Compact

## Tactics

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### Executive Committee

- Develop a mechanism for evaluating the impact of the Compact, either internally or with the assistance of an outside agency: establish a baseline, define measurables, and develop a reporting apparatus for states to demonstrate impact.

### Communications & Outreach

- Develop a communication plan with emphasis in the following areas:
  - Distribution of current products and online materials.
  - Expanding social media presence.
  - Developing online resources focused on commissioners, states, and military-connected families.
- Identify stakeholders and their relationship to the Commission.
  - Develop an MIC3 ambassador program to collaborate with stakeholders.
- Develop a plan for commissioners to initiate contact between their state department of education and military personnel within their state.
- Utilize state education conferences to disseminate information about the Compact.

### Training

- Develop and implement a new commissioner mentoring program.
- Continue to expand training within states, regionally, or online.
- Create comprehensive training materials for commissioners and other stakeholders.

## GOAL 2: COHESIVE AND ALIGNED



MIC3 is uniquely positioned to engage the skills and abilities of commissioners and stakeholders while maintaining a culture and environment that are aligned with our mission, vision, values, and purpose. In doing so, we will encourage maximum engagement from all stakeholders while creating an organization focused on innovation, professionalism, and progress.

### Goal Statement:

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Empower and channel the diverse nature of our commissioners to maintain one focus, one purpose, and one outcome.

### Strategies:

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1. Create a structure that allows for full Commission engagement
2. Create best practice (expectations) engagement parameters (code of conduct) for commissioners
3. Create volunteer leadership pathways
4. Formalize onboarding experiences
5. Develop an innovative governance model to create opportunity for engagement

# Tactics

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## Executive Committee

- Engage the full Commission with in-person regional or tier group meetings throughout the year.
- Develop a national recognition program for outstanding commissioners.
- Develop a mechanism to gather resources and best practices from commissioners through the MIC3 website.
- Develop a mechanism to share the resources and best practices with the full Commission.

## Compliance

- Communicate compliance expectations and highlight states that are meeting those expectations.
- Communicate how the National Office can assist states with Compact compliance.
- Define and communicate the responsibilities of state councils.
- Define and communicate minimum expectations for commissioner participation and engagement at the annual business and standing committee meetings.

## Leadership Development

- Define leadership within the Commission and identify individual skills and behaviors that are needed.
- Develop a formal leadership program to identify future leaders and reinforce succession planning.
- Encourage commissioners interested in leadership positions.

## Training

- Develop and implement a new commissioner mentoring program.

## GOAL 3: FOUNDATION AND FUTURE



As MIC3 continues to evolve and mature, so must our approach to continually invest in our infrastructure while positioning the organization within an ever-changing environment. To do so, MIC3 will continue to focus on maximizing our operational effectiveness while continuing to manage our assets and structure responsibly.

### Goal Statement:

Establish and maintain a culture of growth to ensure fiscal stability and operational effectiveness.

### Strategies:

1. Educate our community on our resources, responsibilities, and commitments
2. Research revenue and support sources to support our initiatives
3. Create an operations audit to ensure the team has what they need to succeed
4. Ensure current volunteer engagement by providing necessary resources, education, and pathways for future volunteers



# Tactics

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## Communication & Outreach

- Communicate resources to commissioners and stakeholders. Include reminders about existing resources, responsibilities, and commitments.
- Research how member states and military services educate stakeholders on the Compact, and develop a strategy to support their efforts.
- Develop a template for commissioners to highlight the Compact within their state for their Governor, legislators, and other stakeholders.
- Develop additional online tools and informative videos for commissioner and stakeholder use.

## Finance

- Explore and communicate to the Commission the viability of outside funding sources for the Commission.
- Continue transparent reporting of Commission budget and develop opportunities for stakeholders to understand the fiscal operations of the Commission.
- Audit the operations and programs of the Commission and National Office to determine needs and areas of improvement.
- Establish fiscal principles and policies - short and long-term - to ensure stability.

## STRATEGIC PLAN 2017-2019 KEY ACCOMPLISHMENTS

### Strategy 1

**Develop a data collection system to fulfill Commission requirements and to improve operation effectiveness and efficiency**

#### Goal | *Compliance*

**Design an information and archive collection system for historical continuity and transparency for the National Office.**

- In collaboration with the Executive Committee (EXCOM), the committee approved a new Records Retention Policy to insure industry standards are met.
- Developed State Coordination Policy to ensure State Councils meet at least annually and supported the policy with webinar training and templates to assist with implementation.

#### Goal | *Compliance*

**Conduct a needs assessment by state.**

- Reviewed current collection parameters for the Commission and created the State Coordination Policy to address shortfalls.
- The National Office collected information related to the newly implemented policy for FY18 and FY19.

### Strategy 2

**Assess and focus the education and outreach programs to develop commissioners and implement 50 + 1 state councils**

#### Goal | *Compliance*

**Assess each State Council for regulatory compliance.**

- Commission approved the Rule 2.105 State Councils at the 2018 Annual Business Meeting (ABM).

**Goal | Compliance**

Develop key measures of effectiveness for commissioners and state councils.

- Produced a Commissioner Checklist to assist commissioner and state councils.

**Goal | Executive**

Assess and update the Annual Business Meeting (ABM) to reflect strategic visioning.

Develop a tiered training focus.

- The Commission's Executive Director (ED) onboards newly appointed commissioners using the Compact 101 slides within 30 days of the National Office receiving their appointment letter.
- At the 2016 ABM, commissioner & ex-officio only sessions were implemented, and included in the 2017 and 2018 meetings.
- Breakout sessions at the ABM were designed to train and encourage interaction between attendees.
- Strategic Plan updates were provided through the ED Update and the Chair Message publications.

## Strategy 3

### Increase and improve communication resources

**Goal | Communications & Outreach**

Refresh and rebrand MIC3 resources – logo, newsletter, and publications.

- Redesigned logo and launched at the 2016 ABM.
- Rebranding included new marketing collaterals, digital newsletter, and ED Update completed in 2017.

**Goal | Communications & Outreach**

Completely revamp the website by updating and making it more user friendly to serve as a resource for both internal and external users.

- New MIC3 website completed in 2017.
- New content - webinars, videos, and meeting minutes - was continually updated.

**Goal | Communications & Outreach**

**Develop MIC3 Annual Report and state profiles to provide accountability and transparency.**

- First Annual Report published in September 2016.
- State profiles are updated annually and posted to the MIC3 site.

**Goal | Training, Communications & Outreach**

**Update MIC3 Video – Professional production.**

- Three public service announcement (PSA) videos were produced, one PSA was developed in partnership with the US Department of Defense (USDoD) and two were developed by MIC3.
- MIC3 developed a Compact overview video for training.

**Goal | Communications & Outreach**

**Develop social media strategy (e.g. Facebook).**

- National Office added a Communications Associate position to support this goal.
- Communications Associate briefs at the EXCOM's Spring Retreat and at the ABM regarding social media and website analytics.

## Strategy 4

**Establish a sustainable culture that supports members and ensures organizational continuity**

**Goal | Executive**

**Support a culture of leadership and mentoring for all commissioners.**

- The Chair contacts Commission members throughout the year to engage and support.
- The ED onboards newly appointed commissioners.
- The National Office staff attend, in-person and virtually, state council meetings to support commissioners.
- New commissioner reception held annually at the ABM.

**Goal | Finance**

**Ensure sustainability to: identify external impacts on the MIC3 mission and fiscal outlook (e.g. ESAA, BRAC).**

- In contact with the USDoD to track administration's priorities and budget to identify population trends.
- An annual report on number of military dependents is provided by the USDoD.
- At the 2018 ABM a dues increase of 15% was approved by the Commission and implemented as of FY2020.

**Goal | Finance**

**Identify opportunities to increase support and sponsorship of MIC3 (e.g. vendors, supporters, affiliates, associations and states).**

- In 2017 the Finance Committee invested a portion of the reserve fund continues to be monitored.
- The committee tracks potential partners with the capacity to support the MIC3 mission.



## #2-2023 MIC3 Ex-officio Organization Application Process

### Definition of an MIC3 Ex-officio Member?

#### **Model Compact Language: Article IX Interstate Commission on Educational Opportunity for Military Children**

- C. *Consist of ex-officio, non-voting representatives who are members of interested organizations. Such ex-officio members, as defined in the bylaws, may include but not be limited to, members of the representative organizations of military family advocates, local education agency officials, parent and teacher groups, the U.S. Department of Defense, the Education Commission of the States, the Interstate Agreement on the Qualification of Educational Personnel and other interstate compacts affecting the education of children of military members.*
- E. *Establish an executive committee, whose members shall include the officers of the Interstate Commission and such other members of the Interstate Commission as determined by the bylaws. Members of the executive committee shall serve a one-year term. Members of the executive committee shall be entitled to one vote each. The executive committee shall have the power to act on behalf of the Interstate Commission, with the exception of rulemaking, during periods when the Interstate Commission is not in session. The executive committee shall oversee the day-to-day activities of the administration of the compact including enforcement and compliance with the provisions of the compact, its bylaws and rules, and other such duties as deemed necessary. The U.S. Dept. of Defense shall serve as ex-officio, nonvoting member of the executive committee.*

#### **By-Laws: Article II Membership**

**Section 3. Ex-Officio Members.** *The Commission will include ex-officio, non-voting representatives who are members of interested organizations. Military-oriented, military family, education-oriented, and parent and teacher organizations are welcome to petition the Commission for inclusion as an ex-officio member. Commission members may also petition on behalf of a group for ex-officio membership. All petitions must be approved by a simple majority vote of the Commission membership.*

**Section 4. Membership.** *Organizations that are ex-officio members of the Commission are:*

*U. S. Department of Defense (DOD)  
Military Child Education Coalition (MCEC)  
Military Impacted Schools Association (MISA)  
National Military Family Association (NMFA)  
National Federation of State High School Associations (NFHS)*

*Note: NFHS joined in 2015. The four other organizations are inaugural members.*

Ex-officio members are provided a seat on the Commission. Ex-officio members are considered subject matter experts regarding the work of the organization they serve, and the population supported by the organization. The Commission Chair appoints ex-officio members to serve on standing committee. Although they are non-voting members of the commission and standing committees, they provide information in their field of expertise and feedback to assist the Commission.

### Qualifications

- Organizations and governmental agencies eligible to apply for ex-officio member status shall share a similar mission, vision, and values consistent with the Commission which supports the compact rules and regulations and assist military-connected students and/or families.
- The applicant's mission, vision, and values shall not conflict with the Commission's mission, vision, nor its rules or regulations.
- Applications will be reviewed by the Executive and Communications & Outreach committees to ensure organization alignment and a conflict of interest does not exist.

- State (SEA) and local education agencies (LEA), or school districts, are not eligible for ex-officio membership.

### **Application**

- Application packets are due annually on March 1 and may be emailed to [mic3info@csg.org](mailto:mic3info@csg.org) or mailed to 1776 Avenue of the States, Lexington, KY 40511.
- Packets must:
  - Include a Letter of Recommendation from a MIC3 Commissioner, of a member state that is currently in good standing, in accordance with the Commission rules, regulations, and policies. The Commissioner will include a statement they are “sponsoring” the application, and provide how the organization or agency meets the Commission mission, vision, and values.
  - Include a cover letter from the organization’s President, CEO, or Executive Director or equivalent, which provides:
    - a background of their organization/agency’s mission, vision, and values.
    - evidence they are consistent with, and do not conflict with, the Commission’s mission, vision, and values.
    - evidence they support the compact rules and regulations and the mission of successful educational transitions for military-connected students
    - evidence on how they support families and schools.
    - outline how their membership would benefit and promote the Commission.

### **Timeline**

- January 1 – March 31: Applications accepted. (3 months)
- April 1 – June 1: (3 months)
  - First application review by the Communication & Outreach Committee.
  - Second application review by the Executive Committee.
- July 1-31
  - Notification of status: The applicant and Commissioner/sponsor will be informed of their status
  - Information meeting scheduled to review next steps and requirements.
    - Contingent on full Commission vote at the Annual Business Meeting (ABM)
    - Review role and responsibilities as an ex-officio member.
    - Inform of code of conduct, conflict of interest, memorandum of understanding, and ex-officio policy.
    - If approved, will require a formal letter of appointment indicating the individual who will serve as the ex-officio representative from the organization/agency.
  - Approved applicant will be invited to the ABM to present before the full Commission.
- August 1 – 31
  - September 1 – October 1 – The applicant and the Commissioner/sponsor will be informed of their role and responsibilities at the ABM.
- September 1 – October 1:
  - Applicant information will be released to Commission in alignment with the Docket Book release prior to the ABM.
- Annual Business Meeting
  - The Commissioner/sponsor will formally present the applicant to the Commission.
  - The applicant will present their application to the Commission via presentation and/or handouts. The floor will be open for Q&A and feedback.
  - Membership is contingent on a majority vote by the full Commission.

### **Benefits**

MIC3 ex-officio organizations are a group of individuals associated with an interested organization, group, or agency who champion the MIC3 mission, vision, and values.

#### Membership benefits:

- Recognized advisory member of the Commission, with non-voting status.
- Participate in meetings and briefs.
- Access programs and resources.
- Recognized on the MIC3 website.
- Ability to connect and interact with Commissioners.

#### **Cost**

The Commission may reimburse travel expenses for ex-officio members to attend the ABM in accordance with the Travel Policy

#### **Goals**

Each Ex-officio organization will be responsible for promoting the Commission through their organization to stakeholders.

#### **Other information**

If approved by the full Commission, ex-officio organization representatives will serve in their capacity, unless terminated by the Commission or the Executive Committee, or rescinding their membership by submitting in writing their intent to separate within 60 days. Ex-officio organizations will sign a Memorandum of Understanding (MOU) which will be renewed every two years.

Ex-officio organizations must adhere to the MIC3 Code of Conduct. Ex-officio representatives are expected to comply with the principles detailed in the *MIC3 Code of Conduct Policy*, including: participating in good faith in MIC3 activities; conducting themselves in a manner that does credit to their respective organizations and to the Commission; acting in the overall best interests of the Commission and their organizations; not engaging in any conduct that is criminal, disgraceful, or prejudicial to MIC3 or to their own organizations.

Ex-officio representatives shall not engage directly or indirectly in the management or function of the Commission. Therefore, they may not vote or make decisions on the daily administration of the Commission, including but not limited to the election of officers, strategic planning, or personnel matters.

Ex-officio representatives represent their respective organizations on the Commission and are not appointed Commissioners of member states or the District of Columbia, therefore ex-officio representatives shall not represent the Commission to third parties or to the U.S. Government; representatives shall not represent or speak on behalf of the Commission at any event without approval of the MIC3 Executive Committee.



## EXECUTIVE DIRECTOR REPORT

Cherise Imai, Executive Director

Located in Lexington, Kentucky, the MIC3 National Office is responsible for the operation of the Interstate Commission and works closely with Commissioners and stakeholders throughout the United States and worldwide. The National Office provides a wide range of programs and resources developed by the commission's standing committees to support Member States in their administration of the Compact to support successful education transitions of school-aged military students. In addition to providing administrative support to the executive and standing committees, the National Office: provides technical assistance; provides in-person and virtual Compact 101 and 201 training; disseminates collaterals and resources available at no cost for members and stakeholders; provides administrative support for commissioner and state council meetings; and briefs at national and state meetings on request.

The past year was again one of transition for the national office with the end of the pandemic, staffing changes, and moving back to an in-person work environment with the reopening of the headquarters building. Throughout the challenges, we have worked hard to maintain a high level of service and support in a remote/hybrid environment.

With the approval of the third strategic plan at the 2022 Annual Business Meeting (ABM) in October, the National Office was focused on the first-year targeted key goals and activities. The continued evolution of the Commission is necessary, having attained our membership goal of 51 states and the District of Columbia in 2014, in order to meet our mission of successful educational transitions. While the first strategic plan focused on staffing alignment and identifying organization needs and gaps, the second plan targeted program development based on assessments. The third plan builds on the foundation established in prior years and enhances current programs and resources, while identifying the additional opportunities and gaps to fulfill our statutory requirements and ensure the Commission's financial future.

At the 2022 ABM, the Commission directed the National Office to provide technical assistance to Member States to correct their compact statute citation regarding active duty. We are pleased to report eight states have completed the correction and we are working with 17.

With General Counsel, the National Office drafted an *External State Statute Legislative Toolkit* to assist member states interested in providing similar accommodations as provided under the Compact for other student populations. The 2022 NDAA directed the US Department of Defense to develop and recommend improvements to the Compact regarding student enrollment, special needs, and advanced enrollment. A report to Congress from Penn State is expected to be released in December. With their state commissioners, we met with congressional delegate staff from several states to raise awareness of the Compact. In addition, we provided a letter to the ranking members of the Armed Services Committee on the Compact; reviewed legislative proposals from Arkansas, Florida, Nevada, Pennsylvania, Texas, and Virginia; and prepared five new/amended rules and 4 new/amended policies.

The National Office provided administrative assistance and/or attended council meetings for 20 states and 24 meetings; and in addition to our ex-officio organizations, we continue our partnerships with the USDoD, US Department of Education, Blue Star Families, and Joining Forces. Staff attended 5 national/regional meetings to brief the Compact and coordinated over 60 in-person and virtual training sessions. We continue to focus on connecting with military-impacted school districts, military families, and military and education organizations to build awareness.

Expanding outreach and education, specifically training for stakeholders, has been one of the main pillars of our strategic plans, and the outcomes will be reported under the Training Committee. The National Office has increased training 120% over last year, with most sessions held on virtual platforms. In May, the Yokota Air Base Commander sponsored staff to meet with military leadership, conduct briefs and training for parents, and meet and train DODEA school administrators and personnel at Yokota, Yokosuka, Zama, and Atsugi installations. Yokota staff scheduled an office call with Brigadier General Jesse Friedel, Deputy Commander of the 5<sup>th</sup> Air Force, who exercises administrative authority over US Air Force forces in Japan – he expressed tremendous support for the Compact and how we support families.

The National Office provides technical assistance for Member States and is pleased to report 76 cases were received in FY2023. While a third of the cases were compact related, commissioners were able to refer or direct parents to other resources or assist with the resolution. Forty-five percent of requestors were parents, followed by commissioners (21%), and military services (16%). The National Office continues to support compact implementation within states by onboarding new Commissioners quickly to ensure continuity of program activities. In FY2023, the national office onboarded 12 new commissioners and two ex-officio through three sessions which includes: reviewing roles and responsibilities; compact rules training; information on finance and elections; and identifying state-specific needs and gaps.

Our continued growth and success are a result of the hard work and dedication of our Commissioners, Ex-Officio members, military services, and community partners to our mission. You're continued focus on enhancing our support for military families and students is commendable. On behalf of the National Office staff, we thank you for your continued support and collaboration during FY2023 and beyond.

**MIC3 National Office Case and Inquiry Summary**  
**FY 2023 - July 1, 2022 to June 30, 2023**

Requestor	#	%
Parent	34	45%
Military Service (i.e. School Liaison Officer)	12	16%
State	1	1%
Compact Commissioner	16	21%
Ex-Officio Member	0	0%
District/School	10	13%
Student	0	0%
Other	3	4%
<b>TOTAL</b>	<b>76</b>	<b>100%</b>

Type	#	%
Compact Related	24	32%
Not Applicable	51	67%
Unknown	1	1%
<b>TOTAL</b>	<b>76</b>	<b>100%</b>

Compact Related Case Topics	#	Article	%
Art III-Applicability	3	3	11%
Art IV-Educational Records & Enrollment: Records/Immunization	1	4	15%
Art IV-Enrollment-Kindergarten Entry	3		
Art V-Placement & Attendance (General)	0		
Art V-Placement & Attendance: Absence Related to Deploy	0		
Art V-Placement & Attendance: Course Placement	8	13	48%
Art V-Placement & Attendance: Educ Program Placement	2		
Art V-Placement & Attendance: Placement Flexibility	0		
Art V-Placement & Attendance: SPED	3		
Art VI-Eligibility for Enrollment	0	2	7%
Art VI-Eligibility for Extracurricular Participation	2		
Art VII-Graduation Req	5	5	19%
Art VII-Graduation: Exit/EOY Exams	0		
<b>TOTAL</b>	<b>27</b>	<b>27</b>	<b>100%</b>

Not Applicable Case Topics	# Cases	%
School choice	5	10%
Early withdrawal/final grades	4	8%
Pre-K Programs and Kindergarten entrance age	2	4%
GPA recalculation	2	4%
Individual Education Plan (IEP)	1	2%
School enrollment process (Tier priority ranking)	1	2%
Mandated homeschool enrollment for non-resident students	1	2%
Meeting graduation requirements	1	2%
Afterschool care	1	2%
Placement test waiver	1	2%
Data on community service graduation requirement waivers	1	2%
Private school, 8th grade credits	1	2%
Compact coverage for veteran dependents	1	2%
Virtual enrollment & weighted GPA	1	2%
Online learning	1	2%
Waiver to play sports after 8 semester	1	2%
Early graduation to join the military	1	2%

By Rcvg State	#	%
Virginia	7	9%
California	6	8%
Texas	6	8%
NA-Unknown	5	7%
Illinois	4	5%
North Carolina	4	7%
DODEA	3	4%
Maryland	3	4%
Ohio	3	4%
Alabama	3	4%
Pennsylvania	3	4%
South Carolina	3	4%
Arizona	2	3%
Colorado	2	3%
Florida	2	3%
Georgia	2	3%
Mississippi	2	3%
Arkansas	1	1%
District of Columbia	1	1%
Hawaii	1	1%
Iowa	1	1%
Indiana	1	1%
Kentucky	1	1%
Louisiana	1	1%
Missouri	1	1%
Minnesota	1	1%
Nebraska	1	1%
New Mexico	1	1%
New York	1	1%
Oklahoma	1	1%
Utah	1	1%
Washington	1	1%
England	1	1%
<b>TOTAL</b>	<b>76</b>	<b>100%</b>

# Military Kids By Receiving State	#	%
Tier 1: 15,001+	38	50%
Tier 2: 6,001-15,000	16	21%
Tier 3: 2,001-6,000	10	13%
Tier 4: 0-2,000	3	4%
England	1	1%
DODEA	3	4%
None	5	7%
<b>TOTAL</b>	<b>76</b>	<b>100%</b>

Updated 10/12/2023

### MIC3 National Office Case and Inquiry Summary

	FY 2023 - July 1, 2022 to June 30, 2023	2022
Sports physical		
School liaison contact info	1	2%
Student tuition waiver	1	2%
Out of state residency and continued student enrollment	1	2%
College application process	1	2%
Grades Showing up on transcript	1	2%
How to enroll a child in school	1	2%
Reciprocal diploma on request	1	2%
Tutoring and social emotional counseling	1	2%
Missed application period for magnet/specialty school for SY23-24	1	2%
Resources for school playground repair/facilities improvement	1	2%
School playground improvement	1	2%
Mandatory grade level advancement	1	2%
Unable to meet graduation requirements from a private virtual high school	1	2%
Are high school courses taken in 8th grade applied to the high school GPA	1	2%
Religious immunization exemption	1	2%
Immunization	1	4%
Extracurricular activities	1	2%
Preschool enrollment	1	2%
Advanced enrollment	1	2%
Annual Business Meeting registration cost	1	2%
Financial resources and supports	1	2%
Course equivalency	1	2%
Unknown, not enough information was provided	1	2%
	<b>49</b>	<b>100%</b>

school levels. This data is not reflective of all cases states address.



## National Office Activities

### Fiscal Year 2023

Updated: 10/12/23



Activity	State/Organization	Date
State Council Meetings	Florida	7/8/22, 10/14, 1/13/23, 4/14, 7/21, 10/13
	Indiana	7/12/22
	Mississippi	8/12/22
	Alabama	8/16/22
	New Jersey	8/16/22
	Illinois	8/23/22
	Rhode Island	8/29/22
	South Dakota	10/7/22
	Washington	10/11/22
	Montana	11/16/22
	Kentucky	1/24/23
	Texas	4/24/23
	Oklahoma	5/12/23
	New Mexico	6/8/23
	Maryland	6/8/23
	District of Columbia	6/12/23
	Missouri	6/16/23
	Vermont	6/29/23
	Pennsylvania	7/18/23
Trainings	MCSAS Summer Meeting	7/9/22
	ASCA Conference	7/9-12/22
	Kershaw Co. Schools (SC)	7/13/22
	MCEC Global Summit	7/19/22
	Compact 101 (HQ)	7/27/22
	Columbus AFB SD & Parents (MS)	8/2-3/22
	Compact 101 (HQ)	8/17/22
	Aviano AFB DoDEA School (Italy)	8/18/22
	Hardin Co. Schools (KY)	8/31/22
	FA SL_Mary Duncan	9/6/22
	Military Star PD (MS)	9/8/22
	AF SL Training (TX) - 201	9/13-15/22
	Compact 101 (HQ)(V)	9/22/22
	USMC SL (V) 3:30 PM	9/22/22
	USMC SL (V) 6:00 PM	9/22/22
	Charles Co. Schools, Maryland (V)	9/28/22
	Okaloosa County Schools, FL (V)	10/5/22
	Okaloosa County Schools, FL (V)	10/6/22
	Compact 101 (HQ)(V)	10/26/22
	Redstone Arsenal (V)	11/2/22
	Compact 101 (HQ)(V)	11/2/22
	Dorchester SD South Carolina (IP)	11/4/22
	Region IV Superintendents (SD) (IP)	11/17/22
	Douglas SD MISA (SD) (IP)	11/17/22
	Compact 101 (HQ)(V)	12/7/22
	Great Falls PS (MT) (V) 11:00 AM ET	12/8/22
	MT School for the Deaf and Blind (V) 12:00 PM	12/9/22

Edwards AFB/Muroc JSD 101 (V) 1:30 PM ET	12/9/22
Fort Knox, EIS (IP)	1/2/23
GFPS (Tara Murrillo) (V) 12:45 PM ET	1/11/23
Morango USD, CA (V) 7:00 PM ET	1/12/23
Compact 101 (HQ)(V)	1/19/23
North Carolina Education Summit (IP)	2/3/23
Columbus AFB (MS) (V)	2/8/22
Okaloosa County Schools, FL (V) 3:00 ET	2/9/23
Compact 101 (HQ)(V)	2/22/23
Okaloosa County Schools, FL (V) 3:00 ET	2/23/22
Liverpool Central Schools, NY (IP)	3/13/23
Compact 101 (HQ)(V)	3/14/23
Fairchild AFB, WA (IP) - Susan	3/15/23
Fort Knox, Hardin Co. 9:00 AM ET (IP)	3/24/23
HI Educator and Parent Trainings	3/28-31/23
CA 201 Compact Training (HQ) (V) 2:00 PM ET	3/28/23
District 8 Ombudsman CG (V) 7:00 PM ET	3/30/23
Navy Region Souteast EFMPs (Shannon Klein) (	4/5/23
MA (Christine Cowen) (V) 1:00 PM ET	4/5/23
MCEC Webinar (V)	4/11/23
CA 201 Training (V) 12:00 PM ET	4/12/23
CG District 5 (Janet McDowell) 6:00 PM	4/24/23
CG District 5 (Janet McDowell) 9:00 AM	4/26/23
Compact 201 Training (HQ) (V) 3:00 PM ET	4/26/23
Compact 101 (HQ)(V)	4/27/23
Japan DoDEA Training	5/7-14/23
Compact 101 (HQ)(V)	5/24/23
Compact 101 (HQ)(V)	6/21/23
HI DOE (V)	6/29/23

**KEY: (V) Virtual, (IP) In Person**

#### Non-MIC3 Conferences/Meetings Briefs/Podcast/Webinar

ASCA, San Antonio, TX	7/19-12/22
MCEC Global Summit, Washington, DC	7/18-20/22
MCEC - MIC3: Successful Educational Transitions	7/27/22
MCEC Webinar:Building Blocks to Graduation	4/11/23
National Association of Federally Impacted Schools, Washington DC	9/18-20/22
MISA Summer Conference	6/25-28/23

#### MIC3 Sponsored Webinars & Breakouts

Compact 201 Webinar	7/27/22
Robert's Rules	10/5/22
Cogbill Capstone Project Final Report	10/12/22
Legal Perspectives	3/8/23
Tutor.com	3/15/23

#### Partnerships & Collaborations

US DOE, Military Liaison
Sec Cardona/Military & Vet Orgs
BSF, Applied Research & Policy Advisory Board
Joining Forces, First Lady Initiative
USDoD DSLO



## EX-OFFICIO REPORT

Ernise Singleton (LA), Vice Chair

*Ex-officio representatives are non-voting representatives who are members of interested organizations, including but not limited to military-oriented, military family, education oriented, and parent and teacher organizations. — Article IX of the model compact language and Article II, Section 3 of the Commission Bylaws*

The Ex-officio representatives continue to meet every quarter to collaborate and gain insight into the Commission's work and strategic progress while sharing their organization's initiatives and activities. In 2023, the National Military Families Association's (NMFA) Deputy Director of Government Relations, Caitlin Hamon, left. Still, the group was happy to welcome back Eileen Huck, Senior Deputy Director of Government Relations, who previously served as NMFA's Ex-officio representative to the Commission.

NMFA continued to share resources and research with the Commission, providing the organization's Teen Survey results during its State of the Military event in April. The organization updated the membership on federal legislation, both Compact and non-Compact related, that focused on military families. NMFA's steadfast support of the Commission highlighted military families' and DoDEA schools' lack of awareness about the Compact and its protections.

The Military Child Education Coalition (MCEC) also provided new representation to the Commission in Vice President of Education Services Amanda Woodyard. In 2023, MCEC celebrated its 25<sup>th</sup> anniversary and continued to support the Commission by requesting training on the Compact during the organization's Global Training Summit held every July in Washington, DC. Ms. Woodyard provided updates throughout the year on MCEC initiatives, including the Hidden Helpers Student Leadership Program, Purple Star School Award designation, and 360 Summits supporting the Purple Star School Award.

Kyle Fairbairn, Executive Director of the Military Impacted Schools Association (MISA), continued to provide updates on the challenges affecting Impact Aid funding at the federal level. He also relayed MISA's willingness to continue sponsoring Compact training sessions in public and Department of Defense Education Activity (DoDEA) schools, offering to work with the Commission's Department of Defense representative to ensure military families are aware of the Compact and how it can help their children overcome education-related obstacles.

The National Federation of State High School Associations (NFHS) representative Davis Whitfield reported on the NFHS' efforts to recruit active and retired military members for officiating and the Battlefields to Ballfields (B2B) program. The mission of B2B is to provide military veterans and active-duty military an avenue to continue giving back in a meaningful way, either as active military members or when they transition into retirement. B2B offers scholarships for active and retired military for their first three years of service to an officials' association. Additionally, B2B tries to pair active or former military officials with other officials already within a state/local association as mentors. Hence, they have someone who "speaks the same language as them" due to their military background. NFHS continues to support the Commission by providing resources to public and DoDEA schools and assisting with extracurricular issues when necessary.

Dianna Ganote, the DoD representative to the Commission, continues to actively promote the Commission and bridge the communication gap between MIC3 and the DoD. In 2023, Ms. Ganote provided information and feedback on the National Defense Authorization Act (NDAA), specifically sections about the Compact. She also updated leadership on the Penn State study, reviewing the priorities of the DoD State Liaison Office to determine the effectiveness of these efforts and the use of resources.

The ex-officio organizations and their representatives continue to be integral partners willing to support and promote the work of the Commission to create awareness and understanding among stakeholders.



## GENERAL COUNSEL REPORT

Darren Embry, Samantha Nance, Stuart Michael  
Embry, Merritt, Womack, and Nance PLLC

*General Counsel is retained to provide guidance for the Commission and its Committees with respect to legal issues, related to their duties and responsibilities under MIC3 terms, and its by-laws and rules. Actively participating in both dispute resolution and litigation matters related to enforcement of the Compact provisions and rules, Counsel also advises the Commission on issues pertaining to investigation, compliance, and enforcement responsibilities.*

During this period, General Counsel:

- provided a legal advisory regarding *Compact Applicability for Indian and Tribal Lands*.
- drafted the *External Statute Legislative Toolkit* to assist member states interested in providing similar accommodations as provided under the Compact for other student populations.
- provided a letter to the Defense State Liaison Office regarding a proposed amendment to state compact statutes on the US Space Force.
- drafted a letter to the Armed Services Committee ranking members on the Compact.
- provided a legal memorandum on the policy for data collection
- reviewed legislative proposals from Arkansas, Florida, Nevada, Pennsylvania, Texas, and Virginia.
- reviewed/drafted the following new and amended rules:
  - Amendment: SEC. 1.101 Definitions
  - Amendment: SEC. 2.101 Adoption of Rules
  - Amendment: SEC. 2.102 Data Collection and Reporting
  - New: SEC. 7.106 Escalation and Reporting of Disputes
  - New: SEC. 8.101 Coordination Between States and the Commission
- provided legal guidance and information on the compact statute citation correction in member states.
- advised on legal matters regarding state statutes; state default cases; and two clarifications on Robert's Rules regarding voting on commission business during meetings.
- recorded a webinar on Legal Perspectives of the Compact.

## External State Statute Legislative Toolkit

### Purpose

At the 2022 Annual Business Meeting (ABM), the Commission voted in favor of providing resources and guidance to member states who wish to enact new legislation outside the Compact. *(Example: recognize high school credits taken in Eighth Grade by military-connected students).*

Pursuant to this direction, the Commission developed this toolkit. This guidance is not specific and can be applied to various topics and other highly mobile populations within member states.

### Contents

- Compact Background
- Assistance from the National Office and General Counsel
- General Counsel Guidance
- Adopted External Legislation

### Compact Background Related to the National Guard and Reserve (NGR)

The ***Interstate Commission on Educational Opportunity for Military Children*** (the Compact), whose administrative body is known as the Military Interstate Children's Compact Commission (MIC3), is an interstate compact that supports successful educational transitions for military-connected students. It was drafted in 2006 by the Council of State Governments' National Center for Interstate Compacts in cooperation with the U.S. Department of Defense, national associations, federal and state officials, State Departments of Education, and school administrators. Interstate compacts are contractual agreements between states, written into statute, that allow state governments to work collaboratively when addressing issues or concerns across boundaries. The Compact provides for the uniform treatment of military children transferring between public and Department of Defense Education Activity school districts and states and addresses key educational transition issues such as: eligibility for academic programs, course enrollment, academic placement, and graduation.

While compacts are effective mechanisms for solving interstate problems without resorting to federal legislation, they are limited by the scope of their statutes.

### Assistance from the National Office and General Counsel

The National Office stands ready to assist member states interested in developing stand-alone statutes in their state to address state-specific issues, i.e. virtual school, Foreign Service Members, DoD Civilian Dependents, or other highly mobile populations. It is highly recommended that states submit their draft language to the National Office for review by General Counsel to ensure the new statutory language does not conflict with their current Interstate Compact statute.

To request assistance or a review, please contact:

Cherise Imai  
Executive Director  
MIC3 National Office  
1776 Avenue of the States, Lexington, KY 40511  
Email: [cimai@csq.org](mailto:cimai@csq.org)  
Phone: (859) 244.8069

## **General Counsel Guidance**

In collaboration with the Executive Committee and National Office, General Counsel has provided the following list of “Do’s and Don’ts” that should be followed when developing external legislative language.

### **Do:**

- Identify specific populations to be covered by the new stand-alone statute.
- Identify specific benefits to be provided to this population.
- Identify education and enforcement systems to support the provision of these new benefits; identify funding sources where additional funding will be needed.
- Review draft legislation with attorneys on your MIC3 State Counsel and/or legal counsel for your state’s legislative branch prior to submission to the National Office.
- After an internal state-level review, submit the proposed bill language to the National Office for vetting by General Counsel to ensure it does not conflict with the Interstate Compact statute.
- After approval by General Counsel, work with the legislative member(s) of your MIC3 State Council to identify the appropriate process for submitting bill proposals within your state legislature.
- Submit the approved bill to your state legislature and track the proposed bill as it moves through the legislative process in your state.

### **Don’t:**

- **Do not** draft language which would impose requirements on other states or federal agencies.
- **Do not** amend or open the current Compact statute in your state.
- **Do not** attempt to supersede or override the Compact statute; avoid language such as “notwithstanding any other statutes to the contrary”, or similar provisions.
- **Do not** alter statutory language after approval by General Counsel.

## **Adopted External Legislation**

### **Arkansas (Adopted)**

On April 2, 2019, Arkansas ***Senate Bill 638, “Concerning the Interstate Compact on Educational Opportunity for Children of Military Families; And to Amend Aspects of the Arkansas Code with Respect to Children of Military Families Who Are Enrolled in A Public School”***, passed Arkansas’ General Assembly and was signed into law by Governor



Asa Hutchinson on April 17, 2019. Referred to as Act 939, it provides Compact-like benefits to children of National Guard members, provides for advanced enrollment of students, and expands the pre-deployment activities window. Act 939 also requires school districts with at least 20 military-connected students or 3,000 students overall to appoint a Military Education Coordinator to support military-connected students in transition.

Arkansas Code was amended by adding § 6-18-107. A complete text of Act 939 can be found at <http://www.arkleg.state.ar.us/assembly/2019/2019R/Acts/Act939.pdf>

# LEGAL MEMORANDUM--CONFIDENTIAL

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To: Cherise Imai, MIC3 Executive Director  
From: Darren Embry  
Samantha Nance  
Stuart Michael  
Date: February 15, 2023  
Re: MIC3 Data Collection Policies

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## I. Introduction and Background

This memo was drafted at the request of MIC3 Executive Director Cherise Imai to address concerns about the Commission's collection of data regarding the transfer and enrollment of military students between MIC3 member states. These concerns were discussed briefly at the Commission's annual business meeting in 2022, and were subsequently referred to counsel for further analysis. This memo is intended to address the questions outlined below and to provide guidance to the Commission regarding how to move forward with its data collection program.

## II. Questions Presented and Short Answers

Executive Director Imai posed two questions to counsel:

**Question 1:** Can the Commission repeal its own rule mandating the collection of data by the member states when the Compact's model language contains an identical provision?

**Short Answer:** Yes, the Commission can repeal this rule, provided that the correct procedure is observed for doing so .

**Question 2:** Given that the model language requires the member states to collect certain data regarding the movement of military children, can the Commission choose not to enforce this requirement?

**Short Answer:** No, the Commission is bound by this statutory mandate; however, in this case the model language would allow the Commission to adopt a more flexible data collection model.

## III. Discussion and Analysis

The questions above appear to arise from a general concern that the member states cannot all realistically comply with the data collection mandate laid out in the Commission's rules and the model language. While the Commission is certainly empowered to revise its rules (provided that the change is approved by a majority vote of the member states and complies with other applicable procedures), the corresponding statutory mandate cannot be ignored. However, in light of the statutory language at issue, the specifics of the Commission's data collection program may be tailored to match the reality of this situation and the current capabilities of the member states.

The Commission's current rule regarding data collection (Sec. 2.102) provides that:

"(a) As required by the compact, and as specified by the operational procedures and forms approved by the Commission, the States shall gather, maintain, and report data regarding the transfer and enrollment of students who transfer from one State LEA to another State LEA under this compact.

(b) Each State shall report to the Commission annually the number of students transferred to an LEA from another State and received from another State's LEA in the previous year.

(c) Reports required under SEC. 2.102 (a) and (b) shall be received by the Commission no later than June 30 of each year."

This rule stems from a requirement in Article IX.I of the model language that the “Interstate Commission shall collect standardized data concerning the educational transition of the children of military families under this compact...” While the Commission, along with the member states, is bound by this statutory mandate (as discussed further below), the specific content and language of the Commission’s rules are left to the Commission’s discretion.

Specifically, Article XI.I provides that:

“The Interstate Commission shall collect standardized data concerning the educational transition of the children of military families under this compact as directed through its rules which shall specify the data to be collected, the means of collection and data exchange and reporting requirements.”


This mandate is binding on the Commission and should not be disregarded by the Commission. However, this the mandate specifically permits the Commission to determine the specific data to be collected and how that data should be collected. This is significant, as provides the Commission with the necessary flexibility to tailor the data collection rules to best reflect the practical limitations of the Member States in the collection of data.

In describing “the data to be collected,” the Commission’s rules can describe any reasonable kind or category of data so long as it is “concerning the educational transition of the children of military families under this compact.” To the extent that it is not feasible for the states to comply with the current Rule, which includes *mandatory* language regarding data collection, the Commission may repeal or amend the rule to more accurately capture the variations among the Member States.

Article IX.I does require that the Commission engage in some kind of data collection, but the specific extent and nature of the data collection program is left to the Commission’s rules. In carrying out this statutory mandate, the Commission may adopt any rule, program, or set of requirements which a majority of the member states determine to be an efficient and effective way to achieve the objectives of the compact. Where this section of the model language does not provide any specific requirements or further details regarding how, when, or what data should be collected by the Commission, it falls to the Commission to make these determinations. When making these determinations, the Commission may consider whatever factors it deems reasonable, and it may craft any rule or program it deems appropriate to effectively and efficiently accomplish the objectives of the compact.

#### **IV. Conclusion**

Because the model language requires the Commission to collect standardized data, the Commission must do so. However, Compact also allows the Commission’s rules to determine how this objective should be accomplished. In making this determination, the Commission is empowered to limit its data sharing requirements to those that it deems reasonable and realistic. Above all, the Rule should not create obligations with which the Member States will be unable to comply. Moving forward, we would recommend that the appropriate course of action is for the relevant Committees and/or Tier Groups provide the Commission feedback and recommendations for how the Rule carrying out the data collection mandate should be tailored to reflect the realities of the inconsistent access to data among the member states.

 <b>MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION</b>	<b>Number:</b>  <b>1-2023</b>
<b>Advisory Opinion issued by:</b> Cherise Imai, Executive Director Darren Embry, General Counsel	<b>Dated:</b> May 23, 2023 <b>Approved:</b>
<b>Requestor: State of Connecticut</b>	
<b>Description:</b> Does the Compact apply to schools operated by a sovereign tribal nation and/or reservation land schools?	

#### **I. Background**

Pursuant to Article X, Section C. of the Interstate Compact on Educational Opportunity for Military Children (hereinafter 'Compact') the State of Connecticut has submitted a request for an advisory opinion concerning clarification of an issue pertaining to the Compact.

#### **II. Issue**

The Commissioner from Connecticut has requested guidance from the Military Interstate Children's Compact Commission concerning the applicability of the Compact to schools operated by sovereign tribal nations.

#### **III. Applicable Compact Provisions or Rules**

Article II. O. of the Compact provides as follows:

*"I. 'Member state' means: a state that has enacted this compact.*

...

*O.' State' means: a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory."*

#### **IV. Review and Analysis**

The Compact, like all interstate compacts, can be applied only in member states where it is adopted through a compact statute. Under the general principles of self-determination, no sovereign government is subject to the laws or rules of another sovereign except where one government may agree to subject itself to another government's jurisdiction. Without such an agreement a government's authority extends to its own borders, and no further.

Sovereign tribal nations located within the borders of the United States are independent sovereign entities which are not inherently subject to the authority of any other government. The relationship between these independent sovereigns and the various

governments of the United States is established through a complex system of treaties, executive orders, and inter-governmental agreements. Furthermore, any legal analysis regarding the application of a United States law to sovereign tribal nations must be conducted on a case-by-case basis, as each tribal nation is independent from another.

Ultimately, the scope of the Compact is limited to the “member states”, where a “state” is further defined as a state or territory of the United States. Sovereign tribal nations are neither states nor territories of the United States; as such, they cannot qualify as “member states” under the current model language of the Compact.

Currently, no sovereign tribal nation has agreed to be subject to the Compact; therefore, the Compact may not be enforced against any such nation. Moreover, while it is beyond the scope of this advisory, it is unlikely that it would be legally possible for such an agreement to be made. Any endeavor to create an agreement between the Commission and a sovereign tribal nation should be subject to a thorough and careful legal review based on its specific facts and circumstances.

## **V. Conclusion**

In summary, based on the relevant provisions of the Compact, referenced authorities and analysis, the Compact does not apply to schools operated by a sovereign tribal nation.



## COMPLIANCE COMMITTEE REPORT

Steven Bullard (KY), Chair

*Responsible for monitoring the compliance by member states with the terms of the compact and the Commission's rules, and for developing appropriate enforcement procedures for the Commission's consideration.*

In 2023, the Compliance Committee worked diligently to assist all 50 member states and the District of Columbia with their efforts to appoint commissioners, hold state council meetings, and submit End-of-Year Reports to the National Office. While the Commission experienced significant turnover in the commissioner position, leadership, headquarters, and the Compliance Committee worked tirelessly to minimize the time between appointments, ensuring seamless service for military families.

The Committee devoted its attention to completing year-one action items on the strategic plan, including a request for general counsel to review all Commission policies to promote collaboration and support within MIC3 and encourage stakeholder engagement. This joint task was also assigned to the Rules Committee and Executive Committee. This action led to the Committee adopting policy *1-2023 Monitoring Compact Statutes and State Legislation*.

In addition, the Compliance Committee produced the *MIC3 Legal Perspectives* webinar to help commissioners and state council members understand their roles and responsibilities in implementing the Compact in their state. Updating the existing Commission toolkits to include new resources provides the latest Compact-related information to stakeholders.

Throughout, the Committee remains steadfast in addressing compliance issues with education and support, emphasizing the Commission's mission to ensure *successful educational transitions* for military children.

### MIC3 State Council Meetings

	State	FY2017 (7/1/16-6/30/17)	FY2018 (7/1/17-6/30/18)	FY2019 (7/1/18-6/30/19)	FY2020 (7/1/19-6/30/20)	FY2021 (7/1/20-6/30/21)	FY2022 (7/1/21-6/30/22)	FY2023 (7/1/22-6/30/23)	FY2024 (7/1/23-6/30/24)
1	AL	4/27/17	7/27/18	10/4/2018	none reported	8/7/2020	8/16/2021	8/16/22	
2	AK	none reported	10/6/17	11/9/2018	8/10/2020	none reported	2/10/22	VACANT	
3	AZ	none reported	none reported	none reported	none reported	none reported	12/9/21	VACANT	
4	AR	2/3/17	8/3, 11/2/17	6/27/18, 11/1/18, 5/8/19	7/16, 9/17, 11/21/19, 1/14/20, 3/17, 5/12	7/2/20, 9/2	9/2/21, 11/18	7/14/22, 1/12/23, 3/9/23	
5	CA	4/25/17	11/7/17, 5/4/18	11/6/18, 5/22/19	9/10/2020	12/9/20, 7/31/21, 4/14, 9/23	9/23/21	9/12/22	
6	CO	10/11/16	10/2/2017	10/11/2018	10/1/2019	9/30/2020	10/6/21	10/5/22	
7	CT	4/6/17	10/5/17, 5/3/18	10/11/18, 3/21/19	10/3/2019	12/3/20, 4/29/21	9/23/21, 3/24/22	9/22/22	
8	DE	3/9/17	3/8/2018	3/14/2019	3/12/20	3/12/21, 5/10	3/8/22	3/9/23	
9	DC	11/22/16; 3/13/17	5/3/2018	none reported	none reported	none reported	6/17/22	6/12/23	
10	FL	7/8, 10/14/16; 1/13, 4/4/17	7/14/17, 10/13, 1/12/18, 4/13	1/12, 4/13/18, 1/11, 4/12/19	7/19/19, 10/11, 1/10/20, 4/10	7/10/20, 10/8, 1/8/21, 4/9, 7/9	9/10/21, 1/14/22, 4/8	7/8/22, 10/14, 1/13/23, 4/14	7/13/23, 10/14
11	GA	3/21/17	4/24/18	4/19/2019	6/17/2020	6/16/2021	6/22/22	6/21/23	
12	HI	1/20/17	12/8/17, 1/15/18	9/10/2018	7/3/19, 10/2, 1/15/20	5/11/2021	7/19/21	7/21/22, 5/31/23	
13	ID	none reported	none reported	none reported	3/10/2020	4/8/2021	6/30/22	8/2/2023*	
14	IL	none reported	none reported	1/31/2019	9/23/20*	12/2/2020	5/24/22	8/23/22	
15	IN	none reported	none reported	none reported	none reported	none reported	7/12/22	7/13/2023*	
16	IA	none reported	none reported	none reported	none reported	2/10/2021	4/6/22	5/15/23	
17	KS	12/15/2016	11/30/2017	3/20/2019	11/20/2019	12/2/2020	8/24/21	2/24/23	
18	KY	none reported	9/29/2017	11/26/18	12/5/2019	12/10/2020	1/18/22	1/24/23	
19	LA	none reported	11/15/2017	none reported	2/3/2020	6/28/2021	6/16/22	6/23/23	
20	ME	12/9/16	11/30/2017	5/3/2019	5/27/2020	none reported	6/22/22	11/1/22	
21	MD	11/9/16	11/7/2017	10/16/18	11/15/2019	3/3/2021	6/21/22	6/8/23	
22	MA	4/10/17	11/27/2017	11/29/18	11/22/2019	11/20/2020	11/30/21	10/25/22	
23	MI	11/3/17	11/1/2017	none reported	none reported	11/19/2020	4/18/22	12/15/22	
24	MN	5/25/17	12/12/17, 2/27/18, 5/7	7/5/2018, 4/23/2019	1/23/20, 5/28	8/20/20, 9/24, 10/22, 11/19, 1/21/21, 3/18	8/21, 11/21, 1/22, 3/22, 5/22	7/21/22, 9/22/22, 11/17/22	7/27/23, 9/21/23, 11/16/23
25	MS	none reported	none reported	none reported	none reported	none reported	8/12/22		
26	MO	none reported	11/29/17, 6/5/18	10/2/18, 6/18/19	10/2/19, 6/17/20	10/9/20, 6/2/21	8/9/21, 10/12, 6/1/22	9/27/22, 6/16/23	
27	MT	8/10/16	5/25/2017	5/28/19	12/3/19, 4/14/20	11/10/20, 4/6/21	4/12/22	8/24/2022, 11/16, 4/2023	8/24/2023
28	NE	9/13/16	9/13/2017	9/12/18	9/9/2019	9/16/20	8/11/21	8/22/22	
29	NV	9/7/16	none reported	none reported	1/22/2019	11/5/20	11/10/21	11/14/22	
30	NH	12/8/16	10/13/2017	12/11/2019	3/13/2020	11/12/20	1/21/22	5/23/23	
31	NJ	none reported	none reported	6/12/2019	1/22/2019	7/20/21	8/16/22		
32	NM	none reported	none reported	none reported	9/29/20*	1/13/21, 5/12, 8/4	10/5/21	6/8/23	
33	NY	8/11, 11/9/16; 1/31, 4/21/17	9/14/17, 4/17/18	9/19/18, 3/26/19	10/2/19, 4/1/20	10/14/20, 4/7/21	10/13/21, 4/6/22	10/12/2022, 3/29/23	
34	NC	9/14/16	4/24/2018	9/26/18, 3/18/19	9/15/2020	4/26/21	9/9/21, 3/22/22	3/15/23	
35	ND	none reported	1/4/2018	12/4/18, 5/29/19	12/19/19, 6/22/20	12/22/2020	12/21/2021	12/22/22	
36	OH	5/10/17	8/23/17, 12/13, 5/14/18	11/15/18, 4/24/19	7/15/19, 8/29, 12/9, 4/17/20, 5/21	8/24/20, 12/4	8/31/21	8/9/22, 12/15/22, 3/31/23	
37	OK	6/28/17	6/11/2018	7/24/2019	7/28/2020	6/23/2021	6/23/22	5/12/23	
38	OR	3/23/17	9/26/17, 12/7/17	12/6/2018	12/12/2019	12/10/2021	4/21/22	5/18/23	
39	PA	none reported	none reported	6/13/2019 cancelled	none reported	none reported	11/16/21, 3/3/22	7/18/23*	
40	RI	12/12/16	10/24/2018	10/24/2018, 5/5/19	3/10/20, 9/30/20*	9/30/2021	8/29/22	8/29/22	
41	SC	4/24/17	4/26/2018	none reported	4/9/2020	none reported	10/21/21	5/23/23	
42	SD	4/1/17	4/24/2018	2/1/19	2/28/2020	2/12/21	4/6/22	10/7/22	8/30/2023
43	TN	4/21/17	4/16/2018	5/1/19	5/4/2020	4/29/21	3/31/22	3/27/23	
44	TX	none reported	none reported	none reported	none reported	none reported	9/29/22	4/24/23	
45	UT	none reported	4/18/2018	4/22/19	4/21/2020	1/15/21	4/22/22	4/12/23	
46	VT	none reported	none reported	none reported	10/13/19	none reported	3/29/22	6/29/23	
47	VA	12/19/16; 6/7/17	10/31/17, 12/14/17	10/24/18, 2/13/19, 5/8	10/2/19, 12/19	10/9/20, 12/17, 4/20/21	11/12/21		
48	WA	10/13/16	10/11/17	10/2/2018	10/9/19	9/24/20	10/14/21	10/11/22	10/24/2023
49	WV	5/9/17	6/27/18	6/4/2019	7/24/2019	7/29/20	5/20/22	1/17/23	
50	WI	2/15/17	8/13/18	8/13/18, 2/11/19	2/25/2020	8/20/21	2/1/22	8/31/22, 3/23/23	
51	WY	7/12/16, 10/18/16; 4/11/17	7/11/17	5/21/2019	7/9/19, 11/12/19, 6/9/20	6/23/21	5/20/22	8/25/2022, 11/17/2023, 4/17/23, 5/23/23	
0	Litigation								*late
5	Lv 1 (No mtg in FY17-								
1	Lv 2 (Met FY19, none								
5	New Commissioner								
1	Vacant								

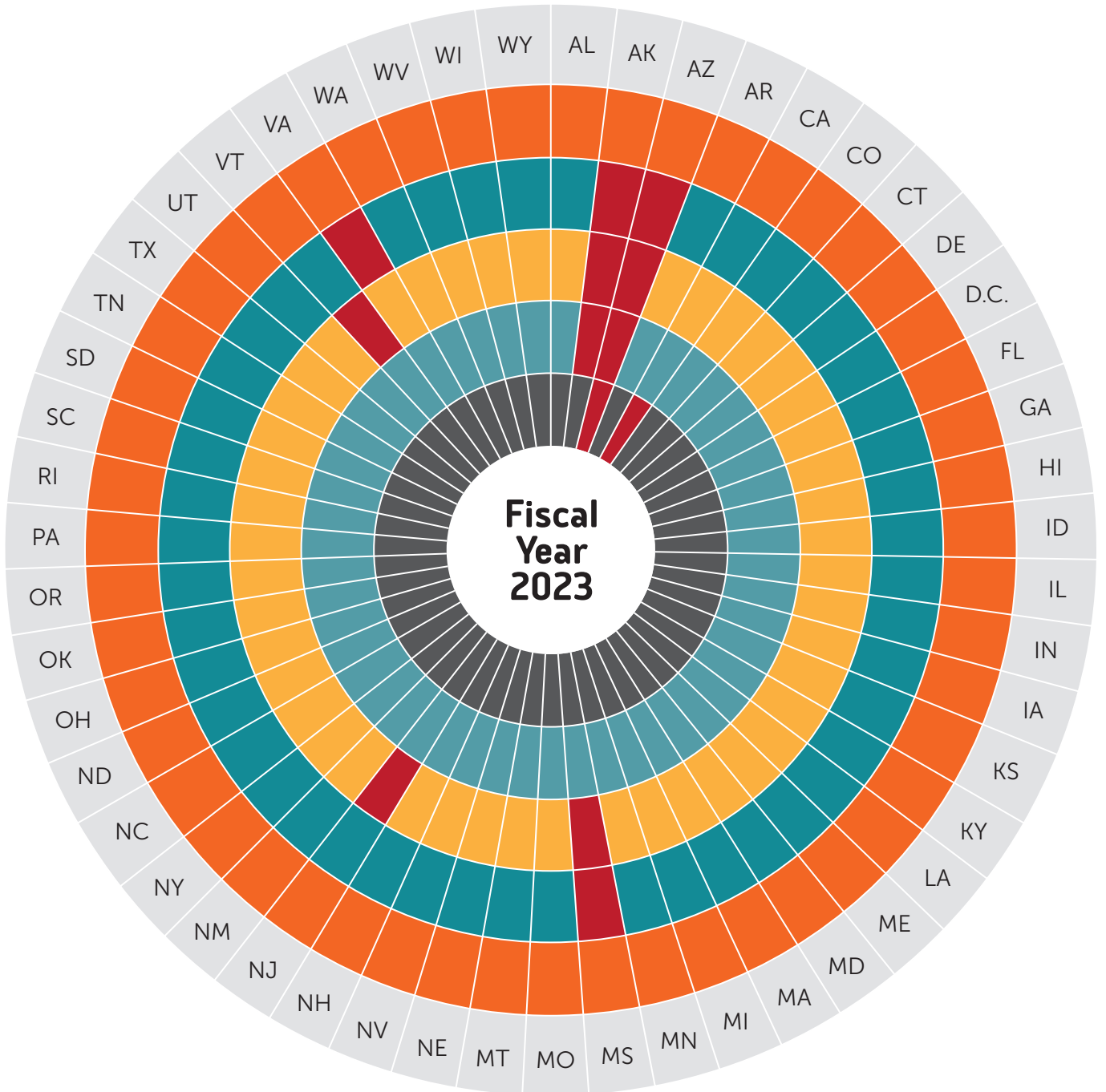
Note: 46/51 (90%) states held a meeting in FY2023

Total meetings held = 64 (10 (20%) of states held more than one meeting)

Updated 10/10/2023



# STATE COMPLIANCE AND COORDINATION



Paid FY23 Dues



Submitted their  
End of Year Report



Appointed a commissioner



Held their State  
Council Meeting



Submitted Conflict of Interest  
and Code of Conduct forms



Outstanding

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## End of Year Report Summary

State	Reports Submitted	17-18	18-19	19-20	20-21	21-22	22-23
Alabama	20-21, 21-22, 22-23				1	1	1
Alaska	17-18, 18-19, 19-20, 20-21, 21-22	1	1	1	1	1	
Arizona	20-21, 21-22				1	1	
Arkansas	17-18, 18-19, 19-20, 20-21, 21-22, 22-23	1	1	1	1	1	1
California	20-21, 21-22				1	1	
Colorado	18-19, 20-21, 21-22, 22-23		1		1	1	1
Connecticut	17-18, 19-20, 20-21, 21-22, 22-23	1		1	1	1	1
Delaware	19-20, 20-21, 21-22, 22-23			1	1	1	1
District of Columbia	21-22, 22-23					1	1
Florida	20-21, 21-22, 22-23				1	1	1
Georgia	20-21, 22-23				1	1	1
Hawaii	17-18, 18-19, 19-20, 20-21, 22-23	1	1	1	1	1	1
Idaho	19-20, 20-21, 21-22, 22-23			1	1	1	1
Illinois	20-21, 21-22, 22-23				1	1	1
Indiana	21-22, 22-23					1	1
Iowa	19-20, 20-21, 21-22, 22-23			1	1	1	1
Kansas	18-19, 19-20, 20-21, 21-22, 22-23		1	1	1	1	1
Kentucky	17-18, 18-19, 19-20, 20-21, 21-22, 22-23	1	1	1	1	1	1
Louisiana	20-21, 21-22, 22-23				1	1	1
Maine	20-21, 21-22, 22-23				1	1	1
Maryland	20-21, 22-23				1	1	1
Massachusetts	17-18, 19-20, 20-21, 21-22, 22-23	1	1	1	1	1	1
Michigan	20-21, 21-22, 22-23				1	1	1
Minnesota	20-21, 22-23				1	1	1
Mississippi	21-22					1	
Missouri	17-18, 20-21, 21-22, 22-23	1			1	1	1
Montana	17-18, 20-21, 22-23	1			1	1	1
Nebraska	20-21, 22-23				1	1	1
Nevada	20-21, 21-22, 22-23				1	1	1
New Hampshire	18-19, 19-20, 20-21, 21-22, 22-23		1	1	1	1	1
New Jersey	20-21, 21-22				1	1	
New Mexico	20-21, 21-22, 22-23				1	1	1
New York	17-18, 18-19, 19-20, 20-21, 21-22, 22-23	1	1	1	1	1	1
North Carolina	19-20, 20-21, 21-22, 22-23			1	1	1	1
North Dakota	20-21, 21-22, 22-23				1	1	1
Ohio	17-18, 18-19, 19-20, 21-22, 22-23	1	1	1	1	1	1
Oklahoma	17-18, 20-21, 22-23	1			1	1	1
Oregon	19-20, 20-21, 21-22, 22-23			1	1	1	1
Pennsylvania	19-20, 20-21, 21-22, 22-23			1	1	1	1
Rhode Island	20-21, 21-22, 22-23				1	1	1
South Carolina	20-21, 21-22, 22-23				1	1	1
South Dakota	20-21, 21-22, 22-23				1	1	1
Tennessee	17-18, 18-19, 19-20, 20-21, 21-22, 22-23	1	1	1	1	1	1
Texas	20-21, 21-22, 22-23				1	1	1
Utah	20-21, 21-22, 22-23				1	1	1
Vermont	21-22					1	
Virginia	17-18, 18-19, 19-20, 20-21, 21-22, 22-23	1	1	1	1	1	1
Washington	20-21, 21-22, 22-23				1	1	1
West Virginia	17-18, 20-21, 21-22, 22-23	1			1	1	1
Wisconsin	20-21, 21-22, 22-23				1	1	1
Wyoming	20-21, 21-22, 22-23				1	1	1
<b>As of 8/7/2023</b>	<b>Total reports</b>	<b>14</b>	<b>12</b>	<b>18</b>	<b>47</b>	<b>51</b>	<b>45</b>
	<b>Percentage (51)</b>	<b>27.5%</b>	<b>23.5%</b>	<b>35.3%</b>	<b>92.2%</b>	<b>100.0%</b>	<b>88.2%</b>

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## **1-2023 Monitoring Compact Statute and State Legislation**

### **I. Authority**

Per the Model Compact Language *Article VIII – State Coordination*

*C. The Compact Commissioner responsible for the administration and management of the state's participation in the compact shall be appointed by the governor or as otherwise determined by each member state.*

### **II. Applicability**

This policy applies to the ICEOMC, also known as the MIC3, specifically the position of Commissioner or Designee representative, hereto referred to as Commissioner, to the Commission discharged with administering and managing the Compact in each member state.

### **III. Background**

Interstate Compacts allow states to collaboratively pool resources, creating economies of scale and allowing for the development and utilization of technology to cost-effectively improve public policy. Due to the flexibility of interstate compact statutes state legislatures attempt to imitate the structure for other populations going so far as to reference or utilize portions of the language in the ICEOMC statute language.

Amending Compact statute language requires concentrated and coordinated efforts in the government by each member state to pass identical language. However, properly drafted external legislation enacted by a state may, in certain situations, reference the Compact to provide similar benefits to other populations within a state. Legislation of this kind must be carefully drafted to not conflict with the pre-existing language of the Compact, as any state law in conflict with the Compact will be superseded by the Compact itself. Model legislation can be presented to the Commission by interested member states to ensure that the proposed external legislation does not inadvertently conflict with the Compact terms.

### **IV. Policy**

As the Compact Commissioner is responsible for administering and managing the Compact within their state it is the responsibility of the Compact Commissioner to monitor and inform the Commission when statute language is proposed that could amend, conflict with, or reference their state's Compact statute.

Each Commissioner shall be responsible for monitoring the status of the Compact statute enacted in their state, and the status of any statutes related thereto; and

Upon becoming aware of any proposed legislative amendments to any of these statutes, the Commissioner shall promptly provide notice of these anticipated changes to the Executive Director, who will then refer the matter to counsel for legal review as appropriate.

Failure to notify the Executive Director of legislative action in the member state resulting in compliance issues will be referred to the Compliance Committee for resolution and will follow the process outlined in 1-2019 Resolving Compliance Issues



## TRAINING COMMITTEE REPORT

Shelly Ramos (TX), Chair

*Responsible for developing educational resources and training materials for use in the member states to help ensure awareness of, and compliance with, the terms of the compact and the Commission's rules.*

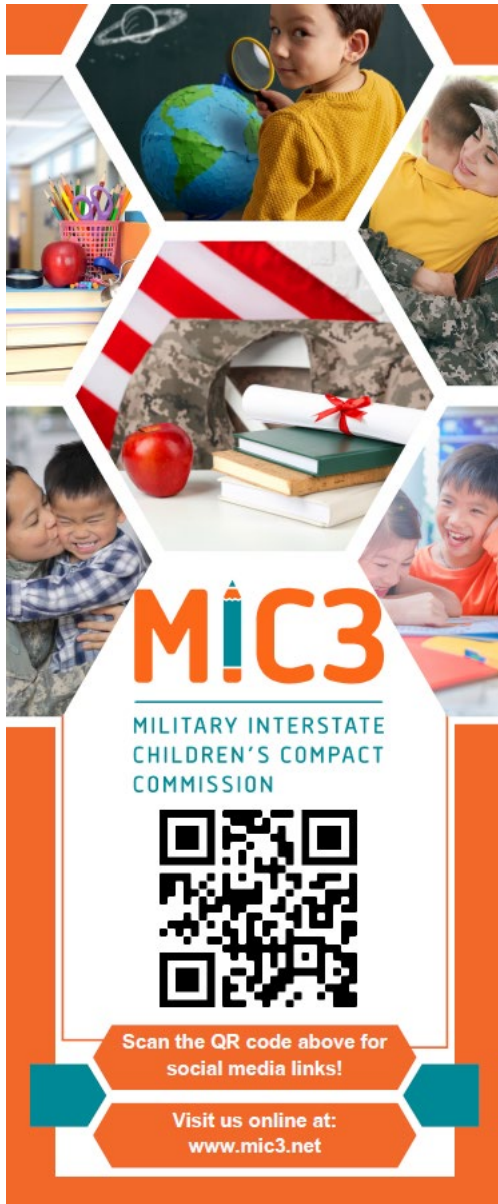
2023 for the Training Committee was a productive year that stretched the programs and services provided by the Commission to ensure all stakeholders can learn about the Compact and access educational resources. This year, the Committee focused on developing the Commission's training portal, MIC3Training.net. This education tool is the culmination of three years of hard work from the Training Committee.

MIC3Training.net is the Commission's free online training portal, providing stakeholders with the Compact 101 Training on demand. Now, commissioners, state council members, school district personnel, military families, and all stakeholders can learn about the protections provided to military students through the Compact anytime and from anywhere.

However, MIC3Training.net was not the only project produced by the Training Committee in 2023. The Committee continues to evaluate current resources and develop new materials to accommodate all forms of training the Commission offers. For example, Training developed the Quick Links oversized bookmark, which features a QR code to the Commission's newly published web page, including links to training materials and resources. This resource provides in-person training attendees access to the same training resources provided to virtual attendees.

Finally, during the 2022 Annual Business Meeting (ABM), the Training Committee debuted the Compact 101 Training in Spanish video. This year, the committee recorded and now offers the Compact 101 Training in American Sign Language, which will debut at the 2023 ABM. True to its mission statement, the Training Committee continues *to respond to the needs of various audiences to provide accurate, current, and customized content about the compact for use by commissioners, schools, families, and military-connected stakeholders.*

## Training Bookmark



Side A



Side B



The purpose of the Interstate Compact on Educational Opportunity for Military Children (ICEOMC), also called the “Compact,” is to remove barriers to educational success imposed on children of military families due to frequent moves and deployments. This recorded training session facilitated by the Military Interstate Children’s Compact Commission is accompanied by an American Sign Language interpreter to assist the deaf community with understanding the Compact.

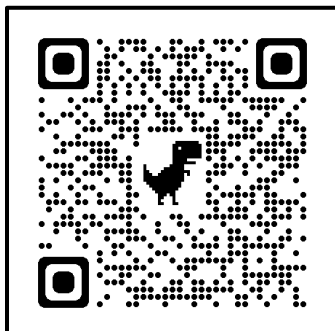
All 50 states and the District of Columbia have signed legislation to become part of the Compact. In 2017, the Department of Defense (DoD) joined the Compact by signing a memorandum of understanding and adopting the DoD Instruction 1342.29. This means military kids are covered by the Compact regulations when transitioning interstate between public or Department of Defense Education Activity (DoDEA) schools.

The Training Committee is dedicated to making training available to all stakeholders and released the MIC3 Compact 101 Training video with American Sign Language in July 2023. The 20-minute video provides a brief history of how the Compact began and an overview of the education protections afforded to military-connected children.

The video can be found on the Commission’s YouTube channel or using the QR code provided.

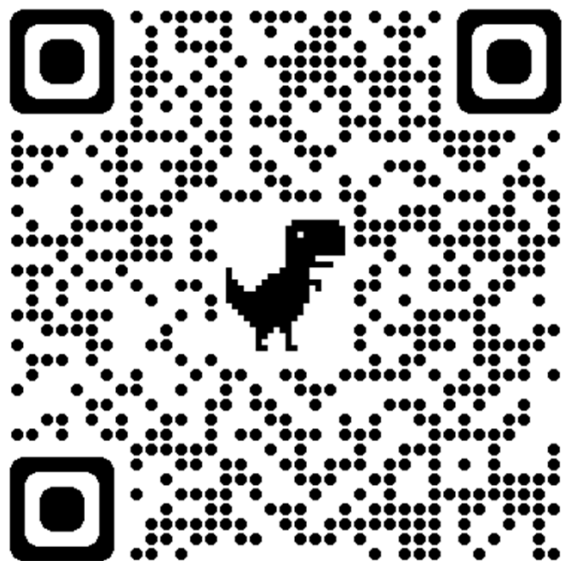
- Compact 101 Training (American Sign Language): <https://youtu.be/vQ5-sUoEmZs>

- QR Code:





# MIC3Training.net



MILITARY INTERSTATE  
CHILDREN'S COMPACT  
COMMISSION



[MIC3 Training Portal](#) [Student Dashboard](#) [Sign Out](#)

## MIC3 Training Portal



In 2006, the U.S. Department of Defense (USDOD) Office of Personnel and Readiness, in cooperation with the Council of State Governments (CSG) and National Center for Interstate Compacts, drafted the *Interstate Compact on Educational Opportunity for Military Children* to address some of the educational challenges transitioning children of military families encountered. The Defense State Liaison Office (DSLO) and CSG convened an advisory group comprised of federal, state, and local officials; national stakeholder organizations representing education groups; and military families to create the interstate agreement.

# MIC3 TRAINING PORTAL FREQUENTLY ASKED QUESTIONS

## Registering for MIC3Training.net

- Type [www.mic3training.net](http://www.mic3training.net) into your favorite browser; Chrome is recommended.
- Users will see a message, “You must belong to the [Registration](#) membership to access this content.” Click on [Registration](#) to register and create your student profile.
- Only registered members can view the website’s content and gain access to the Compact 101 Training course.
- On the registration page, click the “Enroll” button to register.
- Complete the registration form and click “Enroll Now” at the bottom of the screen.
- Anyone who registers is automatically enrolled in the Compact 101 Training course.
- Once a user completes the registration process, two popups will appear
  - “Membership enrollment success!”
  - “Course enrollment success!”
- MIC3Training.net utilizes popup messages to communicate with participants; please ensure this feature is enabled on your computer before beginning the modules. Contact your organization’s IT department if you are unsure if popup messages are enabled on our computer.

## Getting Started - Compact 101 Training

### Registered users can access the Compact 101 Training course content in two ways.

1. After registering, click “MIC3 Training Portal” on the banner to go to the homepage and click “Enroll.”
2. After logging into your personal student account, click “Student Dashboard” on the header to view “My Courses.” Then click on the “Compact 101 Training.”

## Frequently Asked Questions

### Who do I contact if I have issues accessing the portal or registering?

If you need assistance, please email [mic3info@csg.org](mailto:mic3info@csg.org) or call (859) 244-8000 and request the MIC3 Office.

### Is there a fee to register and take the Compact 101 Training course?

There is no cost. This is a free online, on-demand training portal supported by the Commission.

### Who should register and complete the Compact 101 Training course?

The Compact 101 Training is recommended for Compact Commissioners, Ex-officio representatives to the Commission, MIC3 state council members, public school administrators, school counselors, registrars, Department of Defense Education Activity (DoDEA) school administrators, school liaisons, state Department of Education personnel, and military families

### How many modules does the Compact 101 Training contain?

There are ten modules that must be completed successfully for participants to be eligible for a certificate. After each module, participants must complete a quiz and obtain a passing score of 80% or higher to move on to the next module in the course.

### How long will it take to complete the Compact 101 Training modules?

The Compact 101 Training course takes 60-90 minutes to complete.

### If I exit the system without completing all the modules, will I have to start from the beginning?

No, all ten modules do not need to be completed simultaneously. Once you register, you can log in and out without losing your place in the course. However, participants must complete the module’s assignment and quiz to move on to the next module in the course.



# MIC3 TRAINING PORTAL

## FREQUENTLY ASKED QUESTIONS

### **Can I view the training modules in any order?**

No, the Compact 101 Training modules must be taken in order. Participants must complete the assignment and score an 80% or greater on the quiz before advancing to the next lesson.

### **How long is my account active?**

Once you create an account during registration, it will not expire.

### **Will I receive a certificate once I complete the Compact 101 Training?**

Yes, a certificate of completion will be available for download on the “Student Dashboard”, and a pop-up will appear once a participant completes all the modules successfully.





## COMMUNICATION AND OUTREACH COMMITTEE REPORT

Chad Delbridge (WY), Chair

*Responsible for developing materials to improve and expand the outreach of the Commission and targeting opportunities to communicate our message to a wider audience.*

The Committee continues to focus on identifying and improving marketing of Commission resources and programs to assist states in the implementation of their programs, and educate stakeholders, primarily schools and parents, on the Compact. While the Committee will continue to develop resources and materials, the focus has shifted towards promoting the new and existing products developed by the other standing committees.

At our first meeting, the Committee approved the updated Communications Plan which outlines the general information released to the commissions and stakeholders through social media, constant contact, our monthly newsletter, and webpage. In response to Members' request to receive the information earlier for planning purposes, the Committee updated and approved the Purple Up! Toolkit which was released in January to support April's activities. With the end of the pandemic, Member States reported an uptick of in-person events, ceremonies, and celebratory activities at the state and district/school levels. In addition, numerous states issued proclamations recognizing the Month of the Military Child signed by executive officials and/or state legislatures.

The Commission received favorable feedback from new and seasoned commissioners from the Annual Business Meeting (ABM) post-event survey on two briefs, and recorded webinars on the "Past, Present, and Future" and "Legal Perspectives". The Commission also produced a webinar on Tutor.com which provides academic support and resources for military students. The webinars are posted on the website at mic3.net.

Resources and programs such as the Compact 101 and 201 Trainings; updated toolkits for Parents, Schools, Commissioners, and State Councils; External Statute Legislation Toolkit; and Spanish language toolkit, online training, and collaterals were promoted through *Constant Contact*, social media, featured in monthly digital newsletters, and highlighted during standing committee meetings. With the development of the new online training portal by the Training Committee scheduled for launch at the ABM, a Toolkit was developed for states to share with state councils and promote to stakeholders. The Committee will add the Toolkit to its annual memorandum to states which highlights the resources developed by the Commission to support state programming. The also Committee assessed the Successful Compact Transitions Video program (SCTV) launched in 2019, which had not received submittals despite robust promotion. The Committee retired the program and agreed states would simply submit their highlights to the National Office instead which could be shared with the Committee.

Finally, the Committee reviewed a new policy on the use of member emails and commission communication developed by the Executive Committee in response to Members' concerns regarding receipt of unsolicited marketing and emails from colleagues. The Committee recommended to the Executive Committee the verbiage be added to the existing *Code of Conduct Policy* instead of developing a new policy.

While we continue to successfully build our brand recognition and raise awareness of the Compact, I am pleased to report we have also experienced an increase in requests for training, both virtual and in-person, as well as marketing and collateral materials by states and stakeholders. While we celebrate the success we have attained, we are also cognizant of the budget increases to these line items.

Moving forward, the Committee will continue to focus on and identify opportunities to expand education and outreach of our programs and resources through our website, Constant Contact, social media platforms, newsletters, during events, and in our briefs. We look forward to the continued collaboration across the standing committees, and with Member States to support our military families and students.

# MIC3Training.net

## Online Training Portal Media Toolkit

**Learn more about the MIC3Training.net website  
and help spread the word!**

MIC3Training.net is a groundbreaking platform that offers unparalleled access to the Commission's training videos and resources. Designed to cater to the needs of individuals seeking comprehensive knowledge about the Compact, this portal serves as a hub for those interested in understanding how the Commission supports military-connected students in achieving successful educational transitions.

Explore MIC3Training.net today and embark on a transformative learning experience that will undoubtedly deepen your understanding of the Commission's vital role in shaping brighter futures for our military youth.

**Find shareable MIC3Training.net information here:**

**BRANDING**

**NEWSLETTER/  
EMAIL COPY**

**SOCIAL MEDIA  
COPY**

**GRAPHICS &  
VIDEOS**

**SCHOOLS**

# MIC3Training.net

Online Training Portal Media Toolkit

## BRANDING

Get started by adding to your social media platforms with our MIC3Training.net brand assets.



Facebook/Instagram ([Download](#)) | Twitter ([Download](#)) | Email ([Download](#))



Facebook/Instagram ([Download](#)) | Twitter ([Download](#)) | Email ([Download](#))

## HASHTAGS

Spread the word with your social media by using hashtags #MIC3Training.net.

## INSTAGRAM

Please place this link in your Instagram Bio when posting: MIC3Training.net.

# MIC3Training.net

## Online Training Portal Media Toolkit

### NEWSLETTER/EMAIL SCRIPTS

Following a script is an amazing way to engage and promote an idea. Below are some downloadable scripts that you can use as a guide as you communicate what MIC3Training.net is to your network. Just copy, paste, and personalize the message. Thank you for helping us spread the word!!

#### NEWSLETTER SCRIPT

This newsletter script can be useful in local publications. You can easily customize it to fit your area. Thank you for helping us spread the word!

The Military Interstate Children's Compact Commission is pleased to announce the official launch of a new online training portal website.

MIC3Training.net is a groundbreaking platform that offers unparalleled access to the Commission's training videos and resources. Designed to cater to the needs of individuals seeking comprehensive knowledge about the Compact, this portal serves as a hub for those interested in understanding how the Commission supports military-connected students in achieving successful educational transitions.

By providing an array of educational materials and insightful videos, MIC3Training.net empowers users to delve into the intricacies of the Compact and its far-reaching impact on students' lives. Whether you are a Compact Commissioner, an educator, a parent, or simply someone passionate about fostering successful educational journeys for military-connected students, this innovative training portal is your gateway to a wealth of invaluable information.

Explore MIC3Training.net today and embark on a transformative learning experience that will undoubtedly deepen your understanding of the Commission's vital role in shaping brighter futures for our military youth.

#### EMAIL SCRIPT

This email script can be useful for conveying information directly to your email contacts. You can easily customize it to fit your area. Thank you for helping us spread the word!

**Subject Line:** MIC3 Online Training Portal Now Live!

Dear [Name],

Are you ready to learn more about the Military Interstate Children's Compact Commission (MIC3)? The average child in a military family will move six to nine times during a school career. That's three times more frequently than non-military families. Learn more about how the Compact supports these education transitions by visiting the newly launched online training portal, [www.MIC3Training.net](http://www.MIC3Training.net).

By providing an array of educational materials and insightful videos, [MIC3Training.net](http://www.MIC3Training.net) empowers users to delve into the intricacies of the Compact and its far-reaching impact on students' lives. Whether you are a Compact Commissioner, an educator, a parent, or simply someone passionate about fostering successful educational journeys for military-connected students, this innovative training portal is your gateway to a wealth of invaluable information.

Explore [MIC3Training.net](http://www.MIC3Training.net) today and embark on a transformative learning experience that will undoubtedly deepen your understanding of the Commission's vital role in shaping brighter futures for our military youth.

[YOUR NAME]

[Return to Table of Contents](#)



# MIC3Training.net

## Online Training Portal Media Toolkit

### SOCIAL MEDIA SCRIPTS

Following a script is an amazing way to engage and promote an idea to your network. Below are some downloadable social scripts that you can use as a guide as you communicate about MIC3Training.net. Just copy, paste, and personalize the message. Thank you for helping us spread the word and grow this new online training portal!

#### FACEBOOK/INSTAGRAM SAMPLE

The average child in a #MilitaryFamily will move six to nine times during a school career. That's three times more frequently than non-military families. Learn more about how the Compact supports these education transitions by visiting the newly launched #MIC3 online training portal [#MIC3Training.net](https://www.MIC3Training.net).

Explore [#MIC3Training.net](https://www.MIC3Training.net) today and embark on a transformative learning experience that will undoubtedly deepen your understanding of the Commission's vital role in shaping brighter futures for our military youth.

#MIC3Compact #MilitaryChildren #Education #MilitaryStudents

#### TWITTER SAMPLE

[#MIC3Training.net](https://www.MIC3Training.net) is live now!

Explore [#MIC3Training.net](https://www.MIC3Training.net) today and embark on a transformative learning experience with @MIC3 that will undoubtedly deepen your understanding of the Commission's vital role in shaping brighter futures for our military youth. You can also learn more about the compact by visiting [www.MIC3.net](https://www.MIC3.net).

#MIC3Compact #MilitaryChildren #Education #MilitaryStudents

#### GRAPHICS



JPEG (Download) | PNG (Download)



JPEG (Download) | PNG (Download)

# MIC3Training.net

## Online Training Portal Media Toolkit

### GRAPHICS

These graphics are great to pair with the social media scripts, which can be useful when sharing the [MIC3Training.net](https://www.MIC3Training.net) information in your posts. Thank you for helping us spread the word!



JPEG ([Download](#)) | PNG ([Download](#))



JPEG ([Download](#)) | PNG ([Download](#))



JPEG ([Download](#)) | PNG ([Download](#))



JPEG ([Download](#)) | PNG ([Download](#))

### VIDEOS

WALKTHROUGH VIDEO COMING SOON!

## INFORMATION FOR SCHOOLS

### WHAT IS THE COMPACT?

The Compact deals with the educational challenges of military children due to their frequent relocations. It allows for the uniform treatment of military children as they transfer between school districts in member states.

**Note:** The Compact only applies to public schools and United States Department of Defense Education Activity (DoDEA) schools.

### SCHOOLS + MILITARY FAMILIES

Schools are a main source of community engagement, connection, stability, and exploration. As a result, schools present a great opportunity for military-connected families and individuals to get involved with the community around them and create stable connections of inclusivity.

### GET INVOLVED

- Visit and explore the MIC3Training.net site and participate in the available trainings!
- Share social media posts from the MIC3 Facebook, Twitter and Instagram accounts. Be sure to use the #MIC3Training.net, #MIC3Compact and #MIC3 hashtags!
- Share the launch information in your monthly newsletter.
- Send emails to school staff, school liaisons, military representatives, and parents within your district that may find it helpful.

**Note:** To make all of this as simple as possible, we have provided script samples within this toolkit for your use.

### WHY SHARE THIS INFORMATION?

The Commission knows that if you can assist with a successful educational transition when military families move, everything else improves—financial challenges, mental and physical health, and so much more. Together, we can promote the launch of this inclusive training site to more communities across the country, empowering more educators, school districts, school liaisons, military representatives, and military-connected families to develop a greater understanding of what the Commission and the Compact does.

### WHERE CAN I FIND MORE INFORMATION?

- Find Newsletter and Email Scripts [here](#).
- Find Social Media Samples [here](#).
- Download Branding images [here](#).
- Download Graphics [here](#).

Visit [www.mic3.net](http://www.mic3.net) for Compact information, or [www.mic3training.net](http://www.mic3training.net) for available online training opportunities.

# Online Training Portal Live Now!



# MIC3Training.net



MILITARY INTERSTATE  
CHILDREN'S COMPACT  
COMMISSION

# Online Training Portal

LIVE NOW!



[www.MIC3Training.net](http://www.MIC3Training.net)

**MIC3Training.net**





MILITARY INTERSTATE  
CHILDREN'S COMPACT  
COMMISSION



Guía para padres, funcionarios escolares  
y administradores públicos

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## ¿Qué es la Comisión del Pacto Interestatal para los Hijos de Familias de Militares?

El Pacto aborda los desafíos de los hijos de militares y sus frecuentes traslados. Permite un tratamiento uniforme de los hijos de familias militares cuando se trasladan entre distritos escolares de los estados miembros. Cada estado miembro debe adoptar el Pacto a través de la legislación. Cada estado miembro del Pacto nombrará los representantes de Comisión permanente que promulgará las normas necesarias. El Pacto requiere el desarrollo de Consejos

Estatales en cada estado miembro. Es posible que cada Consejo Estatal deba encargarse del desarrollo de la política sobre las operaciones y procedimientos del Pacto en el Estado.

Aunque el Pacto no es exhaustivo en su cobertura, aborda las cuestiones clave a las que se enfrentan las familias de militares: elegibilidad, matriculación, colocación y graduación.

Las familias de militares cambian de destino con regularidad y, aunque los traslados suelen ser una oportunidad para el personal de carrera, pueden presentar dificultades para los hijos de las familias de militares. El estudiante militar de promedio se enfrenta a desafíos de transición más de dos veces durante la escuela secundaria y la mayoría de los hijos de militares asistirán a entre seis y nueve colegios diferentes a lo largo de su vida, desde el kínder hasta el 12.º grado. El Pacto busca facilitar la transición de los hijos de familias militares, para que tengan las mismas oportunidades de éxito educativo que los demás niños y no tengan problemas o no se demoren para cumplir con sus objetivos educativos.

Como parte del Pacto, se creó la Interstate Commission on Educational Opportunity for Military Children (también denominada Comisión del Pacto Interestatal para Hijos de Familias Militares o MIC3). El MIC3 sigue colaborando con el Departamento de Defensa, el Consejo de Gobiernos Estatales, organizaciones nacionales y líderes estatales para aplicar el Pacto y ampliar el conocimiento de su existencia. Los estados miembros tienen Consejos Estatales e informan a los distritos escolares de las condiciones del Pacto. La Comisión se reúne anualmente desde 2008 y está trabajando en aplicar y comunicar los requisitos del Pacto.







## Repercusiones específicas en los hijos de familias militares

### TRANSFERENCIA DE REGISTROS

Los expedientes académicos oficiales de los hijos de militares suelen proceder de otros estados o de escuelas extranjeras. Los niños son reasignados incorrectamente a otras escuelas porque algunas se niegan a aceptar documentación entregada en mano hasta que llega la versión oficial. Debido al posible periodo entre el ingreso a la escuela y la llegada de los expedientes escolares, este proceso pone en peligro la colocación adecuada de todos los estudiantes y, en particular, de los que cursan Educación Especial, Educación para Superdotados, Inglés como Segunda Lengua y Cursos de Nivel Avanzado.

### SECUENCIA DE LOS CURSOS

Los estados poseen requisitos previos para los cursos, los cuales pueden variar entre los estados, y esto puede impedir el progreso académico de los estudiantes, provocar la repetición de contenidos o evitar que los estudiantes ingresen a cursos de Honores o de Nivel Avanzado.

### REQUISITOS DE GRADUACIÓN

Los requisitos de graduación varían de un estado a otro. En algunos estados, se exigen cursos específicos para graduarse. La graduación de los estudiantes de familiares militares que se trasladan durante su penúltimo o último año puede verse

comprometida si no pueden matricularse en los cursos necesarios debido a las políticas estatales/locales o a las limitaciones de cronograma.

### EXCLUSIÓN DE ACTIVIDADES EXTRAESCOLARES

Los estudiantes que se matriculan en la escuela después de las audiciones, las pruebas, las elecciones y la captación de miembros suelen quedar excluidos de las actividades que fomentan la socialización y la conexión con su nueva comunidad escolar. A menudo sus habilidades y talentos no se reconocen o desarrollan o se ponen en “espera” porque se las considera pasajeras o que han llegado “demasiado tarde”. Las organizaciones como la Sociedad Nacional de Honor permiten requisitos de ingreso locales que pueden eliminar a los estudiantes incluso cuando han sido miembros en su anterior escuela.

### PRUEBAS DE INGRESO/SALIDA REDUNDANTES O NO REALIZADAS

Los niños que se mudan con frecuencia pueden tener dificultades por no presentarse a las pruebas obligatorias exigidas por el Estado para ingresar o salir de los distintos niveles del sistema educativo. Las pruebas suelen ser específicas del estado y, por tanto, no se reconocen las pruebas de ingreso o salida realizadas en otro estado.

### DESVIACIONES DE LA EDAD DE ACCESO AL KÍNDER Y PRIMER GRADO

Los niños matriculados en el kínder en un estado pueden no cumplir los requisitos de edad cuando se trasladan durante el año a otro estado. A veces, a los niños que han terminado el kínder en otro estado se les permite ingresar a primer grado si no cumplen el requisito de edad.

### PODER DE LOS TUTORES LEGALES MIENTRAS LOS PADRES ESTÁN EN SERVICIO

Debido a las circunstancias creadas por el despliegue militar, hay ocasiones en las que los niños quedan al cuidado de tutores designados. La legislación es necesaria para proteger a los hijos de estas familias, de modo que puedan seguir asistiendo a su escuela o trasladarse a la escuela del vecindario de su nuevo tutor legal.

Este folleto está diseñado para ayudar a los padres, familias, tutores, funcionarios de la escuela y funcionarios públicos a comprender el Pacto y sortear los problemas que puedan surgir al tratar con un niño de una familia militar.

Puede haber ligeras variaciones entre la redacción del modelo de Pacto y la versión adoptada en la ley de su estado.

# Lo que padres, deben de saber familias y tutores

## ESTUDIANTES CUBIERTOS POR EL PACTO

Hijos de:

- Miembros activos de los servicios uniformados, incluidos los miembros de la Guardia Nacional y la Reserva en servicio activo (Título 10)
- Miembros o veteranos con baja médica o jubilados durante un año
- Miembros que fallecen en servicio activo, durante un año tras el fallecimiento.
- Miembros uniformados del Cuerpo Comisionado de la Administración Nacional Oceánica y Atmosférica (NOAA), y de los Servicios de Salud Pública de los Estados Unidos (USPHS).

## ESTUDIANTES NO CUBIERTOS POR EL PACTO

Hijos de:

- Miembros inactivos de la Guardia Nacional y las Reservas (No Título 10)
- Miembros jubilados no incluidos en el cuadro anterior
- Veteranos no incluidos anteriormente
- Personal del Departamento de Defensa, civiles de agencias federales y empleados contratados no definidos como en servicio activo.
- Otros miembros que no sean del personal uniformado de la NOAA y del USPHS

*Nota: El Pacto sólo se aplica a las escuelas públicas y a las escuelas del Departamento de Defensa.*

# Registros académicos y de inscripción

## REGISTROS ACADÉMICOS NO OFICIALES O "ENTREGADOS EN MANO"

- El depositario de registros los envía los expedientes no oficiales a los padres.
- La escuela inscribirá y colocará adecuadamente al estudiante a la espera de la validación de los registros oficiales.

- Para una serie de vacunas, las vacunas iniciales deben recibirse en un plazo de treinta (30) días calendario.

## EDAD DE ACCESO AL KÍNDER Y PRIMER GRADO

- El estudiante podrá seguir matriculado en el estado receptor en el curso correspondiente a su grado (incluido el kínder) a partir de una LEA en el estado de origen, en el momento de la transición, independientemente de edad. En el caso de un estudiante de kínder, el estudiante debe haber estado matriculado y haber asistido a clase en el estado de origen para garantizar la asistencia continuada al kínder en el estado receptor. Un estudiante que haya completado satisfactoriamente el nivel de grado prerequisite en la LEA del estado de origen, será elegible para inscribirse en el siguiente nivel de grado más alto en el estado receptor, independientemente de su edad.

## EXPEDIENTES ACADÉMICOS OFICIALES

- El estado receptor solicitará los registros académicos oficiales del estudiante al estado de origen. La escuela del estado de origen proporcionará los registros académicos oficiales en un plazo de diez (10) días o en un plazo razonablemente determinado según lo promulgado por la Comisión Interestatal.
- Vacunación: el estudiante dispone de treinta (30) días calendario a partir de la fecha de inscripción.

## GRADUACIÓN

**Exención de requisitos:** No se exigirán los cursos específicos requeridos si se ha completado satisfactoriamente un trabajo de curso similar. Si se rechaza una exención, la agencia de educación local (LEA por sus siglas en inglés) proporcionará un medio.



# RESPONSABILIDADES DE LAS ESCUELAS REMITENTES Y RECEPTORAS

## LOS ESTADOS ACEPTARÁN:

- Exámenes de fin de curso. Examen nacional de logro académico basado en normas de referencia Evaluación alternativa.
- Si las alternativas anteriores no se pueden acomodar entonces la LEA de origen y la receptora deberán garantizar la recepción de un diploma de la LEA de origen, en caso de que el estudiante cumpla con los requisitos de graduación de la LEA de origen.

## TRASLADARSE AL PRINCIPIO O DURANTE EL ÚLTIMO AÑO:

- Si un estudiante de familia militar se traslada al principio o durante su último año y no es elegible para graduarse de la LEA receptora después de que se hayan considerado todas las alternativas, la LEA de origen y la LEA receptora se asegurarán de recibir un diploma de la LEA de origen, en caso de que el estudiante cumpla los requisitos de graduación de la LEA de origen.

### ESTADO RECEPTOR »

Estado al que se envía o se recibe al hijo de una familia militar.

### ESTADO DE ORIGEN »

Estado desde el que se envía un hijo de una familia militar.

## Datos que la escuela debe esperar que el menor o la familia militar sean capaces de proporcionar en el momento del traslado

- Órdenes militares oficiales que demuestren que el militar fue destinado al estado (o a la zona de desplazamiento) del estado en el que el menor estaba anteriormente debidamente matriculado y asistió la escuela.
- Si un niño de familia militar residía con un tutor legal y no con el miembro militar durante la inscripción anterior tendrán una copia del plan de atención familiar, o prueba de la tutela, como se especifica en el Pacto Interestatal, o cualquier información suficiente para que el distrito receptor establezca la elegibilidad en virtud del Pacto.
- Prueba de la fecha de nacimiento.
- Una carta oficial o un expediente académico, oficial o no oficial, de la autoridad escolar competente que muestre el registro de asistencia, la información académica y el grado al que asiste el estudiante.
- Pruebas documentadas de inmunización contra enfermedades transmisibles.

“Lo que me resulta difícil de ser hijo de militar es perder amistades y no tener a mi padre cerca la mayor parte del tiempo. Lo que más me gusta de ser hijo de militar es poder experimentar diferentes lugares y culturas, conocer gente interesante y llegar a conocer diferentes formas de vida.” –Jennifer

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*El hijo de promedio de una familia militar se mudará entre seis y nueve veces a lo largo de su carrera escolar. Es decir, tres veces más que las familias no militares.*

## Colocación y asistencia

### ASIGNACIÓN DE GRADOS

La escuela receptora respetará la colocación basada en la inscripción previa del estudiante y/o en las evaluaciones educativas. La escuela receptora no tiene prohibido realizar evaluaciones posteriores para garantizar una colocación adecuada y la continuidad de la matrícula.

- Cumplir la Sección 504 y el Título II de la Ley de Estadounidenses con Discapacidades.
- Realizará adaptaciones y modificaciones razonables de los estudiantes con discapacidad que lleguen.
- La escuela receptora no tiene prohibido realizar evaluaciones posteriores para garantizar una colocación adecuada.

### COLOCACIÓN EN PROGRAMAS EDUCATIVOS

La escuela receptora respetará la colocación basada en las evaluaciones educativas actuales.

La escuela receptora no tiene prohibido realizar evaluaciones posteriores para garantizar una colocación adecuada.

### FLEXIBILIDAD DE COLOCACIÓN

Los funcionarios de la LEA tendrán flexibilidad para no aplicar los prerrequisitos del curso/programa.

### SERVICIOS DE EDUCACIÓN ESPECIAL

- Cumplir con IDEA y proporcionar servicios comparables basados en su PEI actual.

### AUSENCIA RELACIONADA CON LAS ACTIVIDADES DE DESPLIEGUE

Al estudiante se le concederán ausencias justificadas adicionales a discreción del superintendente de la LEA.

## Inscripción y elegibilidad

- Un poder especial o un familiar con tutela pueden inscribir al niño.
- La LEA no cobrará la matrícula local cuando el hijo de una familia militar en transición resida en una jurisdicción distinta a la del tutor legal.
- Los hijos de militares en transición pueden seguir asistiendo a la escuela en la que estaban matriculados.
- Los niños militares en transición tendrán la oportunidad de participar en actividades extracurriculares, si cumple los requisitos, independientemente de los plazos de solicitud.

*“Todo hombre y mujer que sirve a este país en las fuerzas armadas es, sin duda, fuerte, valiente y heroico. Sin embargo, los familiares, concretamente los hijos de estos héroes, son igual de fuertes y se ven obligados a librar una guerra propia; una guerra interior. Sé que cuando mi padre se va es difícil que no esté a mi lado y sentirme a salvo. Cuento los días y las horas, escribo postales pero la guerra dentro de mí no termina, soy hijo de una familia militar, soy un soldado” -Nevin*



# Sector público

## CONSEJO ESTATAL

Con la adopción del Pacto, cada estado debe crear un Consejo Estatal para coordinar la participación y el cumplimiento del estado entre sus agencias de gobierno, organismos educativos locales e instalaciones militares. Aunque cada estado miembro puede determinar la composición de su propio Consejo Estatal, sus miembros

deben incluir al menos: el superintendente de Educación del estado, el superintendente de un distrito escolar con una alta concentración de hijos de familias militares, un representante de una instalación militar, un representante de los poderes legislativo y de la rama ejecutiva del gobierno, y otras oficinas y grupos de interés que el Consejo Estatal considere apropiados.

## ENLACE PARA LA EDUCACIÓN DE LAS FAMILIAS DE MILITARES

El Consejo Estatal nombrará, o designará, un coordinador de educación de las familias militares para ayudar a las familias militares y al estado a facilitar la aplicación de este Pacto.

# Coordinación nacional

## COMISIÓN INTERESTATAL

El órgano de gobierno del Pacto Interestatal está compuesto en la actualidad por representantes de los 50 estados y del Distrito de Columbia, así como por varios miembros ex officio que representan a grupos de partes interesadas afectadas. La Comisión Interestatal Militar, también conocida como Comisión del Pacto Interestatal Para Hijos de Familias Militares (MIC3), o la "Comisión", se encarga de la supervisión general del Pacto, crea y hace cumplir las normas que rigen el funcionamiento del Pacto y promueve la formación y el cumplimiento de sus requisitos. Cada estado dispone de un voto; el privilegio de voto reside en el Comisionado de Estado o en su delegado oficial. La Comisión mantiene un Comité Ejecutivo y cuatro comités permanentes: Reglamento, Finanzas, Cumplimiento, Formación y Comunicación y Divulgación. En lugar de que los estados actúen bajo este Pacto sin ninguna coordinación nacional, el Pacto Interestatal y la Comisión funcionan para resolver las cuestiones y disputas interestatales. La Comisión también dispone de personal nacional que se encarga de las funciones administrativas, logísticas, de asuntos públicos, temas jurídicos, legislativos y de formación.

## ELABORACIÓN DE NORMAS

La Comisión elaboró y aplica las normas de funcionamiento del Pacto. Mientras que el mecanismo del Pacto proporciona la estructura esquelética del acuerdo, las normas son los músculos o actuadores del contrato. El Pacto es básico en su alcance e intención, por lo que obliga a que las normas y el proceso de elaboración de

estas sean dinámicos en su capacidad de responder a los problemas cambiantes, sin reescribir el Pacto a cada paso. Sin embargo, una norma puede ser anulada si una mayoría de los parlamentos de los estados miembros la revoca (control y equilibrio).

## APLICACIÓN

La Comisión tiene la responsabilidad de garantizar que todos los estados miembros y sus distritos escolares locales apliquen y respeten el Pacto y las normas que lo rigen.

Por desgracia, no todos los problemas pueden resolverse a nivel local y estatal. Las disposiciones de aplicación del Pacto permiten a la Oficina Nacional interceder, mediar y ayudar a los estados a encontrar soluciones equitativas, si es posible. La naturaleza

contractual del Pacto exige que todas las partes del acuerdo (los estados miembros) respeten los compromisos contraídos entre sí cuando cada estado promulgó el Pacto. La filosofía que subyace a las cláusulas de aplicación del Pacto es usar la menor cantidad de coerción necesaria para lograr el cumplimiento. La mayoría de las veces esto puede lograrse mediante asistencia técnica y formación o a través de procesos alternativos de resolución de conflictos como la mediación y el arbitraje, que se ofrecen como alternativas en el marco del Pacto. Aunque el recurso a la vía judicial puede usarse como último recurso, la experiencia ha demostrado que rara vez es necesario. Las consultas sobre la interpretación deben enviarse al Director Ejecutivo a través del Comisionado de Estado.







MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION  
(COMISIÓN DEL PACTO INTERESTATAL PARA HIJOS DE FAMILIAS  
MILITARES)

1776 Avenue of the States | Lexington, KY 40511

859.244.8000 | mic3info@csg.org

[www.mic3.net](http://www.mic3.net) | [f](#) [t](#)

Mediante el Pacto Interestatal, el MIC3 aborda los principales problemas de transición educativa a los que se enfrentan los hijos de familias militares.







## COMISIÓN DEL PACTO INTERESTATAL PARA HIJOS DE FAMILIAS MILITARES

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05/2023

# MIC3

## COMISIÓN DEL PACTO INTERESTATAL PARA HIJOS DE FAMILIAS MILITARES



### ¿QUÉ ES EL PACTO?

El Pacto aborda los desafíos educativos de los hijos de militares debido a sus frecuentes traslados. Permite un tratamiento uniforme cuando los hijos de militares se trasladan entre distritos escolares de los estados miembros.

**Nota:** El Pacto se aplica a las escuelas públicas y, mediante un Memorándum de Acuerdo, a Escuelas de la Actividad Educativa del Departamento de Defensa de Estados Unidos (DoDEA) situadas en estados y países extranjeros.

### ¿QUÉ OCURRE DESPUÉS DE QUE UN ESTADO SE ADHIERE AL PACTO?

Cada Estado nombra representantes en una comisión rectora encargada de promulgar las normas de aplicación del Pacto.

Cada estado participante crea también un consejo estatal basado en los requisitos de su legislación estatal.

### ¿CÓMO PUEDO SABER MÁS SOBRE EL PACTO?

Visite el sitio web de la Comisión Interestatal en [www.mic3.net](http://www.mic3.net).

### ESTUDIANTES CUBIERTOS POR EL PACTO

#### Hijos de:

- Miembros activos de los servicios uniformados, incluidos los miembros de la Guardia Nacional y la Reserva en servicio activo (Título 10).
- Miembros o veteranos con baja médica o jubilados durante un año.
- Miembros que fallecen en servicio activo, durante un año tras el fallecimiento.
- Miembros uniformados del Cuerpo Comisionado de la Administración Nacional Oceánica y Atmosférica (NOAA), y de los Servicios de Salud Pública de los Estados Unidos (USPHS).

### ESTUDIANTES NO CUBIERTOS POR EL PACTO

#### Hijos de:

- Miembros inactivos de la Guardia Nacional y las Reservas (No Título 10).
- Miembros jubilados o veteranos sin la cobertura mencionada anteriormente.
- Personal del Departamento de Defensa, civiles de agencias federales y empleados contratados no definidos como en servicio activo.
- Otros miembros que no sean del personal uniformado de la NOAA y del USPHS.



*Transiciones educativas exitosas*

## NUESTRA MISIÓN

Mediante el Pacto Interestatal, el MIC3 aborda los principales problemas de transición educativa a los que se enfrentan los hijos de familias militares.

### ¿Cuáles son algunos de los temas educativos específicos que abarca el Pacto?

#### Inscripción

- Expedientes académicos
- Vacunas
- Edad de acceso al kindery al primer grado

#### Colocación y asistencia

- Asignación de cursos y programas educativos
- Servicios de educación especial
- Flexibilidad de colocación
- Ausencias relacionadas con actividades de despliegue

#### Elegibilidad

- Elegibilidad para la inscripción de estudiantes
- Elegibilidad para participar en actividades extraescolares

#### Graduación

- Exención de cursos necesarios para la graduación si se han completado cursos similares
- Flexibilidad a la hora de aceptar exámenes estatales de fin de curso, pruebas nacionales de rendimiento o pruebas alternativas en lugar de las pruebas exigidas para la graduación en el estado receptor
- Permitir que un alumno reciba un diploma del centro de origen en lugar del de destino



### ¿Con quién puedo ponerme en contacto en mi estado o distrito escolar para obtener más información sobre lo que cubre y no cubre el Pacto?

Póngase en contacto con el Comisionado del Pacto de Estado. Encontrará la información de contacto de cada Comisionado Estatal en [www.mic3.net/interactivemap/](http://www.mic3.net/interactivemap/).

### ¿Hay alguna persona en la instalación militar que pueda ayudarme a entender los temas y requisitos del Pacto para los distritos escolares locales?

Póngase en contacto con el Enlace Escolar de su instalación local. Para consultar la lista de Enlaces Escolares en su zona, visite el sitio web en [www.mic3.net/school-liaisons/](http://www.mic3.net/school-liaisons/).

### ¿Qué ocurre si el estado miembro no cumple el Pacto?

El Pacto proporciona una estructura de gobierno tanto a nivel estatal como nacional para la aplicación y el cumplimiento.

### ¿En qué punto se encuentra el Pacto en términos de aplicación a nivel nacional y estatal?

Desde 2014, los cincuenta estados y el Distrito de Columbia son miembros. Todos los Estados nombran Comisionados Estatales, que dirigen los Consejos Estatales y colaboran con los funcionarios estatales y los distritos escolares en su aplicación. La Comisión Nacional se reúne anualmente en otoño.

## M I E M B R O S E X - O F F I C I O

MIC3 agradece el apoyo que recibe de sus miembros ex oficio, ya que todos nos esforzamos por hacer lo mejor para los hijos de las familias de militares.



CHAMPIONS  
FOR  
CHILDREN  
ASOCIACIÓN DE  
ESCUELAS DE IMPACTO  
MILITAR





# Purple Up! Toolkit

Letter from the  
Commission  
Chair

Letter from  
State  
Superintendent  
or  
Commissioner

Letter from the  
Commissioner  
to the State  
Council

Purple Up!  
Celebration  
Ideas

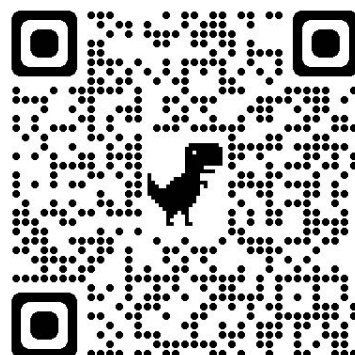
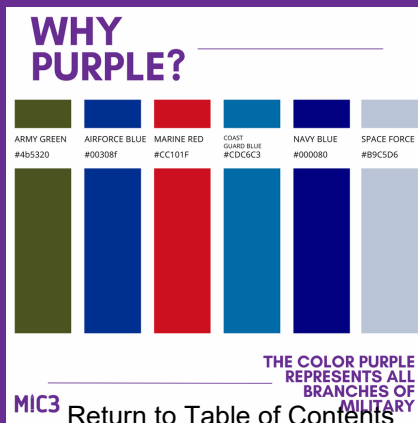
Downloadable  
National Office  
Posters

Sample  
Proclamation  
Executive  
Office

Sample  
Proclamation  
State Dept. of  
Education

Press  
Release

Downloadable  
Social Media  
Posts and  
Captions



September 12, 2023

TO: Commissioners, Commissioner Designees, and Ex-officio Members

FR: 2023 Communications and Outreach Committee

- Commissioner Chad Delbridge (WY), Chair
- Commissioner Clara Botstein (DC)
- Commissioner Teresa Ferenczhalmy (NM)
- Commissioner Felicia Gonzales (NV)
- Commissioner Laura Kacer (IA)
- Commissioner Pete LuPiba (OH)
- Commissioner Brian Murphy (IN)
- Commissioner Keith Owen (CO)
- Commissioner Tony Trongone (NJ)
- Commissioner Kristen Windham (MS)

RE: Supporting Compact Implementation in States

As the MIC3 Commissioner and Ex-officio Member of the Commission, our role is vital to supporting successful educational transitions for military families and children and implementing the Compact. We encourage you to:

- Work with your Military Family Education Liaison and State Council to educate and disseminate information on the compact to your districts, schools, and stakeholders.
- Utilize the resources developed by the Commission - through your colleagues and standing committees - to assist you in this effort.

The Commission created new collaterals that can be accessed on the resources and publications web pages that showcase the value of the Compact including:

- Updates to the 2023 Purple Up! Toolkit
- The *Quick Links* oversized bookmark features QR codes to the Commission's website, social media accounts, resources, and links to upcoming webinars and training.
- Spanish and American Sign Language versions of the Compact 101 Training webinar.
- Spanish translated versions of the *Guide for Parents, School Officials, and Public Administrators* and the *MIC3 Quad-Fold Brochure*.
- Updates to the Parent, School, Commissioner, and State Council Toolkits.

The Committee also focused on continuing outreach through:

- Social media platforms including Facebook, Twitter, Instagram, and Tik Tok.
- Distribution of monthly digital newsletters
- Developing webinars on relevant content to assist you with the implementation of the compact within your state.

Should you have any questions or need additional assistance on the promotion of the Compact within your state, please contact the National Office at [mic3info@csq.org](mailto:mic3info@csq.org) or call 859-244-8000.

## Commissioner Guidance on Compact Program Funding

### Purpose

This document provides guidance to member states who need to obtain legislative funding for oversight and implementation of their Compact programs.

### Background

- The Compact was statutorily passed by all fifty states and the District of Columbia.
- While 42/49 (86%) of Compact Commissioners are employed by an executive office, state department, state board of education, a school district or school; 8/49 (14%) are self-employed or retired.
- As most states cover the full cost of the operations through the employer, some self-employed/retired Commissioners may pay for their expenses out of pocket.
- As the Compact is in statute, state legislatures should allocate funding to cover basic program and commissioner expenses to oversee program implementation.

### What kind of funding and resources should states provide?

- While each state may vary in need and cost, general fiscal program costs should include:
  - **Office supplies** - Office supplies (i.e. printer/ink, paper, envelopes, folders)
  - **Meeting expenses** - Room rental, audio-visual rental, meeting meals or snacks
  - **Printing** - Photocopying for meetings and presentations
  - **Postage** - Mailing Compact materials to the State Council, district superintendents & school administration and personnel
  - **Travel** - Commissioner travel: Air transportation or automobile mileage and tolls to travel to and from state council meetings; to conduct Compact training for districts, school personnel and parents; conduct in-person meetings with state council members, military representatives, and school liaison officers. These expenses may also include parking fees, rental car fees, lodging and meals.
  - **Access to Virtual Meeting Platform** – to schedule virtual state council meetings (i.e. Zoom).

### Estimated budget

Item	Projected Cost		
	Low	Mid	High
Office Supplies	\$ 150	\$ 750	\$ 1,500
Meeting Expense	\$ 250	\$1,250	\$ 2,500
Printing	\$ 100	\$ 500	\$ 1,000
Postage	\$ 100	\$ 500	\$ 1,000
Travel	\$ 400	\$2,000	\$ 4,000
<b>TOTAL</b>	<b>\$1,000</b>	<b>\$5,000</b>	<b>\$ 10,000</b>

*Note: State may vary in need and cost.*

### Next Steps

- Interested states should discuss the guidance and estimated budget with their respective state councils to determine need and cost specific to that state.
- State councils should determine the best option(s) to seek funding.
  - As all state councils include representatives from both the Senate and House, Commissioners are encouraged to engage and work with their elected officials.
  - As the state council also includes a representative from the state department of education, it may also be feasible to engage the Commissioner of Education to request a line-item funding for the Compact in their budget.
  - Funding may be obtained from multiple sources, or sponsorship/donations may be an option. Note: MIC3 is a quasi-governmental organization and is not a non-profit. Therefore tax receipts are not able to be provided.

***For more information or assistance, contact the MIC3 National Office at  
mic3info@csg.org or 859-244-8000.***

## **2-2017 CODE OF CONDUCT POLICY**

**Issued:** August 17, 2017

**Revised:** April 17, 2019, September 21, 2023

### **I. Background**

The Executive Committee is vested with the power to act on behalf of the Interstate Commission during periods when the Commission is not in session. This policy applies to signatory states to the Interstate Compact on Educational Opportunity for Military Children and Commissioners or designees officially appointed to represent those states at the annual business meeting.

### **II. Introduction**

The Interstate Commission on Educational Opportunity for Military Children ("MIC3") is comprised of one Commissioner from each of the 50-states and Washington, D.C. Created by the enactment of the Compact by the member states, the Commission affords great deference to its member states in selecting Commissioners to represent them. The Commission's Policy on the Code of Conduct was implemented to ensure transparency, accountability, and integrity among all members of the Commission.

### **III. Commissioner Code of Conduct**

This Code of Conduct has been adopted to foster harmonious relations among Commissioners, and to engender the respect and confidence of members and the entire MIC3 community.

- A. Commissioners should perform their duties honestly, in good faith, and with a reasonable amount of diligence and care.
- B. Commissioners should act in the overall best interests of the organization, its member states, and the general MIC3 community.
- C. Commissioners should conduct themselves at all times in a manner that does credit to the organization and the state they represent.
- D. No Commissioner shall engage in criminal or disgraceful conduct prejudicial to the Commission, any other Commissioner or any other state.

### **IV. Code of Conduct Form**

All Commissioners are required to complete a Code of Conduct Form which must be submitted to the Executive Director by January 31st of each year, regardless of whether there have been any changes in status from the previous year. If a Commissioner is appointed after January 31st, a completed form must be submitted within six weeks following the appointment.

### **V. Notification to State Appointing Authority**

The Commission may notify the appropriate appointing authority in the home state of the Commissioner regarding any concerns it may have with respect to the conduct of said Commissioner, such as:

- A. The Commissioner or Designee has been found in violation of criminal or civil state or federal statute or regulation pertaining to the administration of their duties under the Compact; or has engaged in disgraceful conduct prejudicial to the Commission, any other Commissioner or any other state.

Removal of a Commissioner from their position as a representative of a member state shall be at the sole discretion of the appointing authority of that state.

### **MIC3 Member Contact Information and Appropriate Email Use Policy**

Electronic mail or "e-mail" is considered an official method for communication by the MIC3 because it delivers information in a convenient, timely, cost effective, and environmentally aware manner.

#### **Purpose**

This policy ensures commissioners, staff and ex-officio members have access to this important form of communication and can be reached as needed. Specifically, the purpose of this policy is to:

- Establish policy on privacy and confidentiality in electronic communications;
- Ensure MIC3 electronic communications resources are used for purposes appropriate to the MIC3 mission;
- Use of Commissioner and Ex-officio representative email addresses shall be used for Commission or Compact related purposes only;
- Prevent misuse of MIC3 electronic communications resources, services, and activities.

#### **Contacts**

Questions or comments about this policy should be directed to the Executive Committee and/or Executive Director.

#### **Definitions**

- A. **Forwarded email** - E-mail sent to an address that is automatically sent via computer code to another e-mail account.
- B. **Official e-mail** - An e-mail account, utilized by commissioners, staff, ex-officio members, and immediate stakeholders from state councils and/or military such as military school liaisons or U.S. Department of Defense representatives.
- C. **Emergency or necessity** - Circumstances under which notification will reduce the risk of personal harm, property damage, or severe negative impact on MIC3 operations.
- D. **Large routine, periodic, targeted mailings** - Electronic mailings sent to all or most of a broad constituency such as commissioners, staff and ex-officio members. Examples of such electronic mailings would be those containing news and

announcements collected and sent on a regular basis by the commission.

E. **Commercial mailings** - Information or promotion of the products or services by an ex-officio member or an entity not directly affiliated with MIC3.

F. **MIC3 community** - Commissioners, staff, ex-officio members, and immediate stakeholders from state councils and/or military such as military school liaisons or U.S. Department of Defense representatives.

G. **Hacking** - Gaining or attempting to gain the unauthorized access to any computers, computer networks, databases, data or electronically stored information.

### **E-Mail Provisions That Apply to the Entire MIC3 Community Responsibilities**

- MIC3 commissioners, ex-officio members, and immediate stakeholders shall be aware that their conduct or information they publish could reflect on the reputation of their state, agency, organization, and MIC3. Therefore, professionalism in all communications is of the utmost importance.
- MIC3 commissioners, staff, ex-officio members, and immediate stakeholders from state councils and/or military such as military school liaisons or U.S. Department of Defense representatives have an obligation to conform to their state, agency, organization's access to the Internet and e-mail in a responsible and informed way, conforming to their network etiquette, customs, courtesies, and any or all applicable laws or regulation.
- As with other forms of publications, copyright restrictions/regulations shall be observed.
- MIC3 commissioners, staff, ex-officio members, and immediate stakeholders shall represent themselves and their state, agency, organization, and MIC3 accurately and honestly through electronic information or service content.
- E-mail should be used for "appropriate business use" only.

### **Unacceptable Uses**

Since e-mail provides for peer-to-peer communications between member states, it also has great potential for misuse.

Use of e-mail for inappropriate conduct, or any gross misconduct and may result in referral to the Executive Committee, Executive Director, and/or notification to the appointment authority. Examples of inappropriate conduct include, but are not limited to:

- Using e-mail for financial gain or outside business activities in a commercial connotation such as buying or selling goods or services.
- Using e-mail for transmitting statements, language, images or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.

- Using abusive or objectionable language in either public or private messages.
- Using e-mail for disseminating, soliciting or storing sexually oriented messages or images.
- Using e-mail for sending or forwarding chain letters.
- Distributing or forwarding unsolicited commercial e-mail.
- Using e-mail for soliciting money for religious or political causes, or advocating religious, or political opinions.
- Using e-mail for any illegal purposes, including initiating or receiving communications that violate any federal or state laws and regulations. This includes malicious use, spreading of viruses, and hacking.
- Misrepresenting, obscuring, suppressing, or replacing a user's identity in e-mail. This includes the use of false or misleading subject headers and presentation of information in the distribution of e-mail.
- Using e-mail to distribute personal information to include any information that constitutes an unwarranted invasion of personal privacy as defined in state and federal laws.
- Using e-mail for copying, disseminating or printing copyrighted materials (including articles, images, games, or other software) in violation of copyright laws.
- Distribution of MIC3 name, logo, name of a MIC3 meeting program, product, or service, in communications with organizations in a manner that implies the commission participates in, or approves of, the communication, or implies MIC3 endorsement or sponsorship of the content of the communications, without prior MIC3 approval in writing.

Note: MIC3 maintains sole ownership of all work products and materials provided to the Commission. The work and all data, reports, research, content, programs, information, speeches and presentations (together with all handouts, outlines and ancillary materials), articles, papers, documents, products, recordings, materials (including, but not limited to, written or electronically stored materials or ideas), and other original works of authorship fixed in a tangible medium of expression shall be the sole and exclusive property of MIC3.

### **State and Ex-officio Member Contact Information Do's and Don'ts**

#### **Do:**

- Utilize contact information for commission business only.
- Contact a member for insight, ideas, general feedback, and discussion on how to handle a particular issue or case.

#### **Don't:**

- Make unsolicited contact with other members to describe or promote your business or services, or to make a sale.
- Use member or ex-officio contact information to promote your clients.



- Use member or ex-officio contact information to generate bulk communications, direct mail, or e-blast lists.
- Share member or ex-officio contact information with third parties.

### **Code of Conduct Form**

*Commissioners appointed by the states are responsible for upholding the integrity of the Commission and its member states. No Commissioner shall engage in conduct prejudicial to the Commission, any other Commissioner or any other state. The Executive Committee shall have the sole authority to consider allegations of breaches of this code, including appeals from Commissioners alleged to be in violation herewith. In the case of a breach, the Executive Committee may direct the Chair to notify the appropriate appointing authority in the Commissioner's home state.*

*I, \_\_\_\_\_, Commissioner or Designee for the State of \_\_\_\_\_, hereby swear or affirm that I have read and understand the MIC3 Commission Code of Conduct and will comply with said policy in all matters pertaining to my duties and obligations as a Commissioner, or Officer of the Commission.*

\_\_\_\_\_  
*Commissioner*

*State of* \_\_\_\_\_

*Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*



## FINANCE COMMITTEE REPORT

Brian Henry (MO), Chair

*Responsible for guiding and overseeing the administration of all Commission activities and for acting on behalf of the Commission, as permitted by the Compact, during the interim between Commission meetings.*

The Commission is one of 11 affiliate organizations under the Council of State Governments or CSG and the National Office is in the CSG headquarters in Lexington, Kentucky. Under our Memorandum of Agreement, CSG provides administrative support to the Commission in such areas as Accounting, Legal, Human Resources, and Information Technology in return for a percentage of our indirect cost. While we adhere to the CSG policies and procedures in accordance with the agreement, the Commission operates independently with a separate governing structure and board of directors, in accordance with our Bylaws and Rules.

Due to the transition to a new accounting system, the Council of State Governments (CSG) reported a delay in conducting the Commission's FY2023 annual audit. An annual audit conducted by an independent auditor is required under our Bylaws, and past assessments, have found the Commission finances to be in good standing. CSG first reported the audit would conclude at the end of September, however, they have since moved the deadline to December. CSG suggested two options for consideration: 1) seeking a waiver to the audit deadline; and 2) moving the fiscal year to a calendar year. Due to several concerns, the Committee declined both options and recommended that on conclusion of the audit, the final report would be released to the Commission. While the audit report would not be available for the Annual Business Meeting (ABM), it would be disseminated to the Commission through Constant Contact and posted on mic3.net. In addition, there will be a delay in the Annual Report release, typically provided at the Annual Meeting, as the audit summary is included in the document. The Committee recommended to the Executive Committee that the Annual Report also be released when the final report is received. Despite the challenges of the audit and the Annual Report items, I am pleased to report we concluded FY2023 6% under the forecasted budget.

The Committee was briefed on CSG's accounting system, bank provider and selection process, and employee benefits and insurance provider; as well as a cost analysis of the in-person Annual Business Meeting. Feedback on opportunities to reduce costs and other solutions provided by the Tier Groups were also discussed, including moving to holding the ABM alternately virtually and in-person each year.

As the number of military-connected students continues to fluctuate or decrease each year, the Committee continues to monitor fiscal impacts, the Committee has identified the need for a long-range budget strategy. Although the pandemic provided significant cost savings, the post-COVID recovery has had a significant impact as the overall cost for goods and services continues to increase, in addition to the rising cost of employee benefits and healthcare. The Committee has recognized the increase in substantial increases in most areas ranging from postage to the ABM and will discuss the need to keep up with inflation, fulfill statutory requirements, and ensure the Commission's financial future. The cumulative rate of inflation since 2008 has been 36%. Furthermore, the 2022 inflation rate compared to 2021 was 8.52%. On a positive note, the foresight of the 2018 Finance Committee's action to invest a portion of the reserve in Vanguard has resulted in a steady fund growth.

Last year, the Committee developed a guidance for states that do not have budgets to manage and oversee their Compact program. As most states cover the full cost of the operations through the employer, some self-employed/retired Commissioners may pay for their expenses out of pocket. As the Compact is in statute, state legislatures should allocate funding to cover basic program and commissioner expenses to oversee program implementation. The Committee developed the document to provide

guidance for member states who are interested in funding for oversight and implementation of their Compact programs. The Committee did not receive interest from states over the past year and determined the information will be released through an annual memorandum; added to the Commissioner Manual; and included in the New Commissioner onboarding process. The Committee received and addressed two submittals and appeals on commissioner ABM reimbursements. The Committee also amended the Travel Policy to provide clarity on the requirements and reimbursements conducted while traveling under the Commission's business.

Looking forward, the Committee will continue to: educate members on the fiscal process; report on the budget and fiscal status; and establish fiscal principals and policies to support a stable organization.

# Fiscal Year 2023 Dues

As of September 5, 2023



Member State	Military Dependents	DUES FY23	Commissioner	Dues Remitted
Alabama	10,089	\$ 11,603	Douglas Ragland	\$ 11,603.00
Alaska	8,568	\$ 9,853	Terry Ryals	\$ 9,853.00
Arizona	10,645	\$ 12,242	VACANT	\$ 12,242.00
Arkansas	2,559	\$ 2,943	Don Kaminar	\$ 2,943.00
California	58,434	\$ 67,199	VACANT	\$ 67,199.00
Colorado	19,521	\$ 22,449	Keith Owen	\$ 22,449.00
Connecticut	3,178	\$ 3,655	Laura Anastasio	\$ 3,655.00
Delaware	1,725	\$ 2,300	Michael Rodriguez	\$ 2,300.00
District of Columbia	950	\$ 2,300	Clara Botstein	\$ 2,300.00
Florida	41,775	\$ 48,041	Terrance McCaffrey	\$ 48,041.00
Georgia	32,121	\$ 36,940	Curtis Jones	\$ 36,940.00
Hawaii	18,314	\$ 21,061	Kathy Berg	\$ 21,061.00
Idaho	2,045	\$ 2,352	Spencer Barzee	\$ 2,352.00
Illinois	7,715	\$ 8,873	John Price	\$ 8,873.00
Indiana	2,588	\$ 2,976	Brian Murphy	\$ 2,976.00
Iowa	1,066	\$ 2,300	Laura Kacer	\$ 2,300.00
Kansas	10,137	\$ 11,658	Craig Neuenswander	\$ 11,658.00
Kentucky	8,933	\$ 10,273	Steven P. Bullard	\$ 10,273.00
Louisiana	7,653	\$ 8,801	Ernise S. Singleton	\$ 8,801.00
Maine	1,066	\$ 2,300	Laura Cyr	\$ 2,300.00
Maryland	20,302	\$ 23,347	Mary Gable	\$ 23,347.00
Massachusetts	2,460	\$ 2,829	J. Clarke Orzalli	\$ 2,829.00
Michigan	3,106	\$ 3,572	Michael Price	\$ 3,572.00
Minnesota	1,222	\$ 2,300	Daron Korte	\$ 2,300.00
Mississippi	5,184	\$ 5,962	Kristen Windham	\$ 5,962.00
Missouri	7,980	\$ 9,177	Brian Henry	\$ 9,177.00
Montana	1,569	\$ 2,300	Ray Shaw	\$ 2,300.00
Nebraska	3,702	\$ 4,257	Brian Halstead	\$ 4,257.00
Nevada	6,127	\$ 7,046	Felicia Gonzales	\$ 7,046.00
New Hampshire	698	\$ 2,300	Kathleen Murphy	\$ 2,300.00
New Jersey	4,584	\$ 5,272	Tony Trongone	\$ 5,272.00
New Mexico	5,175	\$ 5,951	Teresa Ferenczhalmay	\$ 5,951.00
New York	10,240	\$ 11,776	Debra Jackson	\$ 11,776.00
North Carolina	44,623	\$ 51,317	Nick Sokja, Jr.	\$ 51,317.00
North Dakota	2,591	\$ 2,980	Davina French	\$ 2,980.00
Ohio	7,160	\$ 8,234	Pete Lupiba	\$ 8,234.00
Oklahoma	9,887	\$ 11,370	Will Jones	\$ 11,370.00
Oregon	1,618	\$ 2,300	Tenneal Wetherell	\$ 2,300.00
Pennsylvania	4,259	\$ 4,898	Barbara Clemmer	\$ 4,898.00
Rhode Island	1,489	\$ 2,300	Rosemarie Kraeger	\$ 2,300.00
South Carolina	13,363	\$ 15,368	Tremekia Priester	\$ 15,368.00
South Dakota	1,569	\$ 2,300	Ann Petit	\$ 2,300.00
Tennessee	11,713	\$ 13,469	Deanna McLaughlin	\$ 13,469.00
Texas	62,706	\$ 69,000	Shelly Ramos	\$ 69,000.00
Utah	3,484	\$ 4,007	Ben Rassmussen	\$ 4,007.00
Vermont	161	\$ 2,300	David Young	\$ 2,300.00
Virginia	72,444	\$ 69,000	Dan Dunham	\$ 69,000.00
Washington	26,728	\$ 30,737	Greg Lynch	\$ 30,737.00
West Virginia	616	\$ 2,300	Phillip Cantrell	\$ 2,300.00
Wisconsin	1,929	\$ 2,300	Shelley Joan Weiss	\$ 2,300.00
Wyoming	1,449	\$ 2,300	Chad Delbridge	\$ 2,300.00

Total		\$672,689	Total	\$ 672,689
Remaining Balance		\$2,300	States Paid	51
States Outstanding		0	% Paid	100%
			% of Dues	100%

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# The Council of State Governments

## Balance Sheet

	<u>6/30/2023</u>
<b>520 - Military Interstate Children's Compact Commission</b>	
Assets	
Long Term Investments	548,199.11
Accounts Receivable	2,300.00
Cash with CSG	1,422,361.75
Total Assets	<u>1,972,860.86</u>
Liabilities & Net Assets	
Liabilities	
Deferred Revenue	126,607.00
Total Liabilities	<u>126,607.00</u>
Net Assets	
Unrestricted Net Assets	1,846,253.86
Total Net Assets	<u>1,846,253.86</u>
Total Liabilities & Net Assets	<u>1,972,860.86</u>
 <b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>	 <b>1,745,338.19</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>100,915.67</b>
 <b>ENDING FUND BALANCE</b>	 <b><u>1,846,253.86</u></b>

The Council of State Governments  
Income Statement

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Previous Month					Year to Date				
6/30/2023	Budget	Variance			Actual	Budget	Variance	Annual Budget	
1396 - MIC3 - ADMINISTRATION									
Revenues									
69,499.00	56,057.42	13,441.58	520-171-10-40001	Appropriations	663,815.00	672,689.00	(8,874.00)	672,689.00	
0.00	416.67	(416.67)	520-171-10-43000	Conference Registration Fees	18,511.90	5,000.00	13,511.90	5,000.00	
551.13	0.00	551.13	520-171-10-51000	Interest Income	5,094.99	0.00	5,094.99	0.00	
1,289.53	8.34	1,281.19	520-171-10-51010	Dividend Income	5,177.10	100.00	5,077.10	100.00	
5,321.41	0.00	5,321.41	520-171-10-51040	Operating Interest Income	45,439.96	0.00	45,439.96	0.00	
20,955.29	83.34	20,871.95	520-171-10-51080	Unrealized Gains - Equity Index	50,107.22	1,000.00	49,107.22	1,000.00	
(1,203.51)	0.00	(1,203.51)	520-171-10-51090	Unrealized Gains - Bond Index	(1,972.95)	0.00	(1,972.95)	0.00	
473.17	0.00	473.17	520-171-10-53030	Refunds	473.17	0.00	473.17	0.00	
96,886.02	56,565.77	40,320.25	Total Revenues		786,646.39	678,789.00	107,857.39	678,789.00	
Expenses									
21,555.01	21,666.67	111.66	520-171-10-60000	Salaries & Wages	226,863.45	260,000.00	33,136.55	260,000.00	
1,573.87	3,333.34	1,759.47	520-171-10-61009	Payroll Taxes	17,123.84	40,000.00	22,876.16	40,000.00	
3,940.76	2,250.00	(1,690.76)	520-171-10-61019	Retirement Benefits	28,094.45	27,000.00	(1,094.45)	27,000.00	
3,091.05	3,916.67	825.62	520-171-10-61029	Other Benefits	32,223.35	47,000.00	14,776.65	47,000.00	
0.00	166.67	166.67	520-171-10-61059	Continuing Education	0.00	2,000.00	2,000.00	2,000.00	
0.00	233.34	233.34	520-171-10-61069	Staff Development	292.16	2,800.00	2,507.84	2,800.00	
0.00	29.17	29.17	520-171-10-61089	Professional Membership Dues	604.87	350.00	(254.87)	350.00	
18.93	166.67	147.74	520-171-10-62000	Supplies	2,009.14	2,000.00	(9.14)	2,000.00	
297.10	166.67	(130.43)	520-171-10-62010	Postage	3,816.00	2,000.00	(1,816.00)	2,000.00	
125.84	0.00	(125.84)	520-171-10-62020	Express Delivery	1,689.46	0.00	(1,689.46)	0.00	
606.00	608.34	2.34	520-171-10-62090	Computer Service & Support	7,171.00	7,300.00	129.00	7,300.00	
38.01	41.67	3.66	520-171-10-62110	Internet Access	556.11	500.00	(56.11)	500.00	
130.00	416.67	286.67	520-171-10-62140	Software Purchase	2,640.87	5,000.00	2,359.13	5,000.00	
150.00	145.84	(4.16)	520-171-10-62280	Insurance	1,766.00	1,750.00	(16.00)	1,750.00	
0.00	125.00	125.00	520-171-10-62310	Photocopy	339.02	1,500.00	1,160.98	1,500.00	
0.00	0.00	0.00	520-171-10-62330	Bank Charges	25.00	0.00	(25.00)	0.00	
0.00	41.67	41.67	520-171-10-62340	Credit Card Merchant Fees	423.83	500.00	76.17	500.00	

# The Council of State Governments

## Income Statement

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Previous Month			Year to Date							
6/30/2023	Budget	Variance					Actual	Budget	Variance	Annual Budget
339.84	375.00	35.16	520-171-10-62360	Direct Telephone Expense			4,022.42	4,500.00	477.58	4,500.00
0.00	83.34	83.34	520-171-10-62370	Cell Phone Expense			103.22	1,000.00	896.78	1,000.00
0.00	0.00	0.00	520-171-10-62400	Conference Calls			231.01	0.00	(231.01)	0.00
596.66	750.00	153.34	520-171-10-62410	Advertising/Promotion			21,303.94	9,000.00	(12,303.94)	9,000.00
99.30	125.00	25.70	520-171-10-62440	Gifts & Awards			408.16	1,500.00	1,091.84	1,500.00
0.00	166.67	166.67	520-171-10-66000	Equipment Purchase			3,492.04	2,000.00	(1,492.04)	2,000.00
169.52	14,166.67	13,997.15	520-171-10-68230	Meeting Expenses			150,277.82	170,000.00	19,722.18	170,000.00
2,405.00	1,666.67	(738.33)	520-171-10-72000	Consultant Services			57,802.71	20,000.00	(37,802.71)	20,000.00
0.00	83.34	83.34	520-171-10-72010	Consultant Expense			11,317.14	1,000.00	(10,317.14)	1,000.00
3,767.82	1,250.00	(2,517.82)	520-171-10-74000	Staff Travel			31,632.90	15,000.00	(16,632.90)	15,000.00
0.00	0.00	0.00	520-171-10-74050	Conference Support			290.00	0.00	(290.00)	0.00
0.00	416.67	416.67	520-171-10-74080	Other Travel			2,029.61	5,000.00	2,970.39	5,000.00
0.00	833.34	833.34	520-171-10-76000	Executive Committee			12,780.50	10,000.00	(2,780.50)	10,000.00
0.00	83.34	83.34	520-171-10-76020	Board Member Travel			3,040.24	1,000.00	(2,040.24)	1,000.00
0.00	83.34	83.34	520-171-10-78050	Printing			233.67	1,000.00	766.33	1,000.00
0.00	83.34	83.34	520-171-10-78060	Photography			750.00	1,000.00	250.00	1,000.00
0.00	250.00	250.00	520-171-10-80000	Legal Services			630.00	3,000.00	2,370.00	3,000.00
0.00	525.00	525.00	520-171-10-80020	Audit & Accounting Fees			6,300.00	6,300.00	0.00	6,300.00
1,749.98	1,750.00	0.02	520-171-10-85000	Rent			20,791.43	21,000.00	208.57	21,000.00
2,034.33	4,583.34	2,549.01	520-171-10-91010	Indirect Cost - AF			32,655.36	55,000.00	22,344.64	55,000.00
42,689.02	60,583.45	17,894.43	Total Expenses				685,730.72	727,000.00	41,269.28	727,000.00
54,197.00	(4,017.68)	58,214.68	NET SURPLUS/(DEFICIT)				100,915.67	(48,211.00)	149,126.67	(48,211.00)



## MEMORANDUM

DATE: September 19, 2023

TO: Cherise Imai, Executive Director MIC3

CC: Jason Moseley, Deputy Executive Director  
Heath Huddleston, Director of Finance

FROM: Heather Shaffer, Chief Fiscal Strategist

RE: **MIC3 Financial Statement Audit**

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**Purpose:** This memo provides an update on the status of the Fiscal Year 2023 MIC3 Financial Statement Audit (FY23 audit) and considerations for the upcoming MIC3 Board meeting.

**FY23 Financial Audit:** The Council of State Governments (CSG) estimates the FY23 audit will kick off Fall 2023 and be completed by the end of the calendar year. This timeline is consistent with the typical audit timeline performed for other CSG Affiliated Organizations (Affiliates) to effectively support the many coordinated and consecutive steps necessary for CSG Finance, Affiliate personnel, and the external auditor to complete audit activities after fiscal year-end.

Each year, MIC3 seeks an expedited timeframe for its audit. Generally, CSG can meet this exception, with no additional fees, by prioritizing MIC3 year-end close and audit kick off activities over year-end close and audit activities for all other Affiliates and CSG. This year, year-end close and audit activities are delayed as expected for all entities in the CSG enterprise while the CSG Finance team prioritizes implementation of critical and valuable finance process enhancements via a new core financial system. CSG last upgraded its financial system approximately 12 years ago. MIC3 will remain prioritized first for FY23 audit activities before all other Affiliates and CSG. CSG will remain in communication with MIC3 as more specific information is available regarding the timeline for audit kickoff and audit completion.

**FY23 Financial Status:** As of this memo, CSG has not identified nor anticipates any material concerns on MIC3's overall financial position and stewardship. Additionally, MIC3 adheres to CSG financial policies and internal controls which received a clean audit report as recently as Spring 2023. Like most organizations, MIC3 faces rising costs in the current economic environment. We remain confident in the ability of MIC3 to manage year-to-year financial fluctuations and maintain long-term sustainability. Additional information regarding recent financial matters include:

- Preliminary (pre-audit) financial reports for MIC3



- FY22 CSG financial audit and supporting memo for Affiliates (issued Spring 2023)
- Memo on finance modernization activities

**General Audit Timeline Considerations:** General audit timelines for CSG and peer multi-entity organizations include kick off for audit activities approximately 6-8 weeks after year-end close and completion those audit activities 3-6 months after year-end close. Completion time for peer organizations varies due to each year rotating the order of audits by entity. Timelines are general as internal and external dependencies impact audit timelines each year. MIC3 bylaws maintain unique requirements that necessitate an expedited timeline given MIC3's chosen fiscal year end and the required timing and format preparation steps for MIC3's Board review. CSG is proud that, in recent years, we have been able to successfully mitigate many external timeline risks to uniquely support MIC3, issuing its audit report before most organizations even kick off audit activities.

**MIC3 Board Considerations Regarding Financial Audits:** We understand the MIC3 bylaws include requirements for an annual audit published as a part of the annual report.

**Next Steps:** We request consideration of the following actions that will assist in meeting MIC3's bylaws requirements and allow sufficient time to close the year-end financials, produce the necessary reports for the audit firm, conduct the audit, and return the audit report to MIC3:

- One-time deferral of this year's FY23 audit vote to a later date to allow for financial system transition and production of the audit report.
- Explore potential changes to bylaws that retain financial transparency while adjusting timeline requirements that create risk of missing MIC3 meeting dates. For example, an option is available to consider a change from a July-June fiscal year to a calendar fiscal year to help meet audit timelines for a September Board meeting.

# VANGUARD INVESTMENT HISTORICAL REPORT

## Fiscal Years 2018 - 2022

Initial Investment = \$350,000 (8/10/2017)

	06/30/28	06/30/19	06/30/20	06/30/21	06/30/22	06/30/23
Short-Term Investment	\$ 139,585	\$ 261,976	\$ 178,008	\$ 340,702	\$ 292,181	\$ 200,734
Stock Market Value	\$ 240,363	\$ 147,231	\$ 256,674	\$ 210,445	\$ 197,612	\$ 347,465
Total Value of Accounts	\$ 379,948	\$ 409,207	\$ 434,683	\$ 551,147	\$ 489,793	\$ 548,199
Gains (over initial)	\$ 29,948	\$ 59,207	\$ 84,683	\$ 201,147	\$ 139,793	\$ 198,199
%	8.6%	16.9%	24.2%	57.5%	39.9%	56.6%
Stocks	63%	64%	59%	62%	60%	63%
Bonds	37%	36%	41%	38%	40%	37%
Short-Term Reserves	0	0	0	0	0	0
Other	0	0	0	0	0	0
Year-to-date income						
Taxable income	3794.25	4448.32	\$ 4,348.91	\$ 4,348.91	\$ 3,991.65	\$ 5,408.45
Nontaxable income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#2-2020 Investment Policy: Fund expenditures - Each year, the Finance Committee will review the portfolio and make a recommendation to the Executive Committee (EXCOM). The dollar amount and timing of any distribution(s) from the Fund will be left up to the EXCOM based on recommendations from the Finance Committee and the Executive Director. The EXCOM, on behalf of the Interstate Commission, is authorized to withdraw up to 5% of the total market value of the Fund annually (market value to be determined as of the last business day of the preceding year) for the organization's operating purposes, to include replenishment of the Operating Reserve Fund balance.

# Fiscal Year 2024 Dues

As of October 11, 2023



Member State	Military Dependants	DUES FY24	Commissioner	Dues Remitted
Alabama	9,852	\$ 11,330	Douglas Ragland	
Alaska	8,549	\$ 9,831	Terry Ryals	\$ 9,831.00
Arizona	10,140	\$ 11,661	VACANT	\$ 11,661.00
Arkansas	2,514	\$ 2,891	Don Kaminar	\$ 2,891.00
California	55,766	\$ 64,131	VACANT	
Colorado	19,211	\$ 22,093	Keith Owen	
Connecticut	2,949	\$ 3,391	Laura Anastasio	\$ 3,391.00
Delaware	1,567	\$ 2,300	Michael Rodriguez	\$ 2,300.00
District of Columbia	1,011	\$ 2,300	Clara Botstein	\$ 2,300.00
Florida	40,542	\$ 46,623	Terrance McCaffrey	\$ 46,623.00
Georgia	31,187	\$ 35,865	Will Hardin	
Hawaii	17,899	\$ 20,584	Kathy Berg	\$ 8,330.00
Idaho	1,963	\$ 2,300	Spencer Barzee	\$ 2,300.00
Illinois	7,344	\$ 8,446	John Price	
Indiana	2,379	\$ 2,736	Brian Murphy	\$ 2,736.00
Iowa	1,028	\$ 2,300	Laura Kacer	
Kansas	9,989	\$ 11,487	Dale Brungardt	\$ 11,487.00
Kentucky	9,004	\$ 10,355	Steven P. Bullard	\$ 10,355.00
Louisiana	7,266	\$ 8,356	Ernise S. Singleton	
Maine	985	\$ 2,300	Laura Cyr	\$ 2,300.00
Maryland	19,582	\$ 22,519	Mary Gable	
Massachusetts	2,265	\$ 2,605	J. Clarke Orzalli	
Michigan	2,968	\$ 3,413	Michael Price	\$ 3,413.00
Minnesota	1,140	\$ 2,300	Daron Korte	
Mississippi	4,889	\$ 5,622	Kristen Windham	\$ 5,622.00
Missouri	7,599	\$ 8,739	Brian Henry	
Montana	1,524	\$ 2,300	Ray Shaw	
Nebraska	3,598	\$ 4,138	Brian Halstead	\$ 4,138.00
Nevada	5,973	\$ 6,869	Felicia Gonzales	\$ 6,869.00
New Hampshire	600	\$ 2,300	Kathleen Murphy	
New Jersey	4,378	\$ 5,035	Clarke Orzalli	
New Mexico	4,921	\$ 5,659	Teresa Ferenczhalmay	
New York	9,791	\$ 11,260	Debra Jackson	
North Carolina	43,856	\$ 50,434	Nick Sokja, Jr.	\$ 50,434.00
North Dakota	2,471	\$ 2,842	Davina French	
Ohio	6,912	\$ 7,949	Pete Lupiba	\$ 7,949.00
Oklahoma	9,564	\$ 10,999	Will Jones	\$ 10,999.00
Oregon	1,505	\$ 2,300	Tenneal Wetherell	\$ 2,300.00
Pennsylvania	4,073	\$ 4,684	Barbara Clemmer	
Rhode Island	1,370	\$ 2,300	Rosemarie Kraeger	
South Carolina	12,789	\$ 14,707	Tremekia Priester	\$ 14,707.00
South Dakota	1,444	\$ 2,300	Ann Petit	\$ 2,300.00
Tennessee	11,060	\$ 12,719	Deanna McLaughlin	
Texas	60,623	\$ 69,000	Shelly Ramos	
Utah	3,360	\$ 3,864	Ben Rassmussen	\$ 3,864.00
Vermont	143	\$ 2,300	Rene Sanchez	\$ 2,300.00
Virginia	71,293	\$ 69,000	Dan Dunham	\$ 69,000.00
Washington	25,752	\$ 29,615	Greg Lynch	
West Virginia	628	\$ 2,300	Phillip Cantrell	
Wisconsin	1,811	\$ 2,300	Shelley Joan Weiss	\$ 2,300.00
Wyoming	1,325	\$ 2,300	Chad Delbridge	\$ 2,300.00

Total		\$ 655,951	Total	\$ 305,000
Remaining Balance		\$350,951	States Paid	28
States Outstanding		23	% Paid	54.90%
			% of Dues	46.50%

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# The Council of State Governments

## Balance Sheet

	<u>7/31/2023</u>
<b>520 - Military Interstate Children's Compact Commission</b>	
Assets	
Long Term Investments	561,969.28
Cash with CSG	<u>1,459,348.30</u>
Total Assets	<u>2,021,317.58</u>
Liabilities & Net Assets	
Net Assets	
Unrestricted Net Assets	<u>2,021,317.58</u>
Total Net Assets	<u>2,021,317.58</u>
Total Liabilities & Net Assets	<u>2,021,317.58</u>
 <b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>	 <b>1,846,253.86</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>175,063.72</b>
 <b>ENDING FUND BALANCE</b>	 <b><u>2,021,317.58</u></b>

The Council of State Governments  
Income Statement

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Previous Month						Year to Date			
7/31/2023	Budget	Variance				Actual	Budget	Variance	Annual Budget
1396 - MIC3 - ADMINISTRATION									
Revenues									
187,017.00	0.00	187,017.00	520-171-10-40001	Appropriations		187,017.00	0.00	187,017.00	0.00
2,300.00	0.00	2,300.00	520-171-10-40010	Member Dues - Regular		2,300.00	0.00	2,300.00	0.00
1,500.00	0.00	1,500.00	520-171-10-43000	Conference Registration Fees		1,500.00	0.00	1,500.00	0.00
565.41	0.00	565.41	520-171-10-51000	Interest Income		565.41	0.00	565.41	0.00
5,753.81	0.00	5,753.81	520-171-10-51040	Operating Interest Income		5,753.81	0.00	5,753.81	0.00
12,400.22	0.00	12,400.22	520-171-10-51080	Unrealized Gains - Equity Index		12,400.22	0.00	12,400.22	0.00
804.54	0.00	804.54	520-171-10-51090	Unrealized Gains - Bond Index		804.54	0.00	804.54	0.00
210,340.98	0.00	210,340.98	Total Revenues			210,340.98	0.00	210,340.98	0.00
Expenses									
18,597.69	0.00	(18,597.69)	520-171-10-60000	Salaries & Wages		18,597.69	0.00	(18,597.69)	0.00
1,424.46	0.00	(1,424.46)	520-171-10-61009	Payroll Taxes		1,424.46	0.00	(1,424.46)	0.00
3,886.75	0.00	(3,886.75)	520-171-10-61019	Retirement Benefits		3,886.75	0.00	(3,886.75)	0.00
3,081.34	0.00	(3,081.34)	520-171-10-61029	Other Benefits		3,081.34	0.00	(3,081.34)	0.00
206.83	0.00	(206.83)	520-171-10-62010	Postage		206.83	0.00	(206.83)	0.00
42.89	0.00	(42.89)	520-171-10-62020	Express Delivery		42.89	0.00	(42.89)	0.00
606.00	0.00	(606.00)	520-171-10-62090	Computer Service & Support		606.00	0.00	(606.00)	0.00
38.01	0.00	(38.01)	520-171-10-62110	Internet Access		38.01	0.00	(38.01)	0.00
81.00	0.00	(81.00)	520-171-10-62140	Software Purchase		81.00	0.00	(81.00)	0.00
150.00	0.00	(150.00)	520-171-10-62280	Insurance		150.00	0.00	(150.00)	0.00
44.40	0.00	(44.40)	520-171-10-62340	Credit Card Merchant Fees		44.40	0.00	(44.40)	0.00
339.84	0.00	(339.84)	520-171-10-62360	Direct Telephone Expense		339.84	0.00	(339.84)	0.00
1,410.26	0.00	(1,410.26)	520-171-10-62410	Advertising/Promotion		1,410.26	0.00	(1,410.26)	0.00
162.38	0.00	(162.38)	520-171-10-62440	Gifts & Awards		162.38	0.00	(162.38)	0.00
325.96	0.00	(325.96)	520-171-10-68230	Meeting Expenses		325.96	0.00	(325.96)	0.00
668.27	0.00	(668.27)	520-171-10-74000	Staff Travel		668.27	0.00	(668.27)	0.00
1,749.98	0.00	(1,749.98)	520-171-10-85000	Rent		1,749.98	0.00	(1,749.98)	0.00
2,461.20	0.00	(2,461.20)	520-171-10-91010	Indirect Cost - AF		2,461.20	0.00	(2,461.20)	0.00

The Council of State Governments  
Income Statement

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Previous Month				Year to Date			Annual Budget
7/31/2023	Budget	Variance		Actual	Budget	Variance	
35,277.26	0.00	(35,277.26)	Total Expenses	35,277.26	0.00	(35,277.26)	0.00
175,063.72	0.00	175,063.72	NET SURPLUS/(DEFICIT)	175,063.72	0.00	175,063.72	0.00

**MIC3 DUES HISTORY  
FY2018 - CURRENT**

FY	Army	Navy	Marines	Air Force	Space Force	Coast Guard	ANMAFCG Total	USPHS	NOAA	U+N Total	Total	% over prev year	Dues	\$ MilDep	Budget	Spent	%
2025	228,364	134,310	45,321	129,726	3,967	23,081	564,769	5,612	125	5,737	570,506	-	\$ 655,951	1.15	\$ 918,312		
2024	228,364	134,310	45,321	129,726	3,967	23,081	564,769	5,612	125	5,737	570,506	-3.2%	\$ 655,951	1.15	\$ 821,052	\$ 210,349	25.6%
2023	237,343	139,174	46,370	136,705		23,895	583,487	5,612	125	5,737	589,224	4.3%	\$ 672,689	1.15	\$ 727,000	\$ 685,731	94.3%
2022	226,686	131,870	46,182	131,359		23,081	559,178	5,612	125	5,737	564,915	-8.3%	\$ 652,317	1.15	\$ 731,900	\$ 596,062	81.4%
2021	247,476	142,664	52,203	149,622		23,963	615,928	0	0	0	615,928	7.0%	\$ 654,983	1.15	\$ 614,600	\$ 392,149	63.8%
2020	233,718	131,144	48,983	132,818		23,428	570,091	5,679	130	5,809	575,900	-1.3%	\$ 663,319	1.15	\$ 665,000	\$ 592,373	89.1%
2019	243,616	131,345	50,054	134,777		23,321	583,113	0	386	386	583,499	-2.9%	\$ 582,246	1.00	\$ 632,000	\$ 614,103	97.2%
2018	257,779	132,764	51,717	135,621		22,805	600,686	0	0	0	600,686		\$ 594,645	1.00	\$ 617,000	\$ 565,558	91.7%

Fiscal year: July 1 - June 30

FY2024 Data  
(ao 7/31/23)



**FY2025 PROPOSED DUES**

State	Army	Navy	Marines	Aforce	SForce	CGuard	*USPHS	*NOAA	Total	No TH	FY25 DUES w/TH	DIFF
AL	5,970	547	258	2,201	115	745	15	1	9,852	\$ 11,330	\$ 11,330	\$ -
AK	3,456	61	18	3,845	5	946	218	0	8,549	\$ 9,831	\$ 9,831	\$ -
AZ	2,886	678	1,331	4,762	43	37	403	0	10,140	\$ 11,661	\$ 11,661	\$ -
AR	466	201	83	1,722	2	30	10	0	2,514	\$ 2,891	\$ 2,891	\$ -
CA	5,712	29,186	11,296	6,730	579	2,080	180	3	55,766	\$ 64,131	\$ 64,131	\$ -
CO	12,173	778	313	4,297	1,451	72	127	0	19,211	\$ 22,093	\$ 22,093	\$ -
CT	273	2,086	66	84	0	424	15	1	2,949	\$ 3,391	\$ 3,391	\$ -
DE	147	69	21	1,268	0	52	10	0	1,567	\$ 1,802	\$ 2,300	\$ (498)
DC	247	236	70	299	27	91	41	0	1,011	\$ 1,163	\$ 2,300	\$ (1,137)
FL	8,262	14,785	1,898	12,572	206	2,693	110	16	40,542	\$ 46,623	\$ 46,623	\$ -
GA	20,992	3,723	771	4,763	39	328	571	0	31,187	\$ 35,865	\$ 35,865	\$ -
HI	8,088	4,644	1,672	2,755	67	638	31	4	17,899	\$ 20,584	\$ 20,584	\$ -
ID	313	204	86	1,303	12	19	26	0	1,963	\$ 2,257	\$ 2,300	\$ (43)
IL	1,475	2,061	393	3,194	17	169	35	0	7,344	\$ 8,446	\$ 8,446	\$ -
IN	1,332	421	214	335	3	64	10	0	2,379	\$ 2,736	\$ 2,736	\$ -
IA	513	117	108	235	2	35	18	0	1,028	\$ 1,182	\$ 2,300	\$ (1,118)
KS	7,947	203	165	1,542	15	77	40	0	9,989	\$ 11,487	\$ 11,487	\$ -
KY	8,200	232	137	240	0	127	68	0	9,004	\$ 10,355	\$ 10,355	\$ -
LA	3,039	627	393	2,489	6	683	29	0	7,266	\$ 8,356	\$ 8,356	\$ -
ME	190	361	35	60	0	333	6	0	985	\$ 1,133	\$ 2,300	\$ (1,167)
MD	6,294	5,487	1,213	4,075	75	1,157	1,233	48	19,582	\$ 22,519	\$ 22,519	\$ -
MA	574	297	151	568	22	585	64	4	2,265	\$ 2,605	\$ 2,605	\$ -
MI	1,233	548	252	344	4	553	34	0	2,968	\$ 3,413	\$ 3,413	\$ -
MN	422	222	105	214	2	69	106	0	1,140	\$ 1,311	\$ 2,300	\$ (989)
MS	787	1,769	167	1,933	11	206	14	2	4,889	\$ 5,622	\$ 5,622	\$ -
MO	4,305	487	505	2,111	2	122	64	3	7,599	\$ 8,739	\$ 8,739	\$ -
MT	167	106	40	1,117	4	11	79	0	1,524	\$ 1,753	\$ 2,300	\$ (547)
NE	372	358	72	2,753	24	4	15	0	3,598	\$ 4,138	\$ 4,138	\$ -
NV	508	672	89	4,591	59	41	13	0	5,973	\$ 6,869	\$ 6,869	\$ -
NH	168	149	33	99	3	121	26	1	600	\$ 690	\$ 2,300	\$ (1,610)
NJ	1,055	448	253	1,947	2	614	59	0	4,378	\$ 5,035	\$ 5,035	\$ -
NM	584	158	96	3,782	100	15	186	0	4,921	\$ 5,659	\$ 5,659	\$ -
NY	7,190	1,090	431	564	15	420	81	0	9,791	\$ 11,260	\$ 11,260	\$ -
NC	23,739	3,945	11,263	3,315	10	1,412	170	2	43,856	\$ 50,434	\$ 50,434	\$ -
ND	108	43	4	2,275	12	3	26	0	2,471	\$ 2,842	\$ 2,842	\$ -
OH	1,465	724	364	3,836	129	350	42	2	6,912	\$ 7,949	\$ 7,949	\$ -
OK	4,726	1,075	184	3,191	15	37	336	0	9,564	\$ 10,999	\$ 10,999	\$ -
OR	444	259	137	186	3	401	63	12	1,505	\$ 1,731	\$ 2,300	\$ (569)
PA	1,803	843	454	654	13	216	88	2	4,073	\$ 4,684	\$ 4,684	\$ -
RI	220	769	126	88	6	148	8	5	1,370	\$ 1,576	\$ 2,300	\$ (725)
SC	4,771	2,035	1,525	3,857	18	553	30	0	12,789	\$ 14,707	\$ 14,707	\$ -
SD	138	42	16	1,154	1	1	92	0	1,444	\$ 1,661	\$ 2,300	\$ (639)
TN	8,392	1,744	215	561	4	129	15	0	11,060	\$ 12,719	\$ 12,719	\$ -
TX	36,855	4,976	1,760	15,406	104	1,235	287	0	60,623	\$ 69,716	\$ 69,000	\$ 716
UT	593	205	134	2,347	25	20	36	0	3,360	\$ 3,864	\$ 3,864	\$ -
VT	65	21	14	34	0	6	3	0	143	\$ 164	\$ 2,300	\$ (2,136)
VA	15,700	35,339	5,917	9,658	686	3,614	368	11	71,293	\$ 81,987	\$ 69,000	\$ 12,987
WA	12,922	8,737	301	2,832	12	820	122	6	25,752	\$ 29,615	\$ 29,615	\$ -
WV	238	108	25	122	3	70	60	2	628	\$ 722	\$ 2,300	\$ (1,578)
WI	762	391	135	265	8	220	30	0	1,811	\$ 2,083	\$ 2,300	\$ (217)
WY	83	43	12	1,151	6	6	24	0	1,325	\$ 1,524	\$ 2,300	\$ (776)
<b>Total</b>	<b>228,364</b>	<b>134,310</b>	<b>45,321</b>	<b>129,726</b>	<b>3,967</b>	<b>22,802</b>	<b>5,737</b>	<b>125</b>	<b>570,352</b>	<b>\$ 655,905</b>	<b>\$ 655,951</b>	<b>\$ (46)</b>

Data from USDOD DEERS Database, July 31, 2022

\*NOAA and USPHS Data from USDOD DEERS Database, August 19, 2020

August 12, 2023

Threshold (TH):

Minimum: \$2,300

Maximum: \$69,000

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MIC3 FY2025 Proposed Budget

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Acct. #	Description - Expenses	FY22	FY23	FY24	FY25	Notes
60000	Salaries and wages	\$ 230,000	\$ 260,000	\$ 260,000	\$ 275,000	4 positions (ED + 2 associates, 1 admin)
61009	Payroll Taxes	\$ 35,200	\$ 40,000	\$ 40,000	\$ 42,000	FICA=15.3% of salary
61019	Retirement Benefits	\$ 115,000	\$ 27,000	\$ 25,740	\$ 28,000	Ret system/emplr contrib=10.1 => 9.9% (of salary)
61029	Other Benefits	\$ 46,000	\$ 47,000	\$ 47,000	\$ 50,000	Dental, vision, workers comp, long-term disability, health (18%)
61059	Continuing Education	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Staff higher education
61069	Staff development	\$ 2,000	\$ 2,800	\$ 2,800	\$ 3,500	Staff professional development/team building
61089	Professional membership dues	\$ 350	\$ 350	\$ 625	\$ 625	Membership fees/dues
62000	Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	Office supplies
62010	Postage	\$ 3,000	\$ 2,000	\$ 3,000	\$ 5,000	Mailing collaterals & materials to stakeholders
62090	Computer service and support *	\$ 7,300	\$ 7,300	\$ 7,300	\$ 9,700	CSG IT charges to MIC3 (\$202/mo per staff) x 4 staff
62110	Internet Access*	\$ 500	\$ 500	\$ 500	\$ 600	For internet
62140	Software purchase*	\$ 4,500	\$ 5,000	\$ 8,000	\$ 13,000	Con Contact, Adobe, Powtoon, WPrPro, Zoom, Training Portal, Lexis Nexis
62280	Insurance *	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	3 year contract for 2023-25
62310	Photocopy	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	Daily, EXCOM meeting/retreat, ABM
62340	Credit card merchant fee	\$ 500	\$ 500	\$ 500	\$ 500	ABM online credit card payment fees
62360	Direct telephone expense*	\$ 4,500	\$ 4,500	\$ 800	\$ 1,100	\$88/mo for 4 lines
62410	Advertising promotion	\$ 9,000	\$ 9,000	\$ 9,000	\$ 25,000	Collaterals, resources, annual report
62440	Gifts and awards	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	Commission awards
66000	Equipment purchase	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	Staff computers, printer, hardware
68230	Meeting expense	\$ 140,000	\$ 170,000	\$ 200,000	\$ 220,000	ABM in-person meeting (w/COVID): AV, printing, postage
72000	Consultant services	\$ 20,000	\$ 20,000	\$ 40,000	\$ 60,000	General Counsel; Strat Plan/Coach; IT/Website
72010	Consultant expense	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	General Counsel and Consultant travel
74000	Staff travel	\$ 15,000	\$ 15,000	\$ 25,000	\$ 25,000	State council meetings, training and briefings
74080	Other Travel	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	MISA school district training
76000	Executive Committee	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	In-person meeting for 8 members (Spring)
76020	Board member travel	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000	
78050	Printing	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Spring EXCOM Docket Book
78060	Photography	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Commissioner headshots and ABM reception
80000	Legal services	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	Anticipated litigation/legal costs
80020	Audit & accounting Fees *	\$ 6,300	\$ 6,300	\$ 8,000	\$ 8,500	Blue & Co Accounting Firm (3-year contract FY23-25)
85000	Rent *	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	For staff office space
91010	Indirect costs *	\$ 38,000	\$ 55,000	\$ 82,037	\$ 82,037	CSG Admin fee = 5% -> 10% of expenses as of Jan 2022
Total		\$ 730,900	\$ 726,000	\$ 821,052	\$ 918,312	

\* Fixed cost

Projected Revenue	\$ 678,789	\$ 678,789	\$ 662,051	\$ 662,051
Total Expenses	\$ 730,900	\$ 726,000	\$ 821,052	\$ 918,312
Proj Rev vs Expenses	\$ (52,111)	\$ (47,211)	\$ (159,001)	\$ (256,261)

(Deficit pulled from the Reserve)

Item #	Description - Revenues	FY22	FY23	FY24	FY25
40001	Appropriations	\$ 652,317	\$ 672,689	\$ 655,951	\$ 655,951
43000	Conf regis fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
51010	Interest Income	\$ 100	\$ 100	\$ 100	\$ 100
51040	Dividend Income	\$ -	\$ -	\$ -	\$ -
51080	Operating Interest Income	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
51090	Unreal. Gains-Eq Index	\$ -	\$ -	\$ -	\$ -
51080	Unreal. Gains-Bd Index	\$ -	\$ -	\$ -	\$ -
Projected Total		\$ 658,417	\$ 678,789	\$ 662,051	\$ 662,051

Investment (Vanguard)	June 2020	June 2021	June 2022	June 2023
Short-term Invest-Gr Adm	\$ 176,189	\$ 340,702	\$ 292,181	\$ 347,465
Total Stock Mkt Idx Adm	\$ 250,927	\$ 210,445	\$ 197,612	\$ 200,734
Current Balance	\$ 427,117	\$ 551,147	\$ 489,793	\$ 548,199
Initial Investment (August 2017)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Net Gain	\$ 77,117	\$ 201,147	\$ 139,793	\$ 198,199

Fund Balance	
FY24 Beginning Balance	\$ 1,745,338 (July 1, 2023)
Net Surplus (Deficit)	\$ 100,916
End Fund Balance	\$ 1,846,254

Notes: Percentage of FY2025 budget

\$ 395,000 43% = salaries, payroll taxes, benefits, KY retirement system

\$ 28,000 3% = Retirement benefits (KERS) based on 10.1% of salary

\$ 137,687 15% = fixed costs\* (rent, indirect cost to CSG, audit, accounting fees, insurance and IT fees,

\$ 560,687 computer, software, service and support

(61% of total FY25 budget)

Approved by Finance Committee, August 23, 2023

Approved by Executive Committee, August 17, 2023

July 20, 2022

TO: Commissioners and Designees

FR: Finance Committee

- Brian Henry, Missouri Commissioner, Committee Chair
- Darcy Benway, Illinois Commissioner
- Bob Buehn, Florida Commissioner
- Brian Halstead, Nebraska Commissioner
- Debra Jackson, New York Commissioner
- Rosemarie Kraeger, Rhode Island Commissioner
- Greg Lynch, Washington Commissioner
- Craig Neuenswander, Kansas Commissioner
- J. Clarke Orzalli, Massachusetts Commissioner
- Douglas Ragland, Alabama Commissioner
- Kyle Fairbairn, Military Impacted Schools Association Ex-Officio

RE: Commissioner Guidance on Compact Program Funding

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The Compact was statutorily passed by all fifty states and the District of Columbia. While 42/49 (86%) of Compact Commissioners are employed by an executive office, state department, state board of education, a school district or school; 8/49 (14%) are self-employed or retired.

As most states cover the full cost of the operations through the employer, some self-employed/retired Commissioners may pay for their expenses out of pocket. As the Compact is in statute, state legislatures should allocate funding to cover basic program and commissioner expenses to oversee program implementation.

The Finance Committee developed this document to provide guidance for member states who are interested in funding for oversight and implementation of their Compact programs.

Member states who wish to seek funding in their states should contact Cherise Imai, Executive Director at [cimai@csg.org](mailto:cimai@csg.org).

Attachment

## Commissioner Guidance on Compact Program Funding

### Purpose

This document provides guidance to member states who need to obtain legislative funding for oversight and implementation of their Compact programs.

### Background

- The Compact was statutorily passed by all fifty states and the District of Columbia.
- While 42/49 (86%) of Compact Commissioners are employed by an executive office, state department, state board of education, a school district or school; 8/49 (14%) are self-employed or retired.
- As most states cover the full cost of the operations through the employer, some self-employed/retired Commissioners may pay for their expenses out of pocket.
- As the Compact is in statute, state legislatures should allocate funding to cover basic program and commissioner expenses to oversee program implementation.

### What kind of funding and resources should states provide?

- While each state may vary in need and cost, general fiscal program costs should include:
  - **Office supplies** - Office supplies (i.e. printer/ink, paper, envelopes, folders)
  - **Meeting expenses** - Room rental, audio-visual rental, meeting meals or snacks
  - **Printing** - Photocopying for meetings and presentations
  - **Postage** - Mailing Compact materials to the State Council, district superintendents & school administration and personnel
  - **Travel** - Commissioner travel: Air transportation or automobile mileage and tolls to travel to and from state council meetings; to conduct Compact training for districts, school personnel and parents; conduct in-person meetings with state council members, military representatives, and school liaison officers. These expenses may also include parking fees, rental car fees, lodging and meals.
  - **Access to Virtual Meeting Platform** – to schedule virtual state council meetings (i.e. Zoom).

### Estimated budget

Item	Projected Cost		
	Low	Mid	High
Office Supplies	\$ 150	\$ 750	\$ 1,500
Meeting Expense	\$ 250	\$1,250	\$ 2,500
Printing	\$ 100	\$ 500	\$ 1,000
Postage	\$ 100	\$ 500	\$ 1,000
Travel	\$ 400	\$2,000	\$ 4,000
<b>TOTAL</b>	<b>\$1,000</b>	<b>\$5,000</b>	<b>\$ 10,000</b>

*Note: State may vary in need and cost.*

### Next Steps

- Interested states should discuss the guidance and estimated budget with their respective state councils to determine need and cost specific to that state.
- State councils should determine the best option(s) to seek funding.
  - As all state councils include representatives from both the Senate and House, Commissioners are encouraged to engage and work with their elected officials.
  - As the state council also includes a representative from the state department of education, it may also be feasible to engage the Commissioner of Education to request a line-item funding for the Compact in their budget.
  - Funding may be obtained from multiple sources, or sponsorship/donations may be an option. Note: MIC3 is a quasi-governmental organization and is not a non-profit. Therefore tax receipts are not able to be provided.

***For more information or assistance, contact the MIC3 National Office at  
mic3info@csg.org or 859-244-8000.***

	<p><b>Policy Number</b></p> <p><b>01-2014</b></p>
<p><b>Administrative Policy</b> TRAVEL POLICY AND REIMBURSEMENT GUIDELINES</p>	<p><b>Issued:</b> August 11, 2014 <b>Revised:</b> July 20, 2023, August 15, 2019, April 20, 2018, June 15, 2017, October 3, 2016, July 20, 2023</p>

## I. Purpose

- A. Travel on Commission business to support or promote Compact related programs is a valuable and necessary activity for the Commissioners and Ex-officio members, and staff. Expenses incurred for business and other travel expenses are reimbursable when properly documented, approved, and in compliance with Commission and Council of State Governments' travel policies and requirements.
- B. Only reasonable, necessary, and appropriate travel and business expenses will be funded by the Commission; expenses of a personal nature are unallowable and are the traveler's obligation.
- C. Commissioners, ex-officio, and staff making arrangements for the travel should follow all related requirements as detailed in this document and as required.
- D. In the conduct of Commission business, Commissioners and Ex-officio members, and staff should maintain the highest ethical standards and should keep in mind their responsibilities as responsible stewards of the Commission funds as a quasi-governmental regulatory agency.

## II. Exceptions to the Travel Policy

- A. The Executive Director has the discretion to make exceptions to the Travel Policy in extreme circumstances. Any determination may be made in consultation with the Council of State Governments; the Commission Chair, Treasurer; Executive or Finance Committees; General Counsel; or individual or consultant as deemed necessary.

## III. General Information

- A. Personnel travelling on authorized MIC3 business:
  - 1. Will adhere to the Conflict of Interest and Code of Conduct policies when travelling on authorized MIC3 business.
  - 2. Will adhere to the Council of State Governments Accounting timelines and processes.
  - 3. Within 30 days of completed travel, will submit a completed expense reimbursement form, and provide required documentation and itemized receipts. Itemized receipts must detail each item purchased, gratuity, plus tips (if applicable), and total amount paid.

- B. For Annual Business Meetings (ABM), MIC3 will reimburse the Commissioner, Designee or Proxy for: ground transport or mileage to/from the departure airport; airport parking fees; airfare and standard baggage fees; ground transportation [such as a shuttle, ride-hailing service (such as uber or lyft), or taxi] to and from the approved designated airport to the hotel/lodging; and meals (no alcohol).
1. All travel for ABM will be via air unless prior approval is authorized by the Executive Director.
    - a. Travelers shall arrive into and depart from the approved event designated airport unless prior approval to travel from a secondary location, or a mode other than air, is obtained from the Executive Director. Submittals must be made at minimum 45 days prior to the event. A written justification, cost comparison of airfare vs. standard mileage, and other appropriate documentation must be submitted with the request.
    - b. Should the traveler reside in a neighboring state of the host state and wish to travel by personal vehicle instead of air, the traveler shall submit a request to the Executive Director at minimum 45 days prior to the event. A written justification, cost comparison of airfare vs. standard mileage, and other appropriate documentation must be submitted with the request.
  2. ABM hotel/lodging days (authorized for the meeting) will be billed directly to MIC3.
  3. The traveler will be charged directly by the hotel for any dates that are outside (prior to or post-meeting) of the authorized meeting dates.
  4. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.
- C. If travelling on other MIC3 business, the traveler will confirm the logistics and reimbursable expenses with the Executive Director prior to travel.

#### IV. Receipts

- A. **All receipts submitted for reimbursement must be itemized and notated with the item(s) being claimed. A credit card receipt with just an amount is not reimbursable.**
- B. Meals: while the Commission does not specify a specific minimum, maximum, nor per diem; however, actual and 'reasonable' meal expenses (including gratuities) will be reimbursed.
- C. Alcohol: is not reimbursable and should be deleted from any receipt and the amount adjusted accordingly. If possible, separate any alcohol expense from your meal expense.
- D. Hotel/lodging: the invoice must include the name/location of hotel, guest name(s), date(s) of stay, and an itemized breakdown of charges for lodging, meals, telephone, and any incidentals. For example, if a hotel statement specifies "room service," the traveler is required to provide a separate itemized receipt of the meal items purchased, plus tax and gratuity.

- E. Tips: It's understood that tips (hotel housekeeping, etc.) are discretionary and a receipt may not be available. These expenses may be claimed on the expense reimbursement form under "Other" with the specific type of tip (baggage, housekeeping, etc.).

## V. Air Travel

- A. The traveler is required to book air travel a minimum of **30 days** prior to the date of travel.
- B. MIC3 will only reimburse for coach/economy-class air fares. A first, business class air fare is allowed only when the fare is no higher than the coach/economy-class air fare. The traveler shall use frequent flyer points or pay the difference between the coach/economy/main-class and upgraded air fare cost. The traveler must provide documentation of the itinerary and cost comparison between coach/economy class in comparison to the first-class ticket. This documentation must be submitted by the traveler to the Executive Director prior to purchase for approval at minimum 45 days prior to the trip.
- C. The traveler shall use best efforts to ensure the airfare booking is the lowest available with a confirmed seat. Flights costs are authorized up to \$700. You must obtain approval from the Executive Director prior to travel should your ticket exceed this amount.
- D. A traveler who is requesting an exception due to a medical issue must submit supporting medical documentation to the Executive Director for final determination.
- E. Fees not authorized include:
  - 1. Ticket change fees - Extenuating circumstances may be considered.
  - 2. Excess baggage fees - Standard fees are authorized for one bag.
  - 3. Seat upgrade charges. (e.g., upgrades to a higher-class fare such as Delta Comfort)
  - 4. Additional legroom upgrades. (e.g., upgrades to a higher-class fare such as Delta Comfort)

## VI. Use of a Privately-Owned Vehicle (POV)

- A. Rate. The current reimbursement rate for a privately-owned vehicle is based on the IRS standard business mileage rates at the time of travel.
- B. When using a personal vehicle, the maximum reimbursement for all travel expenses will be calculated as follows:
  - 1. The maximum, including mileage, tolls and lodging, is limited to no more than the normal expenses that would have been incurred if commercial air had been used.
  - 2. A valid airfare cost comparison must be submitted with the travel voucher. The cost comparison must be obtained at least THREE weeks prior to the departure date of the trip. If the traveler must take a last-minute trip (inside three weeks of the departure date), then the cost comparison must be run on the day it is learned the trip must be made, and this explanation must be given on the travel voucher.



3. The national office reserves the right to conduct their own cost comparison should it be required.
- C. Documentation (map)
1. 0 to 100 miles - Odometer reading and/or a map showing miles coinciding with the dates of travel.
  2. Greater than 100 miles - A map showing miles coinciding with the dates of travel is **required**.
  3. Greater than 500 miles - A map showing miles and documentation of the public carrier rate coinciding with the dates of travel is **required**.
- D. Gas is not reimbursable when using a POV.
- E. Note: The traveler is responsible for any traffic tickets/citations issued while traveling in a POV or a rental car on MIC3 business. MIC3 is not liable for any accidents or damage resulting from travel associated with MIC3 business.

## **VII. Car Rental**

- A. Is **not** an approved method of transport unless prior authority has been granted and it can be shown that it is a cheaper or comparable method of transport than air,
1. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard size cars.
  2. Valet parking - the traveler shall attempt to utilize self-parking if available. Valet may be allowable if there is no other option available or it has been discounted to the rate of regular parking for the purpose of the meeting in question.

## **VIII. Ground Transportation**

- A. If travel is by air, traveler shall attempt to utilize the most cost-effective form of transportation [a shuttle, ride-hailing service (such as uber or lyft), or taxi] to and from the hotel/lodging.

## **IX. Transportation to/from Home/Work and Airport**

- A. If the traveler plans to take public transportation (subway, bus, or tram), taxi or shuttle to/from the airport – the roundtrip travel fare may be claimed.
- B. If the traveler is dropped off/picked up at the airport by a friend or family member, only one-way travel mileage may be claimed for each trip. Airport parking fees incurred while a family member waits for the traveler upon his/her return are not eligible for reimbursement.
- C. If the traveler utilizes airport parking for their personal vehicle, the round-trip mileage travel and airport parking fees may be claimed.

## **X. Hotel/Lodging (applies to travel other than the ABM)**

- A. If an overnight stay is necessary, hotel/motel accommodations should be based on a preferred rate plus applicable taxes. Inquire with MIC3 on the rate for your travel area.

- B. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.
- C. The hotel/lodging invoice must include the name/location of hotel, guest name(s), date(s) of stay, and a breakdown of charges for lodging, meals, telephone and any incidentals.

XI. **Expense Reimbursement** (Expenses are reimbursed after conclusion of the event, in accordance with the Council of State Governments' Accounting timelines and processes.)

- A. All travelers must complete and submit claims using the **Non-CSG Expense Reimbursement** form. A downloadable, fillable form can be found at: <http://mic3.net/pages/resources/resources.aspx>

XII. **Deadlines:** Forms must be submitted no later than **30** days following the trip/event, in accordance with the *Council of State Governments' Accounting* timelines and processes.

- A. If submittals are received beyond this window, the traveler may be asked to provide a written justification. Note: Expense claims are normally processed each Friday, and reimbursements are usually mailed the following Friday.
- B. Expense Reimbursement forms with the required receipt documentation must be scanned/emailed to [mic3info@csg.org](mailto:mic3info@csg.org). (Photos of forms and documents are acceptable) If email is not available, mail forms to: *MIC3, c/o Council of State Governments, 1776 Avenue of the States, Lexington, KY, 40511.*
- C. A guide to the completion of the reimbursement form can be found at: [www.mic3.net](http://www.mic3.net) under Commissioner, Forms, *Expense Reimbursement Form*.
- D. Should you have any questions, please contact MIC3.

XIII. **Reimbursement submittals that do not meet the Travel Policy**

- A. Submittals that do not meet the travel policy requirements and are not able to be processed by the National Office will be either:
  1. Returned to the traveler with an explanation why the reimbursement or line items could not be processed.
  2. Forwarded to the Finance Committee for review for review and determination.
  3. Appeals: Should the reimbursement be declined by the Finance Committee; the traveler may submit an appeal to the Executive Committee for review. Appeals may be submitted to the Executive Director no later than 7 days prior to the next scheduled Executive Committee meeting. The traveler will provide a formal letter providing the reason for the appeal and the appropriate supportive documentation. The decision made by the Executive Committee is final.



## RULES COMMITTEE REPORT

Mary Gable (MD), Chair

*Responsible for administering the commission's rulemaking procedures, and for developing proposed rules for the commission's consideration as appropriate.*

Following the 2022 Annual Business Meeting (ABM), the Rules Committee recognized the need to develop a general legislative toolkit for states that want to provide similar protections to populations other than those covered by the Compact statute and amended the National Guard and Reserve legislative toolkit creating a general guidance to assist states. The External Statute Toolkit provides Commission guidelines and best practices for states to reference when developing legislation.

The Rules Committee continues to oversee the Commission's rulemaking process, collaborating with General Counsel this year to develop six rule proposals. Ultimately, the Committee recommended the Commission consider five of the proposed rules. Those will be voted on during the 2023 ABM.

The Rules Committee routinely reviews the Case and Inquiry Report maintained by the National Office to determine if new rules, amendments to existing rules, or legal advisories are necessary to clarify the application of the Compact. The Committee reviewed 75 cases or inquiries from commissioners, school liaisons, parents, and school districts. Course placement, graduation requirements, and applicability were among the notable Compact-related topics addressed by the Commission in 2023. The three most referred non-Compact related topics were school choices, early withdrawal, and pre-kindergarten programs. The awareness raised by this practice continues to allow *successful educational transitions* for military children.

**SUMMARY**

Chapter 100-Definitions SEC. 101 Definitions has been amended to add "Space Force" to the definition of "Uniformed Services." This language amendment has been made to include Space Force-connected students as covered under the Rules and Policies of the Compact.

**PROPOSED RULES AMENDMENT****MIC3 Rules: Chapter 100 – Definitions  
SEC. 101 Definitions**

- (w) "Uniformed Service(s)" means: the Army, Navy, Air Force, Space Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.

DRAFT

## **SUMMARY**

Chapter 200-General Provisions, SEC. 2.101 Adoption of Rules has been amended to add the language “no later than February 28 of the current fiscal year” to set an annual deadline for amendments and new rule proposal submissions. Which provides for a timely review by the Rules Committee prior to the Annual Business Meeting in accordance with the Rules Promulgation process.

## **PROPOSED RULE AMENDMENT**

### **MIC3 Rules: Chapter 200-General Provisions SEC. 2.101 Adoption of Rules; Amendment**

Proposed rules or amendments to the rules shall be adopted by majority vote of the members of the Interstate Commission in the following manner:

- (a) Proposed new rules and amendments to existing rules shall be submitted to the Interstate Commission office no later than February 28 of the current fiscal year for referral to the Rules Committee as follows:
  - (1) Any Commissioner may submit a proposed rule or rule amendment for referral to the Rules Committee during the annual Commission meeting. This proposal must be made in the form of a motion and approved by a majority vote of a quorum of the Commission members present at the meeting;
  - (2) Standing Committees of the Commission may propose rules or rule amendments by majority vote of that Committee;
  - (3) Any group of states as may be subsequently recognized by the Commission may propose rules or rules amendments by a majority vote of members of that group;
- (b) The Rules Committee shall prepare a draft of all proposed rules and provide the draft to all Commissioners for review and comments. All written comments received by the Rules Committee on proposed rules shall be posted on the Commission's website upon receipt. Based upon the comments made by the Commissioners, the Rules Committee shall prepare a final draft of the proposed rule(s) or amendments for consideration by the Commission no later than the next annual meeting falling in an odd-numbered year.
- (c) Prior to promulgation and adoption of a final rule by the Interstate Commission, the text of the proposed rule or amendment shall be published by the Rules Committee no later than thirty (30) days prior to the meeting at which the vote is scheduled, on the official web site of the Interstate Commission and in any other official publication that may be designated by the Interstate Commission for the publication of its rules. In addition to the text of the proposed rule or amendment, the reason for the proposed rule shall be provided.
  - (1) Each administrative rule or amendment shall State:
  - (2) The place, time, and date of the scheduled public hearing;

- (3) The manner in which interested persons may submit notice to the Interstate Commission of their intention to attend the public hearing and any written comments; and
- (4) The name, position, physical and electronic mail address, telephone, and telefax number of the person to whom interested persons may respond with notice of their attendance and written comments.
- (d) Every public hearing shall be conducted in a manner guaranteeing each person who wishes to comment a fair and reasonable opportunity to comment. No transcript of the public hearing is required, unless a written request for a transcript is made, in which case the person or entity making the request shall pay for the transcript. A recording may be made in lieu of a transcript under the same terms and conditions as a transcript. This subsection shall not preclude the Commission from making a transcript or recording of the public hearing if it chooses to do so.
- (e) Nothing in this section shall be construed as requiring a separate hearing on each rule. Rules may be grouped for the convenience of the Interstate Commission at hearings required by this section.
- (f) Following the scheduled hearing date, or by the close of business on the scheduled hearing date if the hearing was not held, the Interstate Commission shall consider all written and oral comments received.
- (g) The Interstate Commission shall, by majority vote of a quorum of the Commissioners, take final action on the proposed rule and shall determine the effective date of the rule, if any, based on the rulemaking record and the full text of the rule.
- (h) Not later than sixty (60) days after a rule is adopted, any interested person may file a petition for judicial review of the rule in the United States district court of the District of Columbia or in the federal district court where the Interstate Commission's principal office is located. If the court finds that the Interstate Commission's action is not supported by substantial evidence, as defined in the federal Administrative Procedures Act, in the rulemaking record, the court shall hold the rule unlawful and set it aside.
- (i) Upon determination that an emergency exists, the Interstate Commission may promulgate an emergency rule that shall become effective immediately upon adoption, provided that the usual rulemaking procedures provided in the compact and in this section shall be retroactively applied to the rule as soon as reasonably possible, in no event later than ninety (90) days after the effective date of the rule. An emergency rule is one that must be made effective immediately in order to:
  - (1) Meet an imminent threat to public health, safety, or welfare;
  - (2) Prevent a loss of federal or State funds;
  - (3) Meet a deadline for the promulgation of an administrative rule that is established by federal law or rule; or
  - (4) Protect human health and the environment



## **SUMMARY**

Chapter 200-General Provisions SEC. 2.102 Data Collection and Reporting has been amended to clarify the general data collection process. This includes the collection of individual state data regarding student transfer and enrollment. In addition, the Commission will have flexibility regarding the manner and frequency of reporting data.

## **PROPOSED RULE AMENDMENT**

### **MIC3 Rules: Chapter 200-General Provisions SEC. 2.102 Data Collection and Reporting**

- (a) As required by the compact, and as specified by the operational procedures and forms approved by the Commission, the State shall gather, maintain, and report data regarding the transfer and enrollment of students ~~who transfer from one state LEA to another state LEA under this compact.~~
- (b) Each State shall ~~shall~~ may report as determined by to the Commission ~~annually~~ the number of students transferred to an LEA from another State and received from another State's LEA ~~in the previous year.~~
- (c) Reports that may be required under SEC. 2.102 (a) and (b) shall be received by the Commission ~~no later than June 30 of each year.~~ in a manner and frequency determined by the Commission.

## **SUMMARY**

This rule serves as a guide for addressing disputes within the Commission and outlines the procedures.

## **PROPOSED RULE**

### **MIC3 Rules: Chapter 700- Oversight, Enforcement, and Dispute Resolution SEC. 7.106 Escalation and Reporting of Disputes**

#### **(a) Escalation of Disputes**

- (1) Upon becoming aware of any complaint or dispute arising under the Compact, any Commissioner, State Council member, or other interested person may notify the Executive Director of the facts and circumstances giving rise to the dispute or controversy. Upon receiving notice of such a complaint or dispute, the Executive Director shall create and maintain an administrative file for the dispute, and forward copies of the complaint and administrative file to the Commissioner for the State where the dispute originated.
- (2) The Executive Director and any relevant Commissioners shall make all necessary efforts in good faith to resolve any disputes arising under the Compact. At the discretion of the Executive Director, an ongoing dispute shall be issued one of the following designations:
  - i. Level One- The Executive Director and Compact Commissioners continue to work cooperatively to achieve Compact compliance.
  - ii. Level Two- The Executive Director may consult with other members of the Commission, including its standing committees.
  - iii. Level Three- The Executive Director may refer the matter to the Chair of the Compliance Committee.
  - iv. Level Four- The Executive Director and the Chair of the Compliance Committee may refer the matter to the Executive Committee for the consideration of an enforcement action.
- (3) At any time, either the Executive Director or the Chair of a standing committee may request an opinion from the Commission's general counsel regarding an ongoing dispute or complaint.
- (4) An administrative file maintained by the Executive Director shall include copies of all correspondence and relevant documents obtained by the Executive Director in connection with an ongoing dispute or complaint arising under the Compact and

shall be maintained in accordance with the Commission's data retention policies.

(b) Reporting of Disputes

- (1) At any time after becoming aware of a complaint or dispute arising under the Compact, the Executive Director may file a report regarding the same with any of the Commission's standing committees. Such a report shall include a statement regarding the facts and circumstances which gave rise to the dispute, a request for specific action by the Committee, and a copy of the administrative file for the dispute.
  - (2) Notwithstanding the escalation procedure in (a), the Chair of the Executive Committee shall be authorized to notify other representatives of a Member State's government of the existence and status of any dispute or complaint arising under the Compact and to coordinate and cooperate with such representatives in any way necessary to resolve the dispute or complaint, or to ensure compliance with the Compact.
- (c) Upon receiving a referral of a dispute or complaint arising under the Compact, whether pursuant to this Rule or otherwise, the Chair of the Executive Committee shall schedule a special meeting of the Executive Committee for the express purpose of discussing the referral as soon as may be practical under the circumstances. Timely notice of this special meeting shall be provided to the Commissioners for any State whose conduct or interests are at issue in the referral, and any Commissioner receiving such a notice shall be entitled to attend the indicated special meeting of the Executive Committee.

## **SUMMARY**

This rule serves to clarify the communication and coordination between member States and the Commission regarding the role of State Commissioners. This includes the resignation and appointment process, the responsibility of Commissioners to appoint State Council members, host annual meetings, and compile and submit reports to the Commission. Furthermore, the rule outlines the process for handling non-compliance of Commissioner requirements.

## **PROPOSED RULE**

### **MIC3 Rules: Chapter 800- State Coordination**

#### **SEC. 8.101 Coordination Between States and Commission**

- (a) Compact Commissioner Appointment and Resignation
  - (1) As required in Article VIII, each Member State shall appoint a Commissioner to oversee the enforcement of the Compact in that State, and to coordinate as necessary with the Commission and other Member States.
  - (2) Each Member State shall notify the Executive Director and the Chair of the Executive Committee upon the appointment of a new Commissioner for that State or upon the resignation of that State's Commissioner.
  - (3) A Member State shall have a period of ninety (90) days in which to fill any vacancies created by the resignation of its Commissioner. A State's failure to appoint a new Commissioner within ninety (90) days of that position becoming vacant shall be grounds for the Executive Director or the Chair of the Executive Committee to refer that State to the Compliance Committee for the consideration of an enforcement action.
  - (4) Additional procedures and requirements for the appointment and resignation of Commissioners may be specified by the Executive Committee.
- (b) State Council Appointments, Meetings, and Reports
  - (1) As required in Article VIII, each **member state or** Commissioner shall be responsible for **assisting the** appointing **authority with appoints to the State Council**, maintaining, and governing a State Council within their State to oversee the resolution of disputes arising under the Compact and to ensure the cooperation of all necessary state agencies in the enforcement of the Compact.
  - (2) Each Commissioner shall be given a period of one (1) year from the date of their initial appointment to establish and staff their State Council if one is not already in place at the time of their appointment. A Commissioner's **inability failure** to establish and staff their State Council within one (1) year from the date of their initial appointment shall be grounds for the Executive Director or Chair of the Executive Committee to refer the Member State

represented by such a Commissioner to the Compliance Committee for the consideration of an enforcement action.

- (3) Additional procedures and requirements concerning the management of each Commissioner's State Council may be specified by the Executive Committee.

(c) Annual Reporting by Commissioners

- (1) No later than June 30 of each calendar year, each Member State, acting through its Commissioner or other representative, shall submit the following information to the Executive Director or the Chair of the Executive Committee:
- i. A current State Council membership roster, including contact information for each council member;
  - ii. Contact information for two distinct points of contact for the State (i.e., Compact Commissioner, Military Family Education Liaison, State Department of Education, etc.);
  - iii. A summary of the accomplishments, activities, presentation, or other actions undertaken by the State Council during the preceding year; and
  - iv. Any other information which the Executive Committee may require.
- (2) The Executive Director or Chair of the Executive Committee shall promptly notify any Member State whose information is not received as required above. The failure of a Member State to submit any outstanding information within sixty (60) days of such notice by the Executive Director or the Chair of the Executive Committee shall be grounds for that State's referral to the Compliance Committee for the consideration of an enforcement action.



## LEADERSHIP NOMINATION COMMITTEE REPORT

John "Don" Kaminar (AR), Chair

*Responsible for ensuring a transparent and fair election process that provides a clear leadership succession plan.*

At the 2017 ABM, the Commission approved the formation of an Ad Hoc Committee on Leadership Development (LDC). The first year the LDC was led by former Commission Chair Kate Wren Gavlak (CA), the purpose was to examine the current election protocol and develop a process that was transparent and outlined a clear succession plan for MIC3. Upon recommendation of the previous Committee, it was adopted in 2019 as a new permanent committee and the name was changed from 'Leadership Development' to 'Leadership Nomination'.

In November 2022, the Committee reviewed feedback from the Annual Business Meeting (ABM) survey and other feedback from members. Overall, Members responded the electoral process worked well. It was smooth, transparent, and the process was consistent with the messaging and actions. The Committee stated the goals to establish a sustainable culture that supports members and ensure organizational continuity was attained and the following criteria was met:

- A. Make the leadership nomination process more deliberate.
- B. Make the entire process highly visible for all Commissioners who are interested in pursuing leadership positions.
- C. Provide more clarity on the job requirements and the commitment required for elected positions.
- D. Involve diverse representation on the Leadership Nomination Committee.

The Committee also acknowledged it had responded to the 2021 ABM survey comments and feedback. They identified the need to clarify why nominations not taken from the floor. General Counsel responded Robert's Rules is a framework to help guide the Commission, however, the Committee had the ability to determine the Commission's electoral process - as long as annual elections are held.

The Committee approved the timeline, application form, and election documents to ensure an equitable and transparent application process. They verified applicants met the specified requirements set forth, prepared, and released the Election Guide, and will present the candidates for office at the ABM.

2022 - 2023 ABM Cost Comparison



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Lodging	Richmond		Potential Cost Factors	Baton Rouge		Notes
	Room Rate	\$ 145.00		Room Rate	\$ 106.00	
	Lodging Tax	8%	1. More/less official attendees	Local/State Tax (15.95%)		
	State Tax	6%				
	67 Rooms	\$ 19,430.00		58 Rooms	\$ 12,084.00	1 Night: 3
	Lodging Tax	\$ 1,554.40				2 Nights: 21
	State Tax	\$ 1,165.80				3 Nights: 27
	Total (est.)	\$ 22,150.20		Actual	\$ 18,325.28	4 Nights: 5
Facility Fees	Minimum	\$ 17,000.00	1. Additional rooms for breakout sessions.	Minimum	\$ 1,500.00	
	Tax (13.5%)	\$ 2,295.00		Tax (9.95%)		
	Service Charge/Gratuity (25%)	\$ 4,250.00		Service Charge/Gratuity (24%)		
	Total (est.)	\$ 23,545.00		Actual	\$ 2,726.76	
Food and Beverage	Estimated	\$ 46,425.00	1. Offsite reception, as proposed by host Commissioner 2. Continental Breakfast \$24/person, Regular Breakfast \$34/person 3. Reception menu	Minimum	\$ 16,000.00	
	Tax (13.5%)	\$ 6,267.38		Tax (9.95%)		
	Service Charge/Gratuity (25%)	\$ 11,606.25		Service Charge/Gratuity (24%)		
	Total (est.)	\$ 64,298.63		Actual	\$ 46,443.53	
Audio Visual	Estimated	\$ 46,290.00	1. Additional AV equipment for breakout rooms or general session	Minimum	\$ 30,000.00	
	Tax (6%)	\$ 2,610.68		Tax (9.95%)		
	Service Charge/Gratuity (25%)	\$ 10,877.84		Service Charge/Gratuity (24%)		
	Total (est.)	\$ 59,778.52		Actual	\$ 36,534.49	
Commissioner Reimbursement	Ave. (est.)	\$ 36,172.63		Commissioner Reimbursement	\$ 37,545.25	
Vendors/Services	Printing	\$ 2,874.21		Vendors/Services		
	Postage	\$ 718.54		Printing	\$ 2,874.21	
	Badges	\$ 445.85		Postage	\$ 718.54	
	Awards	\$ 117.27		Badges	\$ 445.85	
	Photographer	\$ 750.00		Awards	\$ 117.27	
	Total (est.)	\$ 4,905.87		Photographer	\$ 750.00	
				Actual	\$ 4,905.87	
	Total Cost (est.)	\$ 210,850.85		Actual Cost	\$ 146,481.18	





June 1, 2023

Re: Blue Star Families: Ex-Officio Application

Dear Commissioner Anastasio,

It is with great pleasure and honor that Blue Star Families submits our application to be an Ex-Officio member of the Military Interstate Children's Compact Commission.

Blue Star Families was founded by military spouses in 2009 to empower military connected families to thrive as they serve. We're committed to strengthening military families by connecting them with their neighbors – individuals and organizations – to create vibrant communities of mutual support. We believe we're all stronger when we take care of one another.

Our groundbreaking research is raising the nation's awareness of the unique challenges of military family life. With the help of neighbors across the country, we are overcoming the isolation and alienation of frequent moves, deployments, and reduced support from the government. Our innovative programs are solving specific challenges for military families, including fighting economic insecurity with resources that foster spouse career development, creating family strength with rich family programming, and providing critical peer support for caregivers, whose numbers are only increasing.

With more than 230,000 members in our network, including in chapters and communities all over the world, we have touched more than 1.5 million military-connected families annually. Through our research and program partnerships, we ensure that wherever American military families go, they can always feel connected, supported and empowered to thrive – in every community, across the nation, and around the globe.

One of our groundbreaking research projects is the Military Family Lifestyle Survey (MFLS), which is the largest and most comprehensive survey of its kind. In March of 2023, we released the 13th edition of the MFLS. The MFLS touches on many different topics that affect our military and Veteran connected families such as financial pressures, military spousal employment, child care, and military children's education.

Though our research spans a wide variety of topics touched by military family life, children's education remains a key issue in our portfolio. We have collected data on military children's education for more than a decade in the MFLS, but since 2018, we have collected data specifically on the Interstate Compact, from knowing about the compact to utilization.



We, too, support and agree that the educational system should have uniform treatments and policies for our transitioning military students as they transfer between school districts and member states, especially in areas of eligibility, enrollment, placement, and graduation. Despite the frequent relocations that accompany military life, military kids deserve consistency and equal educational opportunities to their civilian peers. Blue Star Families supports MIC3's goal to replace the widely varying policies affecting transitioning military students, which is why we continue to research and publish findings on military children's education and well-being..

Currently, our collaborative relationship with MIC3 includes a representative from MIC3 sitting on our Policy and Research Advisory Board (PRAB), utilizing MIC3 staff as subject matter experts to review our children's education findings in our annual MFLS, and promoting MIC3 policies and resources in our policy recommendations of the MFLS survey. Additionally, we are open to new ideas to foster our collaborative relationship.

Thank you for the opportunity to submit our Ex-Officio application to MIC3. Blue Star Families truly appreciates all the work you do for military children and their families. We look forward to the possibility of expanding our relationship with MIC3.

Warmly,

DocuSigned by:

*Noeleen Tillman*

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Noeleen Tillman

Chief Operating Officer and Board Secretary



## DOUGLAS SCHOOL DISTRICT 51-1

### ADMINISTRATIVE OFFICE

400 Patriot Drive • Box Elder, SD 57719-9749 • 605-923-0000  
Ms. Ann Pettit, Asst. Superintendent

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May 31, 2023

Laura Anastasio  
Chair and Connecticut Commissioner  
Military Interstate Children's Compact Commission  
1776 Avenue of the States  
Lexington, KY 40511

Dear Chair Anastasio,

It is my pleasure to write a letter in support of the ex-officio application for Blue Star Families (BSF) being submitted to the Executive Committee by Brooke Blaalid for consideration to join the Commission as an ex-officio organization.

As a military spouse, I support Blue Star Families' efforts to empower military families and help them thrive through their neighbors and support networks to "create vibrant communities of mutual support." Through my husband's 20 years of service with the Air Force, my family has experienced the same challenges all military families encounter due to frequent moves and deployments. The support provided to military families within their community can make all the difference during those times and Blue Star Families is dedicated, through research, programs, and career development, to overcome the isolation and alienation military families experience as they serve this country.

In conclusion, I fully support Blue Star Families' application to MIC3 for acceptance as an ex-officio organization.

Sincerely,

Ann Pettit  
South Dakota  
Compact Commissioner

c: Cherise Imai, Executive Director, MIC3

2023 Annual Business Meeting  
Commission Membership

<b>State</b>	<b>Commissioner</b>
<i>Alabama</i>	Dr. Douglas Ragland
<i>Alaska</i>	Terry Ryals
<i>Arizona</i>	Vacant
<i>Arkansas</i>	John “Don” Kaminar
<i>California</i>	Vacant
<i>Colorado</i>	Dr. Keith Owen
<i>Connecticut</i>	Laura Anastasio
<i>Delaware</i>	Michael Rodriguez
<i>District of Columbia</i>	Clara Botstein
<i>Florida</i>	Terrance McCaffrey
<i>Georgia</i>	Curtis Jones
<i>Hawaii</i>	Dr. Kathleen F. Berg
<i>Idaho</i>	Dr. Spencer Barzee
<i>Illinois</i>	Dr. John Price
<i>Indiana</i>	Brian Murphy
<i>Iowa</i>	Laura Kacer
<i>Kansas</i>	Dale Brungardt
<i>Kentucky</i>	Steven P. Bullard
<i>Louisiana</i>	Dr. Ernise Singleton
<i>Maine</i>	Laura Cyr
<i>Maryland</i>	Mary L. Gable
<i>Massachusetts</i>	J. Clarke Orzalli
<i>Michigan</i>	Mike Price
<i>Minnesota</i>	Daron Korte
<i>Mississippi</i>	Kristen Windham
<i>Missouri</i>	Brian Henry
<i>Montana</i>	Ray Shaw
<i>Nebraska</i>	Brian Halstead
<i>Nevada</i>	Felicia Gonzales
<i>New Hampshire</i>	Kathleen Murphy
<i>New Jersey</i>	Tony Trongone
<i>New Mexico</i>	Teresa Ferenczhalmi
<i>New York</i>	Dr. Debra Jackson
<i>North Carolina</i>	Nickolas Sojka, Jr.
<i>North Dakota</i>	Davina French
<i>Ohio</i>	Pete LuPiba
<i>Oklahoma</i>	Will Jones
<i>Oregon</i>	Tenneal Wetherell
<i>Pennsylvania</i>	Barbara Clemmer
<i>Rhode Island</i>	Rosemarie Kraeger
<i>South Carolina</i>	Dr. Tremekia Priestester
<i>South Dakota</i>	Ann Pettit
<i>Tennessee</i>	Deanna McLaughlin
<i>Texas</i>	Shelly Ramos
<i>Utah</i>	Ben Rasmussen
<i>Vermont</i>	Rene Sanchez
<i>Virginia</i>	Daniel Dunham
<i>Washington</i>	Greg Lynch

2023 Annual Business Meeting  
Commission Membership

<i>West Virginia</i>	Phillip R. Cantrell
<i>Wisconsin</i>	Shelley Joan Weiss
<i>Wyoming</i>	Chad Delbridge

<b>Ex-officio Organization</b>	<b>Representative</b>
<i>Department of Defense</i>	Dianna Ganote
<i>Military Child Education Coalition</i>	Dr. Amanda Woodyard
<i>Military Impacted Schools Association</i>	Kyle Fairbairn
<i>National Military Family Association</i>	Eileen Huck
<i>National Federation of State High School Associations</i>	Davis Whitfield

## MIC3 2022-2023 COMMITTEE ROSTER

### **Executive Committee**

Laura Anastasio (CT)  
Ernise Singleton (LA)  
Brian Henry (MO)  
John “Don” Kaminar (AR)  
Mary Gable (MD)  
Chad Delbridge (WY)  
Shelly Ramos (TX)  
Steven P. Bullard (KY)  
Dianna Ganote (DoD Ex-Officio)

### **Compliance Committee**

Steve. P. Bullard (KY)  
Sarah Forster (ME)  
Laura Cyr (ME)  
John “Don” Kaminar (AR)  
Daron Korte (MN)  
Mike Price (MI)  
Nickolas Sojka, Jr. (NC)  
Ray Shaw (MT)  
Shelley Joan Weiss (WI)  
Eileen Huck (NMFA Ex-officio)

### **Rules Committee**

Mary Gable (MD)  
Kathleen Berg (HI)  
Daniel Dunham (VA)  
Davina French (ND)  
Darrell Floyd (OK)  
Will Jones (OK)  
Cindy Hunt (OR)  
Tenneal Wetherell (OR)  
Ben Rasmussen (UT)  
Michael Rodriguez (DE)  
Terry Ryals (AK)  
Davis Whitfield (NFHS Ex-Officio)

### **Communications and Outreach Committee**

Chad Delbridge (WY)  
Clara Botstein (DC)  
Teresa Ferenczhalmay (NM)  
Felicia Gonzales (NV)  
Laura Kacer (IA)  
Pete LuPiba (OH)  
Brian Murphy (IN)  
Keith Owen (CO)  
Tony Trongone (NJ)  
Kristen Windham (MS)

### **Training Committee**

Shelly Ramos (TX)  
Spencer Barzee (ID)  
Phil Cantrell (WV)  
Barbara Clemmer (PA)  
William C. Hardin (GA)  
Curtis Jones (GA)  
Kathleen Murphy (NH)  
John Price (IL)  
Tremekia Priester (SC)  
David Young (VT)  
Rene Sanchez (VT)  
Amanda Woodyard (MCEC Ex-officio)

### **Finance Committee**

Brian Henry (MO)  
Dale Brungardt (KS)  
Brian Halstead (NE)  
Debra Jackson (NY)  
Rosemarie Kraeger (RI)  
Greg Lynch (WA)  
Deanna McLaughlin (TN)  
J. Clarke Orzalli (MA)  
Douglas Ragland (AL)  
Kyle Fairbairn (MISA Ex-officio)

### **Leadership Nomination Committee**

John “Don” Kaminar (AR)  
Daniel Dunham (VA)  
Debra Jackson (NY)  
J. Clarke Orzalli (MA)  
Mike Price (MI)  
Douglas Ragland (AL)  
Ben Rasmussen (UT)

\*As of October 9, 2023

## INTERSTATE COMMISSION ON EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

-- By-laws (as amended, October 2015, 2017, and 2019) --

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### Article I Commission Purpose, Function and By-laws

#### ***Section 1. Purpose.***

Pursuant to the terms of the Interstate Compact on Educational Opportunity for Military Children, (the “Compact”), the Interstate Commission on Educational Opportunity for Military Children (the “Commission”) is established to fulfill the objectives of the Compact, through a means of joint cooperative action among the Compacting States: to promote, develop and facilitate a uniform standard that eases the state-to-state transition of military personnel, their spouses and primarily their children as these children transfer from one state to another and from one school system to another as a direct result of the military parent’s frequent reassignments.

#### ***Section 2. Functions.***

In pursuit of the fundamental objectives set forth in the Compact, the Commission shall, as necessary or required, exercise all of the powers and fulfill all of the duties delegated to it by the Compacting States. The Commission’s activities shall include, but are not limited to, the following: the promulgation of binding rules and operating procedures; equitable distribution of the costs, benefits and obligations of the Compact among the Compacting States; enforcement of Commission Rules, Operating Procedures and By-laws; provision of dispute resolution; Coordination of training and education; and the collection and dissemination of information concerning the activities of the Compact, as provided by the Compact, or as determined by the Commission to be warranted by, and consistent with, the objectives and provisions of the Compact.

#### ***Section 3. Bylaws.***

As required by the Compact, these By-laws shall govern the management and operations of the Commission. As adopted and subsequently amended, these By-laws shall remain at all times subject to, and limited by, the terms of the Compact.

### Article II Membership

***Section 1. Purpose.*** The Commission Membership shall be comprised as provided by the Compact.

***Section 2. Commissioners.*** Each Compacting State shall have and be limited to one Member. A Member shall be the Commissioner of the Compacting State. Each Compacting State shall forward the name of its Commissioner to the national office of the Commission, who will advise the Commission chairperson. The national office of the Commission shall promptly advise the appropriate appointing authority of the



Compacting State of the need to appoint a new Commissioner upon the expiration of a designated term or the occurrence of mid-term vacancies. If a resignation of a Commissioner occurs or a change is made by the state appointing authority, it is the responsibility of the member state to inform the Commission of the vacancy or change.

**Section 3. Ex-Officio Members.** The Commission will include ex-officio, non-voting representatives who are members of interested organizations. Military-oriented, military family, education-oriented, and parent and teacher organizations are welcome to petition the Commission for inclusion as an ex-officio member. Commission members may also petition on behalf of a group for ex-officio membership. All petitions must be approved by a simple majority vote of the Commission membership.

**Section 4. Membership.** Organizations that are ex-officio members of the Commission are:

- U. S. Department of Defense (DOD)
- Military Child Education Coalition (MCEC)
- Military Impacted Schools Association (MISA)
- National Military Family Association (NMFA)
- National Federation of State High School Associations (NFHS)

## Article III Officers

### **Section 1. Election and Succession.**

The officers of the Commission shall include a chairperson, vice chairperson, secretary, treasurer and the past chair. The officers shall be duly appointed Commission Members, except that if the Commission appoints an Executive Director, then the Executive Director shall serve as the secretary. Officers shall be elected annually by the Commission at any meeting at which a quorum is present, and shall serve for one year or until their successors are elected by the Commission. The officers so elected shall serve without compensation or remuneration, except as provided by the Compact.

### **Section 2. Duties.**

The officers shall perform all duties of their respective offices as provided by the Compact and these By-laws. Such duties shall include, but are not limited to, the following:

- a. *Chairperson.* The chairperson shall call and preside at all meetings of the Commission and in conjunction with the Executive Committee shall prepare agendas for such meetings, shall make appointments to all committees of the Commission, and, in accordance with the Commission's directions, or subject to ratification by the Commission, shall act on the Commission's behalf during the interims between Commission meetings.
- b. *Vice Chairperson.* The vice chairperson shall, in the absence or at the direction of the chairperson, perform any or all of the duties of the chairperson. In the event of a vacancy in the office of chairperson, the vice chairperson shall serve as acting

until a new chairperson is elected by the Commission.

c. *Secretary.* The secretary shall keep minutes of all Commission meetings and shall act as the custodian of all documents and records pertaining to the status of the Compact and the business of the Commission.

d. *Treasurer.* The treasurer, with the assistance of the Commission's executive director, shall act as custodian of all Commission funds and shall be responsible for monitoring the administration of all fiscal policies and procedures set forth in the Compact or adopted by the Commission. Pursuant to the Compact, the treasurer shall execute such bond as may be required by the Commission covering the treasurer, the executive director and any other officers, Commission Members and Commission personnel, as determined by the Commission, who may be responsible for the receipt, disbursement, or management of Commission funds.

e. *Past Chair.* The past chair is the most recent previous chair who is still serving as a Commission member and shall perform such duties as may be requested by the Commission.

### ***Section 3. Costs and Expense Reimbursement.***

Subject to the availability of budgeted funds, the officers shall be reimbursed for any actual and necessary costs and expenses incurred by the officers in the performance of their duties and responsibilities as officers of the Commission.

## **Article IV Commission Personnel**

### ***Section 1. Commission Staff and Offices.***

The Commission may by a majority of its Members, or through its executive committee appoint or retain an executive director, who shall serve at its pleasure and who shall act as secretary to the Commission, but shall not be a Member of the Commission. The executive director shall hire and supervise such other staff as may be authorized by the Commission. The executive director shall establish and manage the Commission's office or offices, which shall be located in one or more of the Compacting States as determined by the Commission.

### ***Section 2. Duties of the Executive Director.***

As the Commission's principal administrator, the executive director shall also perform such other duties as may be delegated by the Commission or required by the Compact and these By-laws, including, but not limited to, the following:

- a. Recommend general policies and program initiatives for the Commission's consideration;
- b. Recommend for the Commission's consideration administrative personnel

policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff;

c. Implement and monitor administration of all policies, programs, and initiatives adopted by the Commission;

d. Prepare draft annual budgets for the Commission's consideration;

e. Monitor all Commission expenditures for compliance with approved budgets, and maintain accurate records of the Commission's financial account(s);

f. Assist Commission Members as directed in securing required assessments from the Compacting States;

g. Execute contracts on behalf of the Commission as directed;

h. Receive service of process on behalf of the Commission;

i. Prepare and disseminate all required reports and notices directed by the Commission; and

j. Otherwise assist the Commission's officers in the performance of their duties under Article III herein.

## **Article V**

### **Qualified Immunity, Defense, and Indemnification**

#### ***Section 1. Immunity.***

The Commission, its Members, officers, executive director, and employees shall be immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that any such person shall not be protected from suit or liability, or both, for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

#### ***Section 2. Defense***

Subject to the provisions of the Compact and rules promulgated thereunder, the Commission shall defend the Commissioner of a Compacting State, his or her representatives or -employees, or the Commission, and its representatives or employees in any civil action seeking to impose liability against such person arising out of or relating to any actual or alleged act, error or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable

basis for believing occurred within the scope of Commission employment, duties or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

### ***Section 3. Indemnification.***

The Commission shall indemnify and hold the Commissioner of a Compacting State, his or her representatives or employees, or the Commission, and its representatives or employees harmless in the amount of any settlement or judgment obtained against such person arising out of or relating to any actual or alleged act, error, or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

## **Article VI Meetings of the Commission**

### ***Section 1. Meetings and Notice.***

The Commission shall meet at least once each calendar year at a time and place to be determined by the Commission. Additional meetings may be scheduled at the discretion of the chairperson, and must be called upon the request of a majority of Commission Members, as provided by the Compact. All Commission Members shall be given written notice of Commission meetings at least thirty (30) days prior to their scheduled dates. Final agendas shall be provided to all Commission Members no later than ten (10) days prior to any meeting of the Commission. Thereafter, additional agenda items requiring Commission action may not be added to the final agenda, except by an affirmative vote of a majority of the Members. All Commission meetings shall be open to the public, except as set forth in Commission Rules or as otherwise provided by the Compact. Prior public notice shall be provided in a manner consistent with the federal Government in Sunshine Act, 5 U.S.C. § 552b, including, but not limited to, the following: publication of notice of the meeting at least ten (10) days prior to the meeting in a nationally distributed newspaper or an official newsletter regularly published by or on behalf of the Commission and distribution to interested parties who have requested in writing to receive such notices. A meeting may be closed to the public where the Commission determines by two-thirds (2/3rds) vote of its Members that there exists at least one of the conditions for closing a meeting, as provided by the Compact or Commission Rules.

### ***Section 2. Quorum.***

Commission Members representing a majority of the Compacting States shall constitute a quorum for the transaction of business, except as otherwise required in these By-laws. The participation of a Commission Member from a Compacting State in a meeting is sufficient to constitute the presence of that state for purposes of determining the existence of a quorum, provided the Member present is entitled to vote on behalf of the

Compacting State represented. The presence of a quorum must be established before any vote of the Commission can be taken.

### ***Section 3. Voting.***

Each Compacting State represented at any meeting of the Commission by its Member is entitled to one vote. A Member shall vote himself or herself and shall not delegate his or her vote to another Member. Members may participate in meetings by telephone or other means of telecommunication or electronic communication. Except as otherwise required by the Compact or these By-laws, any question submitted to a vote of the Commission shall be determined by a simple majority.

### ***Section 4. Procedure.***

Matters of parliamentary procedure not covered by these By-laws shall be governed by Robert's Rules of Order.

## **Article VII Committees**

### ***Section 1. Executive Committee.***

The Commission may establish an executive committee, which shall be empowered to act on behalf of the Commission during the interim between Commission meetings, except for rulemaking or amendment of the Compact. The Committee shall be composed of all officers of the Interstate Commission and the chairpersons of each committee. The procedures, duties, budget, and tenure of such an executive committee shall be determined by the Commission. The power of such an executive committee to act on behalf of the Commission shall at all times be subject to any limitations imposed by the Commission, the Compact or these By-laws.

### ***Section 2. Other Committees.***

The Commission may establish such other committees as it deems necessary to carry out its objectives, which shall include, but not be limited to Finance, Rules, Compliance, Training, Communications and Outreach, and Leadership Nomination. The composition, procedures, duties, budget and tenure of such committees shall be determined by the Commission.

## **Article VIII Finance**

### ***Section 1. Fiscal Year.***

The Commission's fiscal year shall begin on July 1 and end on June 30.

### ***Section 2. Budget.***

The Commission shall operate on an annual budget cycle and shall, in any given year, adopt budgets for the following fiscal year or years only after notice and comment as

provided by the Compact.

### ***Section 3. Accounting and Audit.***

The Commission, with the assistance of the executive director, shall keep accurate and timely accounts of its internal receipts and disbursements of the Commission funds, other than receivership assets. The treasurer, through the executive director, shall cause the Commission's financial accounts and reports including the Commission's system of internal controls and procedures to be audited annually by an independent certified or licensed public accountant. As required by the Compact, upon the determination of the Commission, but no less frequently than once each year, the report of such independent audit shall be made available to the public and shall be included in and become part of the annual report to the Governors, legislatures, and judiciary of the Compacting States. The Commission's internal accounts, any workpapers related to any internal audit, and any workpapers related the independent audit shall be confidential; provided, that such materials shall be made available: 1) in compliance with the order of any court of competent jurisdiction; ii) pursuant to such reasonable rules as the Commission shall promulgate; and iii) to any Commissioner of a Compacting State, or their duly authorized representatives.

### ***Section 4. Public Participation in Meetings.***

Upon prior written request to the Commission, any person who desires to present a statement on a matter that is on the agenda shall be afforded an opportunity to present an oral statement to the Commission at an open meeting. The chairperson may, depending on the circumstances, afford any person who desires to present a statement on a matter that is on the agenda an opportunity to be heard absent a prior written request to the Commission. The chairperson may limit the time and manner of any such statements at any open meeting.

### ***Section 5. Debt Limitations.***

The Commission shall monitor its own and its committees' affairs for compliance with all provisions of the Compact its rules and these By-laws governing the incursion of debt and the pledging of credit.

### ***Section 6. Travel Reimbursements.***

Subject to the availability of budgeted funds and unless otherwise provided by the Commission, Commission Members shall be reimbursed for any actual and necessary expenses incurred pursuant to their attendance at all duly convened meetings of the Commission or its committees as provided by the Compact.

## **Article IX Withdrawal, Default, and Termination**

Compacting States may withdraw from the Compact only as provided by the Compact. The Commission may terminate a Compacting State as provided by the Compact.

## **Article X**

### **Adoption and Amendment of By-laws**

Any By-law may be adopted, amended or repealed by a majority vote of the Members, provided that written notice and the full text of the proposed action is provided to all Commission Members at least thirty (30) days prior to the meeting at which the action is to be considered. Failing the required notice, a two-third (2/3rds) majority vote of the Members shall be required for such action.

## **Article XI**

### **Dissolution of the Compact**

The Compact shall dissolve effective upon the date of the withdrawal or the termination by default of a Compacting State which reduces Membership in the Compact to one Compacting State as provided by the Compact.

Upon dissolution of the Compact, the Compact becomes null and void and shall be of no further force or effect, and the business and affairs of the Commission shall be concluded in an orderly manner and according to applicable law. Each Compacting State in good standing at the time of the Compact's dissolution shall receive a pro rata distribution of surplus funds based upon a ratio, the numerator of which shall be the amount of its last paid annual assessment, and the denominator of which shall be the sum of the last paid annual assessments of all Compacting States in good standing at the time of the Compact's dissolution. A Compacting State is in good standing if it has paid its assessments timely.



**APPENDIX IV.  
INTERSTATE COMPACT ON  
EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN**

**-- Model Compact Language --**

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**This is the original model language, please refer to the language adopted in your state  
which may vary**

**Interstate Compact  
on  
Educational Opportunity for Military Children**

**ARTICLE I**

**PURPOSE**

It is the purpose of this compact to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents by:

- A. Facilitating the timely enrollment of children of military families and ensuring that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance/age requirements.

- B. Facilitating the student placement process through which children of military families are not disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content or assessment.
- C. Facilitating the qualification and eligibility for enrollment, educational programs, and participation in extracurricular academic, athletic, and social activities.
- D. Facilitating the on-time graduation of children of military families.
- E. Providing for the promulgation and enforcement of administrative rules implementing the provisions of this compact.
- F. Providing for the uniform collection and sharing of information between and among member states, schools and military families under this compact.
- G. Promoting coordination between this compact and other compacts affecting military children.
- H. Promoting flexibility and cooperation between the educational system, parents and the student in order to achieve educational success for the student.

## **ARTICLE II**

## DEFINITIONS

As used in this compact, unless the context clearly requires a different construction:

- A. "Active duty" means: full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211.
- B. "Children of military families" means: a school-aged child(ren), enrolled in Kindergarten through Twelfth (12<sup>th</sup>) grade, in the household of an active duty member.
- C. "Compact commissioner" means: the voting representative of each compacting state appointed pursuant to Article VIII of this compact.
- D. "Deployment" means: the period one (1) month prior to the service members' departure from their home station on military orders though six (6) months after return to their home station.
- E. "Education(al) records" means: those official records, files, and data directly related to a student and maintained by the school or local education agency, including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results

of evaluative tests, health data, disciplinary status, test protocols, and individualized education programs.

- F. “Extracurricular activities” means: a voluntary activity sponsored by the school or local education agency or an organization sanctioned by the local education agency. Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
- G. “Interstate Commission on Educational Opportunity for Military Children” means: the commission that is created under Article IX of this compact, which is generally referred to as Interstate Commission.
- H. “Local education agency” means: a public authority legally constituted by the state as an administrative agency to provide control of and direction for Kindergarten through Twelfth (12<sup>th</sup>) grade public educational institutions.
- I. “Member state” means: a state that has enacted this compact.
- J. “Military installation” means: means a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas

Islands and any other U.S. Territory. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.

- K. "Non-member state" means: a state that has not enacted this compact.
- L. "Receiving state" means: the state to which a child of a military family is sent, brought, or caused to be sent or brought.
- M. "Rule" means: a written statement by the Interstate Commission promulgated pursuant to Article XII of this compact that is of general applicability, implements, interprets or prescribes a policy or provision of the Compact, or an organizational, procedural, or practice requirement of the Interstate Commission, and has the force and effect of statutory law in a member state, and includes the amendment, repeal, or suspension of an existing rule.
- N. "Sending state" means: the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- O. "State" means: a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other U.S. Territory.

- P. “Student” means: the child of a military family for whom the local education agency receives public funding and who is formally enrolled in Kindergarten through Twelfth (12<sup>th</sup>) grade.
- Q. “Transition” means: 1) the formal and physical process of transferring from school to school or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.
- R. “Uniformed service(s)” means: the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration, and Public Health Services.
- S. “Veteran” means: a person who served in the uniformed services and who was discharged or released there from under conditions other than dishonorable.

## **ARTICLE III**

### **APPLICABILITY**

- A. Except as otherwise provided in Section B, this compact shall apply to the children of:
1. active duty members of the uniformed services as defined in this compact, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;
  2. members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
  3. members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
- B. The provisions of this interstate compact shall only apply to local education agencies as defined in this compact.
- C. The provisions of this compact shall not apply to the children of:
1. inactive members of the national guard and military reserves;
  2. members of the uniformed services now retired, except as provided in Section A;



3. veterans of the uniformed services, except as provided in Section A;  
and
4. other U.S. Dept. of Defense personnel and other federal agency civilian  
and contract employees not defined as active duty members of the  
uniformed services.

## **ARTICLE IV**

### **EDUCATIONAL RECORDS & ENROLLMENT**

- A. Unofficial or “hand-carried” education records – In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.
- B. Official education records/transcripts - Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student’s official education record from the school in the sending state. Upon receipt of this request, the school in the sending state will process and furnish the official education records to the school in the receiving state

within ten (10) days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.

- C. Immunizations – Compacting states shall give thirty (30) days from the date of enrollment or within such time as is reasonably determined under the rules promulgated by the Interstate Commission, for students to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within thirty (30) days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
  
- D. Kindergarten and First grade entrance age – Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level (including Kindergarten) from a local education agency in the sending state at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

## **ARTICLE V**

### **PLACEMENT & ATTENDANCE**

- A. Course placement - When the student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes but is not limited to Honors, International Baccalaureate, Advanced Placement, vocational, technical and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course(s).
- B. Educational program placement – The receiving state school shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation/placement in like programs in the sending state. Such programs include, but are not limited to: 1) gifted and talented programs; and 2) English as a second language (ESL). This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.
- C. Special education services – 1) In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), 20 U.S.C.A. Section 1400 et

seq, the receiving state shall initially provide comparable services to a student with disabilities based on his/her current Individualized Education Program (IEP); and

2) In compliance with the requirements of Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and with Title II of the Americans with Disabilities Act, 42 U.S.C.A. Sections 12131-12165, the receiving state shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing 504 or Title II Plan, to provide the student with equal access to education. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

- D. Placement flexibility – Local education agency administrative officials shall have flexibility in waiving course/program prerequisites, or other preconditions for placement in courses/programs offered under the jurisdiction of the local education agency.
  
- E. Absence as related to deployment activities – A student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the compact, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

## **ARTICLE VI**

### **ELIGIBILITY**

#### **A. Eligibility for enrollment**

1. Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
2. A local education agency shall be prohibited from charging local tuition to a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.
3. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he/she was enrolled while residing with the custodial parent.

#### **B. Eligibility for extracurricular participation - State and local education agencies shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.**

## **ARTICLE VII**

### **GRADUATION**

In order to facilitate the on-time graduation of children of military families states and local education agencies shall incorporate the following procedures:

- A. Waiver requirements – Local education agency administrative officials shall waive specific courses required for graduation if similar course work has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the local education agency shall provide an alternative means of acquiring required coursework so that graduation may occur on time.
- B. Exit exams - States shall accept: 1) exit or end-of-course exams required for graduation from the sending state; or 2) national norm-referenced achievement tests or 3) alternative testing, in lieu of testing requirements for graduation in the receiving state. In the event the above alternatives cannot be accommodated by the receiving state for a student transferring in his or her Senior year, then the provisions of Article VII, Section C shall apply.
- C. Transfers during Senior year – Should a military student transferring at the beginning or during his or her Senior year be ineligible to graduate from the

receiving local education agency after all alternatives have been considered, the sending and receiving local education agencies shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. In the event that one of the states in question is not a member of this compact, the member state shall use best efforts to facilitate the on-time graduation of the student in accordance with Sections A and B of this Article.

## **ARTICLE VIII**

### **STATE COORDINATION**

- A. Each member state shall, through the creation of a State Council or use of an existing body or board, provide for the coordination among its agencies of government, local education agencies and military installations concerning the state's participation in, and compliance with, this compact and Interstate Commission activities. While each member state may determine the membership of its own State Council, its membership must include at least: the state superintendent of education, superintendent of a school district with a high concentration of military children, representative from a military installation, one representative each from the legislative and executive branches of government, and other offices and stakeholder groups the State Council deems appropriate. A member state that does not have a school district deemed to contain a high concentration of military children may appoint a superintendent from another school district to represent local education agencies on the State Council.



- B. The State Council of each member state shall appoint or designate a military family education liaison to assist military families and the state in facilitating the implementation of this compact.
- C. The compact commissioner responsible for the administration and management of the state's participation in the compact shall be appointed by the Governor or as otherwise determined by each member state.
- D. The compact commissioner and the military family education liaison designated herein shall be ex-officio members of the State Council, unless either is already a full voting member of the State Council.

## **ARTICLE IX**

### **INTERSTATE COMMISSION ON EDUCATIONAL**

#### **OPPORTUNITY FOR MILITARY CHILDREN**

The member states hereby create the “Interstate Commission on Educational Opportunity for Military Children.” The activities of the Interstate Commission are the formation of public policy and are a discretionary state function. The Interstate Commission shall:

- A. Be a body corporate and joint agency of the member states and shall have all the responsibilities, powers and duties set forth herein, and such additional powers as may be conferred upon it by a subsequent concurrent action of the respective legislatures of the member states in accordance with the terms of this compact.
- B. Consist of one Interstate Commission voting representative from each member state who shall be that state's compact commissioner.
  - 1. Each member state represented at a meeting of the Interstate Commission is entitled to one vote.
  - 2. A majority of the total member states shall constitute a quorum for the transaction of business, unless a larger quorum is required by the bylaws of the Interstate Commission.
  - 3. A representative shall not delegate a vote to another member state. In the event the compact commissioner is unable to attend a meeting of the Interstate Commission, the Governor or State Council may delegate voting authority to another person from their state for a specified meeting.
  - 4. The bylaws may provide for meetings of the Interstate Commission to be conducted by telecommunication or electronic communication.
- C. Consist of ex-officio, non-voting representatives who are members of interested organizations. Such ex-officio members, as defined in the bylaws, may include but not be limited to, members of the representative organizations of military family advocates, local education agency officials, parent and teacher groups, the U.S. Department of Defense, the Education Commission of the States, the

Interstate Agreement on the Qualification of Educational Personnel and other interstate compacts affecting the education of children of military members.

- D. Meet at least once each calendar year. The chairperson may call additional meetings and, upon the request of a simple majority of the member states, shall call additional meetings.
- E. Establish an executive committee, whose members shall include the officers of the Interstate Commission and such other members of the Interstate Commission as determined by the bylaws. Members of the executive committee shall serve a one year term. Members of the executive committee shall be entitled to one vote each. The executive committee shall have the power to act on behalf of the Interstate Commission, with the exception of rulemaking, during periods when the Interstate Commission is not in session. The executive committee shall oversee the day-to-day activities of the administration of the compact including enforcement and compliance with the provisions of the compact, its bylaws and rules, and other such duties as deemed necessary. The U.S. Dept. of Defense, shall serve as an ex-officio, nonvoting member of the executive committee.
- F. Establish bylaws and rules that provide for conditions and procedures under which the Interstate Commission shall make its information and official records available to the public for inspection or copying. The Interstate Commission may exempt from disclosure information or official records to the extent they would adversely affect personal privacy rights or proprietary interests.

G. Public notice shall be given by the Interstate Commission of all meetings and all meetings shall be open to the public, except as set forth in the rules or as otherwise provided in the compact. The Interstate Commission and its committees may close a meeting, or portion thereof, where it determines by two-thirds vote that an open meeting would be likely to:

1. Relate solely to the Interstate Commission's internal personnel practices and procedures;
2. Disclose matters specifically exempted from disclosure by federal and state statute;
3. Disclose trade secrets or commercial or financial information which is privileged or confidential;
4. Involve accusing a person of a crime, or formally censuring a person;
5. Disclose information of a personal nature where disclosure would constitute a clearly unwarranted invasion of personal privacy;
6. Disclose investigative records compiled for law enforcement purposes;  
or
7. Specifically relate to the Interstate Commission's participation in a civil action or other legal proceeding.

H. For a meeting, or portion of a meeting, closed pursuant to this provision, the Interstate Commission's legal counsel or designee shall certify that the meeting may be closed and shall reference each relevant exemptible provision. The Interstate Commission shall keep minutes which shall fully and clearly describe all matters discussed in a meeting and shall provide a full and accurate

summary of actions taken, and the reasons therefore, including a description of the views expressed and the record of a roll call vote. All documents considered in connection with an action shall be identified in such minutes. All minutes and documents of a closed meeting shall remain under seal, subject to release by a majority vote of the Interstate Commission.

- I. The Interstate Commission shall collect standardized data concerning the educational transition of the children of military families under this compact as directed through its rules which shall specify the data to be collected, the means of collection and data exchange and reporting requirements. Such methods of data collection, exchange and reporting shall, in so far as is reasonably possible, conform to current technology and coordinate its information functions with the appropriate custodian of records as identified in the bylaws and rules.
- J. The Interstate Commission shall create a process that permits military officials, education officials and parents to inform the Interstate Commission if and when there are alleged violations of the compact or its rules or when issues subject to the jurisdiction of the compact or its rules are not addressed by the state or local education agency. This section shall not be construed to create a private right of action against the Interstate Commission or any member state.

**ARTICLE X**  
**POWERS AND DUTIES OF THE INTERSTATE COMMISSION**

The Interstate Commission shall have the following powers:

- A. To provide for dispute resolution among member states.
- B. To promulgate rules and take all necessary actions to effect the goals, purposes and obligations as enumerated in this compact. The rules shall have the force and effect of statutory law and shall be binding in the compact states to the extent and in the manner provided in this compact.
- C. To issue, upon request of a member state, advisory opinions concerning the meaning or interpretation of the interstate compact, its bylaws, rules and actions.
- D. To enforce compliance with the compact provisions, the rules promulgated by the Interstate Commission, and the bylaws, using all necessary and proper means, including but not limited to the use of judicial process.
- E. To establish and maintain offices which shall be located within one or more of the member states.

- F. To purchase and maintain insurance and bonds.
- G. To borrow, accept, hire or contract for services of personnel.
- H. To establish and appoint committees including, but not limited to, an executive committee as required by Article IX, Section E, which shall have the power to act on behalf of the Interstate Commission in carrying out its powers and duties hereunder.
- I. To elect or appoint such officers, attorneys, employees, agents, or consultants, and to fix their compensation, define their duties and determine their qualifications; and to establish the Interstate Commission's personnel policies and programs relating to conflicts of interest, rates of compensation, and qualifications of personnel.
- J. To accept any and all donations and grants of money, equipment, supplies, materials, and services, and to receive, utilize, and dispose of it.
- K. To lease, purchase, accept contributions or donations of, or otherwise to own, hold, improve or use any property, real, personal, or mixed.



- L. To sell, convey, mortgage, pledge, lease, exchange, abandon, or otherwise dispose of any property, real, personal or mixed.
- M. To establish a budget and make expenditures.
- N. To adopt a seal and bylaws governing the management and operation of the Interstate Commission.
- O. To report annually to the legislatures, governors, judiciary, and state councils of the member states concerning the activities of the Interstate Commission during the preceding year. Such reports shall also include any recommendations that may have been adopted by the Interstate Commission.
- P. To coordinate education, training and public awareness regarding the compact, its implementation and operation for officials and parents involved in such activity.
- Q. To establish uniform standards for the reporting, collecting and exchanging of data.
- R. To maintain corporate books and records in accordance with the bylaws.

- S. To perform such functions as may be necessary or appropriate to achieve the purposes of this compact.
  
- T. To provide for the uniform collection and sharing of information between and among member states, schools and military families under this compact.

## **ARTICLE XI**

### **ORGANIZATION AND OPERATION OF THE INTERSTATE COMMISSION**

- A. The Interstate Commission shall, by a majority of the members present and voting, within 12 months after the first Interstate Commission meeting, adopt bylaws to govern its conduct as may be necessary or appropriate to carry out the purposes of the compact, including, but not limited to:
  - 1. Establishing the fiscal year of the Interstate Commission;
  - 2. Establishing an executive committee, and such other committees as may be necessary;
  - 3. Providing for the establishment of committees and for governing any general or specific delegation of authority or function of the Interstate Commission;
  - 4. Providing reasonable procedures for calling and conducting meetings of the Interstate Commission, and ensuring reasonable notice of each such meeting;

5. Establishing the titles and responsibilities of the officers and staff of the Interstate Commission;
  6. Providing a mechanism for concluding the operations of the Interstate Commission and the return of surplus funds that may exist upon the termination of the compact after the payment and reserving of all of its debts and obligations.
  7. Providing "start up" rules for initial administration of the compact.
- B. The Interstate Commission shall, by a majority of the members, elect annually from among its members a chairperson, a vice-chairperson, and a treasurer, each of whom shall have such authority and duties as may be specified in the bylaws. The chairperson or, in the chairperson's absence or disability, the vice-chairperson, shall preside at all meetings of the Interstate Commission. The officers so elected shall serve without compensation or remuneration from the Interstate Commission; provided that, subject to the availability of budgeted funds, the officers shall be reimbursed for ordinary and necessary costs and expenses incurred by them in the performance of their responsibilities as officers of the Interstate Commission.
- C. Executive Committee, Officers and Personnel
1. The executive committee shall have such authority and duties as may be set forth in the bylaws, including but not limited to:
    - a. Managing the affairs of the Interstate Commission in a manner consistent with the bylaws and purposes of the

Interstate Commission;

- b. Overseeing an organizational structure within, and appropriate procedures for the Interstate Commission to provide for the creation of rules, operating procedures, and administrative and technical support functions; and
- c. Planning, implementing, and coordinating communications and activities with other state, federal and local government organizations in order to advance the goals of the Interstate Commission.

- 3. The executive committee may, subject to the approval of the Interstate Commission, appoint or retain an executive director for such period, upon such terms and conditions and for such compensation, as the Interstate Commission may deem appropriate. The executive director shall serve as secretary to the Interstate Commission, but shall not be a Member of the Interstate Commission. The executive director shall hire and supervise such other persons as may be authorized by the Interstate Commission.

- D. The Interstate Commission's executive director and its employees shall be immune from suit and liability, either personally or in their official capacity, for a claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to an actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing

occurred, within the scope of Interstate Commission employment, duties, or responsibilities; provided, that such person shall not be protected from suit or liability for damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of such person.

1. The liability of the Interstate Commission's executive director and employees or Interstate Commission representatives, acting within the scope of such person's employment or duties for acts, errors, or omissions occurring within such person's state may not exceed the limits of liability set forth under the Constitution and laws of that state for state officials, employees, and agents. The Interstate Commission is considered to be an instrumentality of the states for the purposes of any such action. Nothing in this subsection shall be construed to protect such person from suit or liability for damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of such person.
2. The Interstate Commission shall defend the executive director and its employees and, subject to the approval of the Attorney General or other appropriate legal counsel of the member state represented by an Interstate Commission representative, shall defend such Interstate Commission representative in any civil action seeking to impose liability arising out of an actual or alleged act, error or omission that occurred within the scope of Interstate Commission employment, duties or responsibilities, or that the defendant had a reasonable basis for believing occurred within the scope of Interstate Commission

employment, duties, or responsibilities, provided that the actual or alleged act, error, or omission did not result from intentional or willful and wanton misconduct on the part of such person.

3. To the extent not covered by the state involved, member state, or the Interstate Commission, the representatives or employees of the Interstate Commission shall be held harmless in the amount of a settlement or judgment, including attorney's fees and costs, obtained against such persons arising out of an actual or alleged act, error, or omission that occurred within the scope of Interstate Commission employment, duties, or responsibilities, or that such persons had a reasonable basis for believing occurred within the scope of Interstate Commission employment, duties, or responsibilities, provided that the actual or alleged act, error, or omission did not result from intentional or willful and wanton misconduct on the part of such persons.

## **ARTICLE XII**

### **RULEMAKING FUNCTIONS OF THE INTERSTATE COMMISSION**

- A. Rulemaking Authority - The Interstate Commission shall promulgate reasonable rules in order to effectively and efficiently achieve the purposes of this Compact. Notwithstanding the foregoing, in the event the Interstate Commission exercises its rulemaking authority in a manner that is beyond the scope of the purposes of this Act, or the powers granted hereunder, then such an action by the Interstate Commission shall be invalid and have no force or

effect.

- B. Rulemaking Procedure - Rules shall be made pursuant to a rulemaking process that substantially conforms to the “Model State Administrative Procedure Act,” of 1981 Act, Uniform Laws Annotated, Vol. 15, p.1 (2000) as amended, as may be appropriate to the operations of the Interstate Commission.
- C. Not later than thirty (30) days after a rule is promulgated, any person may file a petition for judicial review of the rule; provided, that the filing of such a petition shall not stay or otherwise prevent the rule from becoming effective unless the court finds that the petitioner has a substantial likelihood of success. The court shall give deference to the actions of the Interstate Commission consistent with applicable law and shall not find the rule to be unlawful if the rule represents a reasonable exercise of the Interstate Commission's authority.
- D. If a majority of the legislatures of the compacting states rejects a Rule by enactment of a statute or resolution in the same manner used to adopt the compact, then such rule shall have no further force and effect in any compacting state.

## **ARTICLE XIII**

### **OVERSIGHT, ENFORCEMENT, AND DISPUTE RESOLUTION**

#### **A. Oversight**

1. The executive, legislative and judicial branches of state government in each member state shall enforce this compact and shall take all actions necessary and appropriate to effectuate the compact's purposes and intent. The provisions of this compact and the rules promulgated hereunder shall have standing as statutory law.
2. All courts shall take judicial notice of the compact and the rules in any judicial or administrative proceeding in a member state pertaining to the subject matter of this compact which may affect the powers, responsibilities or actions of the Interstate Commission.
3. The Interstate Commission shall be entitled to receive all service of process in any such proceeding, and shall have standing to intervene in the proceeding for all purposes. Failure to provide service of process to the Interstate Commission shall render a judgment or order void as to the Interstate Commission, this compact or promulgated rules.

- B. Default, Technical Assistance, Suspension and Termination** - If the Interstate Commission determines that a member state has defaulted in the performance of its obligations or responsibilities under this compact, or the bylaws or promulgated rules, the Interstate Commission shall:



1. Provide written notice to the defaulting state and other member states, of the nature of the default, the means of curing the default and any action taken by the Interstate Commission. The Interstate Commission shall specify the conditions by which the defaulting state must cure its default.
2. Provide remedial training and specific technical assistance regarding the default.
3. If the defaulting state fails to cure the default, the defaulting state shall be terminated from the compact upon an affirmative vote of a majority of the member states and all rights, privileges and benefits conferred by this compact shall be terminated from the effective date of termination. A cure of the default does not relieve the offending state of obligations or liabilities incurred during the period of the default.
4. Suspension or termination of membership in the compact shall be imposed only after all other means of securing compliance have been exhausted. Notice of intent to suspend or terminate shall be given by the Interstate Commission to the Governor, the majority and minority leaders of the defaulting state's legislature, and each of the member states.
5. The state which has been suspended or terminated is responsible for all assessments, obligations and liabilities incurred through the effective date of suspension or termination including obligations, the performance of which extends beyond the effective date of suspension or termination.
6. The Interstate Commission shall not bear any costs relating to any state that has been found to be in default or which has been

suspended or terminated from the compact, unless otherwise mutually agreed upon in writing between the Interstate Commission and the defaulting state.

7. The defaulting state may appeal the action of the Interstate Commission by petitioning the U.S. District Court for the District of Columbia or the federal district where the Interstate Commission has its principal offices. The prevailing party shall be awarded all costs of such litigation including reasonable attorney's fees.

#### C. Dispute Resolution

1. The Interstate Commission shall attempt, upon the request of a member state, to resolve disputes which are subject to the compact and which may arise among member states and between member and non-member states.
2. The Interstate Commission shall promulgate a rule providing for both mediation and binding dispute resolution for disputes as appropriate.

#### D. Enforcement

1. The Interstate Commission, in the reasonable exercise of its discretion, shall enforce the provisions and rules of this compact.
2. The Interstate Commission, may by majority vote of the members, initiate legal action in the United State District Court for the District of Columbia or, at the discretion of the Interstate Commission, in the federal district where the Interstate Commission has its principal offices, to enforce compliance with the provisions of the compact, its

promulgated rules and bylaws, against a member state in default. The relief sought may include both injunctive relief and damages. In the event judicial enforcement is necessary the prevailing party shall be awarded all costs of such litigation including reasonable attorney's fees.

3. The remedies herein shall not be the exclusive remedies of the Interstate Commission. The Interstate Commission may avail itself of any other remedies available under state law or the regulation of a profession.

## **ARTICLE XIV**

### **FINANCING OF THE INTERSTATE COMMISSION**

- A. The Interstate Commission shall pay, or provide for the payment of the reasonable expenses of its establishment, organization and ongoing activities.
- B. The Interstate Commission may levy on and collect an annual assessment from each member state to cover the cost of the operations and activities of the Interstate Commission and its staff which must be in a total amount sufficient to cover the Interstate Commission's annual budget as approved each year. The aggregate annual assessment amount shall be allocated based upon a formula to be determined by the Interstate Commission, which shall promulgate a rule binding upon all member states.

- C. The Interstate Commission shall not incur obligations of any kind prior to securing the funds adequate to meet the same; nor shall the Interstate Commission pledge the credit of any of the member states, except by and with the authority of the member state.
- D. The Interstate Commission shall keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the Interstate Commission shall be subject to the audit and accounting procedures established under its bylaws. However, all receipts and disbursements of funds handled by the Interstate Commission shall be audited yearly by a certified or licensed public accountant and the report of the audit shall be included in and become part of the annual report of the Interstate Commission.

## **ARTICLE XV**

### **MEMBER STATES, EFFECTIVE DATE AND AMENDMENT**

- A. Any state is eligible to become a member state.
- B. The compact shall become effective and binding upon legislative enactment of the compact into law by no less than ten (10) of the states. The effective date shall be no earlier than December 1, 2007. Thereafter it shall become effective and binding as to any other member state upon enactment of the compact into law by that state. The governors of non-member states or their designees shall

be invited to participate in the activities of the Interstate Commission on a non-voting basis prior to adoption of the compact by all states.

- C. The Interstate Commission may propose amendments to the compact for enactment by the member states. No amendment shall become effective and binding upon the Interstate Commission and the member states unless and until it is enacted into law by unanimous consent of the member states.

## **ARTICLE XVI**

### **WITHDRAWAL AND DISSOLUTION**

A. Withdrawal

1. Once effective, the compact shall continue in force and remain binding upon each and every member state; provided that a member state may withdraw from the compact specifically repealing the statute, which enacted the compact into law.
2. Withdrawal from this compact shall be by the enactment of a statute repealing the same, but shall not take effect until one (1) year after the effective date of such statute and until written notice of the withdrawal has been given by the withdrawing state to the Governor of each other member jurisdiction.
3. The withdrawing state shall immediately notify the chairperson of the Interstate Commission in writing upon the introduction of legislation repealing this compact in the withdrawing state. The Interstate

Commission shall notify the other member states of the withdrawing state's intent to withdraw within sixty (60) days of its receipt thereof.

4. The withdrawing state is responsible for all assessments, obligations and liabilities incurred through the effective date of withdrawal, including obligations, the performance of which extend beyond the effective date of withdrawal.
5. Reinstatement following withdrawal of a member state shall occur upon the withdrawing state reenacting the compact or upon such later date as determined by the Interstate Commission.

#### B. Dissolution of Compact

1. This compact shall dissolve effective upon the date of the withdrawal or default of the member state which reduces the membership in the compact to one (1) member state.
2. Upon the dissolution of this compact, the compact becomes null and void and shall be of no further force or effect, and the business and affairs of the Interstate Commission shall be concluded and surplus funds shall be distributed in accordance with the bylaws.

## **ARTICLE XVII**

### **SEVERABILITY AND CONSTRUCTION**

- A. The provisions of this compact shall be severable, and if any phrase, clause, sentence or provision is deemed unenforceable, the remaining provisions of the compact shall be enforceable.
- B. The provisions of this compact shall be liberally construed to effectuate its purposes.
- C. Nothing in this compact shall be construed to prohibit the applicability of other interstate compacts to which the states are members.

## **ARTICLE XVIII**

### **BINDING EFFECT OF COMPACT AND OTHER LAWS**

- A. Other Laws
  - 1. Nothing herein prevents the enforcement of any other law of a member state that is not inconsistent with this compact.
  - 2. All member states' laws conflicting with this compact are superseded to the extent of the conflict.
- B. Binding Effect of the Compact

1. All lawful actions of the Interstate Commission, including all rules and bylaws promulgated by the Interstate Commission, are binding upon the member states.
2. All agreements between the Interstate Commission and the member states are binding in accordance with their terms.
3. In the event any provision of this compact exceeds the constitutional limits imposed on the legislature of any member state, such provision shall be ineffective to the extent of the conflict with the constitutional provision in question in that member state.



Excerpt from the MIC3 Executive Committee Manual, page 18

## ***Robert's Rules of Order Tips***

Committee chairs should use the following tips not as a replacement for Robert's Rules of Order, but as a quick reference guide to facilitate meetings. These tips serve to answer frequently asked questions regarding parliamentary procedure.

### *Quorum*

Before an organization can legally conduct business, a quorum must be present. The appropriate number of Members needed for a quorum is one more than half of the voting Members. **A quorum must be maintained throughout the entirety of the meeting or any business is null and void.**

### *Common Motions*

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion)
- To change a motion (amend)
- To adopt/receive (accept a report without discussion)
- To adjourn (end the meeting)

### *Approving Agendas, Minutes and Adjournment*

**Agendas, minutes and adjournments can be approved by general consent or acclamation. They can also be approved with a motion and a second. Minutes may be approved as read or as corrected.** (Minutes may be corrected regardless of the time that has elapsed.)

### *Tips in Parliamentary Procedure*

The following summary will help you determine when to use the actions described in ***Robert's Rules of Order***.

- **A motion must be moved, seconded, and stated by the Chair before it can be discussed.**
- **If you approve of the idea of the motion but want to change it, *amend it or submit a substitute for it.***
- **If you want advice or information to help you make your decision, *move to refer the motion to an appropriate quorum or committee with instructions to report back.***
- **If you feel that the pending question(s) should be delayed so more urgent business can be considered, *move to lay the issue on the table.***

- **If you think that further discussion is unnecessary**, *move to “call the question”*. Requires two thirds vote to end discussion.
- **If you think that the assembly should give further consideration to a matter already voted upon**, *move that it be reconsidered*.
- **If you think that a matter introduced is not germane to the matter at hand**, *a point of order may be raised*.
- **If you think that too much time is being consumed by speakers**, *you can move a time limit on such speeches*.
- **If a motion has several parts, and you wish to vote differently on these parts**, *move to divide the motion*.



MILITARY INTERSTATE  
CHILDREN'S COMPACT  
COMMISSION

# Interstate Compact on Educational Opportunity for Military Children

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## **POLICY GUIDE**

Updated October 2022



## Introduction

The following documents are the administrative policies of the *Military Interstate Children's Compact Commission* (MIC3) regarding the *Interstate Compact on Educational Opportunity for Military Children*. These policies are enacted to ensure accountability and clarity regarding MIC3 business.

*Should you have any questions regarding these policies, please contact the national office at [mic3info@csg.org](mailto:mic3info@csg.org).*

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# 1-2014 Travel and Reimbursement Guidelines

Issued: August 11, 2014

Revised: August 15, 2019; April 20, 2018; June 15, 2017; October 3, 2016

## I. GENERAL INFORMATION

- A. Personnel traveling on authorized MIC3 business are expected to retain all receipts (BOTH itemized and credit card receipts) and submit them with their expense form.
- B. For Annual Business Meetings (ABM), MIC3 will reimburse the Compact Commissioner, Designee or Proxy for: ground transport or mileage to/from the departure airport; airport parking fees; airfare and standard baggage fees; ground transportation (taxi or shuttle) to the hotel/lodging; and meals (no alcohol).
  - 1. ABM hotel/lodging days (authorized for the meeting) will be billed directly to MIC3's account.
  - 2. The traveler will be charged directly by the hotel for any dates that are outside (prior to or post-meeting) of the authorized meeting dates.
  - 3. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.
- C. If traveling on other MIC3 business, the Executive Director will confirm the logistics and reimbursable expenses with the traveler prior to travel.

## II. RECEIPTS

- A. All receipts submitted for reimbursement must be itemized and notated with the item(s) being claimed. A credit card receipt with just an amount is not reimbursable.
- B. Meals: a minimum, maximum nor per diem is not specified, however actual and 'reasonable' meal expenses (including gratuities) will be reimbursed.
- C. Alcohol: is not reimbursable and should be deleted from any receipt and the amount adjusted accordingly. If possible, separate any alcohol expenses from your meal expense.
- D. Hotel/lodging: the invoice must include the name/location of hotel, guest name(s), date(s) of stay, and a breakdown of charges for lodging, meals, telephone, and any incidentals.
- E. Tips: It's understood that tips (hotel housekeeping, etc.) are discretionary and a receipt may not be available. These expenses may be claimed on the expense reimbursement form under "Other" with the type of tip (baggage, housekeeping, etc.).

## III. AIR TRAVEL

- A. Travelers are required to book air travel a minimum of 30 days prior to the date of travel.
- B. MIC3 will only reimburse for coach/economy-class airfares. First-class travel is allowed only when the fare is no higher than the coach/economy-class airfare or if a participant opts to use frequent flyer points for a first-class upgrade.
- C. Flights costs are automatically authorized up to \$700. You must obtain approval from the Executive Director to exceed this amount.
- D. Fees not authorized include:
  - 1. Ticket change fees — Extenuating circumstances may be considered.
  - 2. Excess baggage fees — Standard fees are authorized.
  - 3. Seat upgrade charges

#### IV. USE OF A PRIVATELY-OWNED VEHICLE (POV)

- A. Rate. The current reimbursement rate for a privately-owned vehicle is based on the IRS standard business mileage rates at the time of travel.
- B. When using a personal vehicle, the maximum reimbursement for all travel expenses will be calculated as follows:
  - 1. The maximum, including mileage, tolls, and lodging, is limited to no more than the normal expenses that would have been incurred if commercial air had been used.
  - 2. A valid airfare cost comparison must be submitted with the travel voucher. The cost comparison must be obtained at least THREE weeks prior to the departure date of the trip. If the traveler must take a last-minute trip (inside three weeks of the departure date), then the cost comparison must be run on the day it is determined the trip must be made, and this explanation must be given on the travel voucher.
  - 3. The national office reserves the right to conduct their own cost comparison should it be required.
- C. Documentation (map)
  - 1. 0 to 100 miles — Odometer reading and/or a map showing miles coinciding with the dates of travel.
  - 2. Greater than 100 miles — A map showing miles coinciding with the dates of travel is required.
  - 3. Greater than 500 miles — A map showing miles and documentation of the public carrier rate coinciding with the dates of travel is required.
- D. Gas is not reimbursable when using a POV.
- E. Note: Travelers are responsible for any traffic tickets/citations issued while traveling in a POV or a rental car on MIC3 business. MIC3 is not liable for any accidents or damage resulting from travel associated with MIC3 business.

#### V. CAR RENTAL

- A. Is not an approved method of transport unless prior authority has been granted and it can be shown that it is a cheaper or comparable method of transport than air.
  - 1. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard size cars.
  - 2. Valet parking — the traveler shall attempt to utilize self-parking if available. Valet may be allowable if there is no other option available or it has been discounted to the rate of regular parking for the purpose of the meeting in question.

#### VI. GROUND TRANSPORTATION

- A. If travel is by air, the traveler shall attempt to utilize a shuttle or taxi to and from the hotel/lodging.

#### VII. TRANSPORTATION TO/FROM HOME/WORK AND AIRPORT

- A. If the traveler plans to take public transportation (subway, bus, or tram), taxi or shuttle to/from the airport — the roundtrip travel fare may be claimed.
- B. If the traveler is dropped off/picked up at the airport by a friend or family member, only one-way travel mileage may be claimed for each trip. Airport parking fees incurred while a family member waits for the traveler upon his/her return are not eligible for reimbursement.
- C. If the traveler utilizes airport parking for their personal vehicle, the round-trip mileage travel and airport parking fees may be claimed.

## VIII. HOTEL/LODGING (APPLIES TO TRAVEL OTHER THAN THE ABM)

- A. If an overnight stay is necessary, hotel/motel accommodations should be based on a preferred rate plus applicable taxes. Inquire with MIC3 on the rate for your travel area.
- B. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.
- C. The hotel/lodging invoice must include the name/location of hotel, guest name(s), date(s) of stay, and a breakdown of charges for lodging, meals, telephone, and any incidentals.

## IX. EXPENSE REIMBURSEMENT (EXPENSES ARE REIMBURSED AT THE CONCLUSION OF THE EVENT)

- A. Travelers must complete and submit claims using the Non-CSG Employee Expense Reimbursement form. A downloadable, fillable form can be found on the Commissioner webpage under “forms.”
- B. Deadlines: Forms should be submitted no later than 30 days following the trip/event. If they are received beyond this window, the traveler may be asked to provide a written justification. Note: Expense claims are normally processed each Monday, and reimbursements are usually mailed on Friday.
- C. Expense Reimbursement forms must be scanned/emailed to [mic3info@csg.org](mailto:mic3info@csg.org). If email is not available, mail forms to: MIC3, 1776 Avenue of the States, Lexington, KY, 40511.
- D. A guide to the completion of the reimbursement form can be found at: <http://bit.ly/2gfktRm>.
- E. Should you have any questions, please contact MIC3.



# 1-2015 Awards

Issued: October 3, 2016

Revised: February 13, 2019; August 17, 2021

This policy has been created to define the process for recognizing individuals and organizations. The awards program also recognizes individuals for tenure, service, position, or noteworthy contribution to the Commission and its mission.

## I. AWARDS

- A. Cheryl Serrano Leadership Award — Gavel
- B. Norman Arflack Leadership Award — Framed Certificate and Coin
- C. MIC3 State Service Award — Certificate and Paperweight
- D. MIC3 Merit Award — Certificate and Pin
- E. MIC3 Community Award — Certificate and Coin

## II. CHERYL SERRANO LEADERSHIP AWARD

- A. Recognizes the current Chair for outstanding leadership of the Commission through the enhancement of the mission and vision of the Compact.
- B. The award is presented to the outgoing Chair of the Commission with approval of the Executive Committee (EXCOM).
- C. Timeline and venue for the presentation is dependent on the outcome of the elections at the ABM unless the Chair has notified the national office they will not be seeking an additional term, or they resign during their 12-month tenure.

## III. NORMAN ARFLACK LEADERSHIP AWARD

- A. Recognizes an outgoing individual whose outstanding leadership on the EXCOM in a position other than Chair, has enhanced the mission and vision of the Compact. The nominee is a Compact Commissioner who has served in an elected position of Vice Chair or Treasurer; or was appointed to a Standing Committee Chair position. The nominee must have served, at minimum, one full term.
- B. The nomination is made by the Executive Director to the Commission Chair for approval.
- C. Timeline is dependent on the elections at the ABM. The award will be mailed within 4 to 6 weeks; or if practical, presented in-person.

## IV. MIC3 STATE SERVICE AWARD

- A. Recognizes an outgoing Compact Commissioner whose outstanding leadership and or role has been essential to ensuring their state's implementation of the military interstate compact.
- B. The nomination is made by the Executive Director to the EXCOM for approval upon confirmation of the resignation or the term end of the nominee.
- C. The award will be mailed within 4 to 6 weeks.

## V. MIC3 MERIT AWARD

- A. Recognizes Compact Commissioners and Ex-officio members for years of service on the Commission.
- B. The award when a Compact Commissioner or Ex-Officio member reaches the following: 5, 10, 15, 20, 25, and 30+ years.
- C. The nomination is made by the Executive Director to the EXCOM for approval.
- D. The award will be mailed within 4 to 6 weeks.

## VI. MIC3 COMMUNITY AWARD

- A. Recognizes a Compact Commissioner or an individual whose outstanding leadership and/or role has been essential to ensuring a state's implementation of the military interstate compact. The nominee may be a Compact Commissioner, a member of the State Council, or another deserving individual who has shown the same traits in support of the Compact.
- B. The nomination is made by the Compact Commissioner or the Executive Director. The Executive Director is responsible for approving the award. The award will be mailed within 4 to 6 weeks to the Compact Commissioner.

# 1-2016 Finance

Issued: October 3, 2016

This policy has been created to define the process for financial and budgetary documents on behalf of the MIC3.

## FINANCIAL RECORDS

A folder will be designated on the MIC3 shared drive for each fiscal year. Each folder will have folders designated for the following materials:

- I. Budget
- II. Dues
- III. Travel Reimbursements
  - A. Staff
  - B. Compact Commissioners
  - C. Annual Meeting participants
- IV. Credit cards
- V. Tax Documentation
- VI. Audits

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### I. BUDGET

Beginning in FY17, budgetary documents and spreadsheets will be broken down quarterly to correspond with the meeting of the MIC3 Finance Committee. Monthly finance reports (Balance, Revenue and Expense, and Detail) will be placed in the corresponding quarterly folder.

### II. DUES

Dues folder will contain separate folders for the invoices and payments. All incoming dues payments must be marked with the corresponding state or state abbreviations

Resides numbers for the year and the dues spreadsheet should remain as separate files from these folders.

### III. TRAVEL REIMBURSEMENTS

Travel reimbursements will have separate folders for each staff member and the members of the EXCOM. Other folders can be created as the needs arise. These folders are for reimbursement outside of the Annual Meeting. Once completed and approved by the executive director, they are to be filed electronically.

#### A. MIC3 Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form (see further policies under "Travel and Business Entertainment").

All original receipts must be attached, including itemized receipts for meals, and a brief description of the business purpose of trip or meeting must be noted on the form.

Expense reports for multiple party dinners should have the guests listed to eliminate the possibility of double payments of expenses. MIC3 travel policies shall apply to non-MIC3 participants.

Expense reports will be processed for payment on Thursday if received before noon on Monday.

Expense reports submitted without proper approvals, original receipts, or documentation or are otherwise incomplete will be returned without payment.

## B. Compact Commissioners

Compact Commissioners traveling and presenting on behalf of the Commission outside of the Annual Meeting will follow the guidelines in the MIC3 Administrative Policy #1-2014: Travel Policy and Reimbursement Guidelines

Using the following guidelines will ensure upon receipt of a claim, it is processed without an unnecessary delay.

Expense reports should be submitted no later than 30 days following the trip/event. If expenses are submitted beyond the 30-day window, individuals may be asked to provide a written justification as to why the expense report is being submitted late.

With immediate effect, it is now acceptable to submit expense forms electronically, via email. Original, itemized receipts are still required. These can be scanned and emailed along with the expense form to [mic3info@csg.org](mailto:mic3info@csg.org). You can still submit them via regular mail if preferred.

## C. Annual Business Meeting (ABM) — Commission

All travel reimbursements and the corresponding expense chart will be filed under the ABM folder. The reimbursement should be filed with the name and state of the Compact Commissioner, Designee, or temporary appointment.

## IV. CREDIT CARDS

Credit Card reconciliation is completed each month by the cardholder. Once completed and coded according to the Council of State Governments (CSG) guidelines, and approved by the Executive Director, the bill and the receipts should be scanned and filed electronically under the cardholder name.

In the event that a card is lost, or stolen, a written record and all paperwork needs to be filed under the cardholder name in the event that it is needed for audit purposes. If a card is replaced a new folder should be created under the cardholder's name to distinguish the old card from the new. Paperwork regarding lost or stolen cards must be obtained and shared through Staff Accountant/Accounts Payable Coordinator at CSG.

## V. TAX DOCUMENTATION

This includes W9 and any state paperwork needed for the processing of the dues to the Commission. Any change in the documentation or state paperwork should be filed promptly. If dealing with a state, the file name needs to include the appropriate state abbreviation.

## VI. AUDITS

This file will include a list of material requested annually by the auditor and instructions for the audit. All materials needed for the audit should be placed in the audit folder on the MIC3 share drive as they are completed.

## 2-2016 Records Retention and Guidelines

Issued: October 3, 2016

### I. OBJECTIVE

To ensure that records and documents produced by the MIC3 are adequately protected.

### II. APPLICABILITY

This policy applies to all physical and electronic records produced by MIC3. Records and documents produced by the Council of State Governments (CSG) on behalf of its Affiliates are maintained in accordance with policies and procedures established by CSG. See Schedule B. This policy is not applicable to records or documents produced by member states which are maintained in accordance with policies and procedures established by their respective states.

### III. ADMINISTRATION

The Executive Director in conjunction with the CSG is responsible for the implementation and administration of the record retention schedule shown in Schedule A.

### IV. SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

In the event MIC3 becomes party to a court action, a government investigation, or audit, the disposal of any and all records and documents shall be suspended until such time as the Executive Director, with the advice of counsel, determines otherwise.

### V. RECORD KEEPING

When an employee disposes of records in accordance with the schedule outlined in Schedule A, the employee shall prepare a written log identifying the records and documents destroyed, the date destroyed, and by whom. The logs are to be maintained by the Executive Director.

### VI. SCHEDULE A: RECORD RETENTION SCHEDULE (MIC3)

#### A. Financial Records

Record Type	Minimum Retention Period
Budget	5 years
Dues Documentation	5 years
Travel Reimbursements	7 years
Credit card documentation	5 years
W9s	Permanent
Audits	5 years
Hotel Contracts	3 years after expiration

## B. Commission and Committee Materials

Record Time	Minimum Retention Period
Minutes	Permanent
Agendas	Permanent
Committee Rosters	Permanent
Training Materials	3 years
Toolkits	3 years
Strategic Plans	Permanent
Annual Reports	Permanent
Bylaws	Permanent
Rules	Permanent
Policies and Procedures	Permanent
Audio recordings of Committee/ Commission Meetings	3 years

## C. Internal documents

Record Time	Minimum Retention Period
Letters/Memos	2 years
Service Contracts	3 years
Legal Documents	Permanent
Conference Materials	2 years
Directories	2 years
Presentations	3 years
Publications (brochures, guides, handouts)	2 years
Logos	Permanent
Media	3 years
Press Releases	Permanent

## D. State Materials

Record Type	Minimum Retention Period
Agendas	Permanent
Council Minutes	Permanent
Compact Commissioner Appointments	Permanent
Success/Achievements	Permanent

## VII. SCHEDULE B: RECORD RETENTION SCHEDULE (CSG)

### A. Personnel Records

Record Type	Minimum Retention Period
Personnel Files (Employee Information and compensation records)	Permanent
I-9's	1 yr. after termination or 3 yrs. after hire
Personnel Files (Payroll records & summaries including records related to employee's leave)	Permanent
Employee Earnings Records	Permanent
Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, training and qualification records)	Permanent
Personnel Files (terminated employees)	Permanent
Retirement and pension records	Permanent
Tax Returns and worksheets	10 years
Timesheets	Permanent
Workers Compensation	Permanent
Personnel Policies	Permanent
Job Descriptions	Permanent

### B. Insurance Records

Record Type	Minimum Retention Period
Annual Loss Summaries	10 years
Claims Files (correspondence, medical records, injury documents, etc.)	10 years
Group Insurance Plans – Active Employees	10 years
Group Insurance Plans – Retirees	10 years
Insurance Policies (active and expired)	10 years

### C. Payroll Documents

Record Time	Minimum Retention Period
Employee Deduction Authorizations	Permanent
Payroll Deductions	Permanent
W-2 and W-4 Forms	Permanent
Garnishments, Assignments, Attachments	Permanent
Labor Distributions Cost Records	8 years
Payroll Registers (gross and net)	8 years

#### D. Accounting and Finance

Record Time	Minimum Retention Period
Accounts Payable ledgers/schedules	5 years
Accounts Receivable ledgers/schedules	5 years
Audit Reports/Financial Statements	5 years
Audit Records (Including work papers and other audit related documents)	5 years
Bank Statements/Canceled Checks	5 years
Expense Reports	7 years
General Ledgers	5 years
Investment Records	5 years
Credit Card Records	5 years
Depreciation Records	5 years

#### E. Tax Records

Record Time	Minimum Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	5 years
Tax Bills, Receipts, and Statements	5 years
Tax Returns (income, franchise, and property)	5 years
Tax Workpaper Packages – Originals Sales/Use Tax Records	5 years
Annual Information Returns – Federal and State	5 years
IRS/Government Audit Records	5 years



# 1-2017 State Coordination

Issued: March 28, 2017

## I. AUTHORITY

Article VIII, State Coordination, of the model compact language, *Interstate Compact on Educational Opportunity for Military Children*, provides for the appointment of a Compact Commissioner and a State Council for the implementation, administration, and advocacy of the Compact. Through adoption of the Compact, each state may have kept or modified the language of this Article, however, the components of the Article remain intact. This policy ensures compliance with the Statute or Code requirements that each member state maintains a Compact Commissioner and a State Council.

## II. APPLICABILITY

This policy applies to signatory states to the *Interstate Compact on Educational Opportunity for Military Children* and Compact Commissioners or Designees appointed to represent those states to the National Commission.

## III. POLICY

### A. Compact Commissioner Appointment

1. The appointment of the Compact Commissioner is governed by Article VIII, State Coordination, Section C of the model compact language. "The Compact Commissioner responsible for the administration and management of the state's participation in the compact shall be appointed by the Governor or as otherwise determined by each member state." Review the version in each State Statute or Code for the appropriate appointing authority.
2. Upon resignation, the Compact Commissioner shall notify both the appointing authority and the Executive Director in writing. The Executive Director shall confirm in writing, the resignation, request for an interim point of contact, and notify the member state of the 60-day appointing period.
3. If the member State has not appointed a new Compact Commissioner within 60 days, the Executive Director will send by registered mail a delinquency notice to the appointing authority.
4. If a member State has not appointed a new Compact Commissioner within 90 days, the Executive Director may refer the matter to the Compliance Committee for action.

### B. State Council

1. The appointment of the State Council is governed by Article VIII, State Coordination, Section A, of the model compact language. "Each member State shall, through the creation of a State Council or use of an existing body or board, provide for the coordination among its agencies of government, local education agencies and military installations concerning the state's participation in, and compliance with, this Compact and Interstate Commission activities." **Review the version in each State Statute or Code for the appropriate appointing authority and membership.**
2. Newly appointed Compact Commissioners shall be given one year from their appointment date to reorganize their State Council if one has not already been established.
3. If a member State has not established their State Council within one year, the Executive Director may refer the matter to the Compliance Committee for action.

### C. Reporting

1. By June 30 of each year, member States shall submit the following information regarding their State Council to the national office:
  - a. State Council membership roster.
  - b. Identify and/or confirm at least two points of contact for the member state. i.e. Compact Commissioner, Military Family Education Liaison, State Department of Education, etc.
  - c. Summary of accomplishments, activities, and presentations for the previous year.
2. If a member State has not submitted the above information within 30 days, the Executive Director will send a written reminder to the Compact Commissioner.
3. If a member State has not submitted the above information within 60 days, the Executive Director may refer the matter to the Compliance Committee for review and possible action.

## 2-2017 Code of Conduct

Issued: August 17, 2017

Revised: April 17, 2019

### I. BACKGROUND

The EXCOM is vested with the power to act on behalf of the Commission during periods when the Commission is not in session. This policy applies to signatory states to the *Interstate Compact on Educational Opportunity for Military Children* and Compact Commissioners, or designees officially appointed to represent those states at the ABM.

### II. INTRODUCTION

MIC3 is comprised of one Compact Commissioner from each of the 50 states and District of Columbia. Created by the enactment of the Compact by the member states, the Commission affords great deference to its member states in selecting Compact Commissioners to represent them. The Commission's policy on the Code of Conduct was implemented to ensure transparency, accountability, and integrity among all members of the Commission.

### III. COMPACT COMMISSIONER CODE OF CONDUCT

This Code of Conduct has been adopted to foster harmonious relations among Compact Commissioners and to engender the respect and confidence of members and the entire MIC3 community.

Compact Commissioners should perform their duties honestly, in good faith, and with a reasonable amount of diligence and care.

Compact Commissioners should act in the overall best interests of the organization, its member states, and the general MIC3 community.

Compact Commissioners should conduct themselves at all times in a manner that does credit to the organization and the state they represent.

No Compact Commissioner shall engage in criminal or disgraceful conduct prejudicial to the Commission, any other Compact Commissioner, or any other state.

### IV. CODE OF CONDUCT FORM

All Compact Commissioners are required to complete a Code of Conduct Form which must be submitted to the Executive Director by January 31st of each year, regardless of whether there have been any changes in status from the previous year. If a Compact Commissioner is appointed after January 31st, a completed form must be submitted within six weeks following the appointment.

### V. NOTIFICATION TO STATE APPOINTING AUTHORITY

The Commission may notify the appropriate appointing authority in the home state of the Compact Commissioner regarding any concerns it may have with respect to the conduct of said Compact Commissioner, such as:

- A. The Compact Commissioner or Designee has been found in violation of criminal or civil state or federal statute or regulation pertaining to the administration of their duties under the Compact; or has engaged in disgraceful conduct prejudicial to the Commission, any other Compact Commissioner, or any other state.

Removal of a Compact Commissioner from their position as a representative of a member state shall be at the sole discretion of the appointing authority of that state.

## 3-2017 Accessing General Counsel

Issued: December 7, 2017

### I. AUTHORITY

The EXCOM is vested with the power to act on behalf of the Commission during periods when the Commission is not in session.

### II. APPLICABILITY

This policy applies to signatory states to the *Interstate Compact on Educational Opportunity for Military Children* and Compact Commissioners, or Designees appointed to represent those states to the National Commission, State Legal Representatives, and all persons engaged in the business of the Compact.

### III. POLICY

- A. The Compact Commissioners or Designees appointed to represent those states to the National Commission, state legal representatives and all persons engaged in the business of the Compact shall access the General Counsel of the Commission through the Executive Director. Pursuant to the Compact and Compact Rules, these persons may request a legal interpretation in writing or by email through the Executive Director.

The General Counsel of the Commission shall not communicate directly to anyone in regard to his scope of responsibility to the Commission on matters for which a fee for general services will be charged to the Commission without the knowledge of the Executive Director.

- B. Should costs be incurred due to Compact Commissioners or Designees, state legal representatives, or persons engaged in the business of the Compact communicating directly with the General Counsel of the Commission without the Executive Director's approval, the non-approved fees or costs will not be paid by the Commission

# 1-2019 Resolving Compliance Issues

Issued: April 17, 2019

## I. AUTHORITY

The objective of this policy is to establish a proactive process for resolving non-compliance prior to a referral to the Compliance Committee. This policy is intended to promote resolution of such issues through positive interaction and seek to invoke punitive sanctions in the most serious cases and/or only as a measure of last resort. While this policy is intended to assist member states with non-compliance problems by promoting positive working relationships and solutions, it is recognized that this may not be applicable in all cases. It is not intended to circumvent the powers and duties of the Commission to enforce the provisions of the Compact as specified by statute or rules.

## II. APPLICABILITY

This policy applies to the national office and all member states.

## III. POLICY

When a non-compliance matter or complaint comes to the attention of the National Office, the national office will respond by taking the action identified below, continuing through the process until the issue is considered resolved.

Level One: The Executive Director makes contact with the involved Compact Commissioner(s) or other state point of contact and attempts to resolve the matter. If the matter can't be resolved it is advanced to Level Two for additional action.

Level Two: At Level Two the Executive Director continues to work to identify an acceptable solution by consulting with the appropriate standing committees, i.e. rules, training etc.

Level Three: At Level Three the Executive Director has exhausted attempts to resolve the compliance problem using the methods identified in the first two levels. The Executive Director elevates the matter to the Chair of the Compliance Committee.

Level Four: At Level Four, the Chair of the Compliance Committee has exhausted attempts to resolve the matter using the methods identified in the first three levels. The Compliance Chair prepares a report to the EXCOM for further action, including but not limited to commencing litigation in federal court.

## 2-2019 Conflict of Interest

Issued: April 17, 2019

### I. AUTHORITY

The EXCOM is vested with the power to act on behalf of the Interstate Commission during periods when the Commission is not in session. The Executive Committee oversees the day-to-day activities managed by the Executive Director.

### II. APPLICABILITY

This policy applies to signatory states to the *Interstate Compact on Educational Opportunity for Military Children* and Compact Commissioners or Designees appointed to represent those states to the National Commission.

### III. INTRODUCTION

The *Interstate Commission on Educational Opportunity for Military Children* is comprised of one Compact Commissioner from each of the 50 states and District of Columbia. As a joint government entity created by the enactment of the Compact by the member states, the Commission affords great deference to its member states in selecting Compact Commissioners to represent them. The diverse personal, educational, and professional backgrounds of Compact Commissioners are one of the Commission's greatest assets. However, this diversity means that some Compact Commissioners may have personal pecuniary interests which are affected by the outcomes of management and other decisions which must be made concerning the administration of the Compact Commission at times. The Commission's policy on Conflict of Interest was implemented to ensure transparency, accountability, and integrity in the Commission's decision-making process.

### IV. COMPACT COMMISSIONER CONFLICT OF INTEREST

The Compact Commissioner Conflict of Interest adopted as a policy of the Commission provides as follows:

*Conflict of Interest. Compact Commissioners and their Designees appointed by the states are responsible for upholding the integrity of the Commission and its member states.*

*No Compact Commissioner or Designee shall vote or participate in debate upon a matter in which the Compact Commissioner or Designee has a direct or indirect financial or other personal interest resulting in a personal benefit that conflicts with the fair and impartial conduct of official duties.*

*The EXCOM shall have the sole authority to consider allegations of breaches of this code, including appeals from Compact Commissioners or Designees alleged to be in violation herewith. In the case of a breach, the EXCOM may direct the Chair to notify the appropriate appointing authority in the Compact Commissioner's or Designee's home state.*

#### Definition

A **Conflict of Interest** is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary personal interest economic or otherwise.

## V. CONFLICT OF INTEREST FORM (DISCLOSURE FORM)

- A. All Compact Commissioners and Designees are required to complete a Conflict of Interest Form (disclosure form). The form requires recusal from participating in debate or voting on a matter in which there are personal interests, financial or otherwise, that may impact the ability of a Compact Commissioner or Designee to conduct business in a “fair and impartial” manner.
- B. Completed Commission disclosure forms must be submitted to the Executive Director by January 31st of each year, regardless of whether there have been any changes in status from the previous year. If a Compact Commissioner or Designee is appointed after January 31st, a completed disclosure form must be submitted prior to participation in a Compact Commission meeting. For the first year of implementation of this Policy, all Compact Commissioners and Designees must complete a disclosure form prior to the 2018 ABM.
- C. Completed disclosure forms will be made available to the public upon request.
- D. Disclosure forms must be updated annually by Compact Commissioners and their Designees. If a Compact Commissioner or Designee does not have any changes to their disclosure form, the previous year’s form can be resubmitted.

## VI. COMPACT COMMISSIONER AND DESIGNEE RECUSAL

Prior to the discussion of an issue in which a Compact Commissioner or Designee believes a conflict of interest may exist, the Compact Commissioner or Designee must advise the Chair at, or prior to the meeting that they are recusing themselves from participating in the caucus and voting. Once recused, the Compact Commissioner or Designee will not be able to participate in the debate or the vote concerning the matter which led to the recusal.

## VII. CONCERNS OVER CONFLICT OF INTEREST

Concerns over conflicts of interest should be brought to the attention of the Chair of the Commission for consideration by the EXCOM. The EXCOM will determine if any of the provisions of the Commission’s Policy on Conflicts of Interest have been violated and decide the appropriate action, if any, including that provided in Section VIII.

## VIII. NOTIFICATION OF HOME STATE APPOINTING AUTHORITY

If any of the following conditions are met, the Commission may notify the appropriate appointing authority in the home state of the Compact Commissioner or Designee regarding its concern about the ability of the Compact Commissioner or Designee to perform their duties in a fair and impartial manner, or if it becomes aware of any of the following information:

- A. The Compact Commissioner or Designee has a substantial financial, or other personal conflict of interest in the outcome of the matter, such as the awarding of a contract for services or employment and refuses to recuse from debate or voting on such matter;

Removal of a Compact Commissioner from their position as a representative of a member state shall be within the sole discretion of the appointing authority of that state.

# 3-2019 Guidelines for Commission Meetings

Issued: June 20, 2019

## I. PURPOSE

The objective of this policy is to establish guidelines for participants and attendees during meetings of the commission. These guidelines are intended to insure positive interaction and timely resolution of any issues that may occur during the course of debate. They are not intended to circumvent or stifle debate but to ensure agenda items are addressed efficiently.

## II. AUTHORITY

Article VI, Section 4. Procedure of the MIC3's bylaws establishes Robert's Rules of Order as the procedural guide for conducting commission meetings unless otherwise prescribed by bylaws or rules adopted by the commission. This policy is consistent with Robert's Rules of Order.

## III. APPLICABILITY

This policy applies to the national office staff, the Compact Commissioners of all member states, proxies for Compact Commissioners, ex-officio organization representatives, and members of the public attending meetings of the Commission. This policy refers to the term "Compact Commissioner" as defined in Article II Membership of the Compact Bylaws.

This policy is intended for use during all commission meetings including: the ABM; standing and ad hoc committee; task force; and tier groups meetings. And will apply to meetings conducted in-person, and by telephone or web-based conferencing.

## IV. GENERAL INFORMATION

All Commission meetings are open to the public. Compact Commissioners, ex-officio representatives, or public participants may attend meetings, however, may only speak when recognized by the Chair in accordance with Article VIII, Section 4 Public Participation of the Compact Bylaws. It is expected that all discussion, remarks, and comments made during commission meetings will be courteous, respectful, and professional. Comments of a personal nature or that are intended to insult, belittle, or otherwise denigrate any individual are not acceptable.

## V. POLICY

Meetings of the Commission will uphold the following practices:

- A. Compact Commissioners may have the floor to speak after being recognized by the Chair.
- B. Compact Commissioners are not to interrupt the individual who has the floor.
- C. The Chair will present a draft agenda after the start of the meeting. Members may move for changes to the agenda before voting to adopt it.
- D. To discuss or debate an agenda item, the Compact Commissioner shall make a motion. The discussion will be opened after the motion has been seconded by another Compact Commissioner.



- E. No Compact Commissioner may speak twice about the same issue until everyone else wishing to speak has been allowed to do so.
- F. The Chair may establish reasonable limits to the debate in order to expedite matters and accomplish Commission business.
- G. The Chair has the same rights to speak and vote on questions as do other Compact Commissioners.

## **VI. MAINTAINING AND RESTORING ORDER FOR ALL MEETING ATTENDEES**

The Chair is responsible for maintaining and restoring order during the meetings. The Chair shall employ the following steps progressively to maintain order:

- A. Remind Compact Commissioners and meeting attendees of the proper procedures and expectations for discussion and debate.
- B. Call the meeting back to order.
- C. An offending individual:
  - 1. Shall be admonished by name and the minutes of the meeting shall reflect the unacceptable behavior, words, or actions at the direction of the Chair.
  - 2. Can be removed from the meeting.
    - a. Compact Commissioners may be removed from the meeting by a two-thirds vote of the body. A Compact Commissioner has the right to appeal the decision.
    - b. The Chair has the power to remove a meeting attendee, non-voting representative, or public participant at any time during a meeting, and this individual has no right to appeal the Chair's decision.
    - c. Each of these actions shall be recorded in the minutes of the meeting at the direction of the Chair.

## **VII. PENALTIES FOR COMPACT COMMISSIONERS, EX-OFFICIO REPRESENTATIVES, AND MEETING ATTENDEES**

Once a quorum is established, disciplinary action may be imposed for inappropriate behavior by a vote of the Compact Commissioners present. A Compact Commissioner may ask to be recognized and move to propose a penalty, or the Chair may ask what penalty should be imposed.

Possible penalties include:

- A. An apology by the offending individual.
- B. Formal censure or reprimand.
- C. Removal of the offending individual for the remainder of the meeting.
- D. Suspension of the offending individual's rights for a designated period of time.
- E. Expulsion of the offending individual from the organization.
- F. Any penalty other than expulsion requires a majority vote to adopt; expulsion takes a two-thirds vote. At the request of a single member, the vote on a penalty motion must be taken by ballot.

Compact Commissioners may vote to have the offending individual leave the meeting while they discuss the penalty. This action must also be presented in the form of a motion. If the Commission does not ask the offending individual to leave during the discussion, they shall allow the offending individual to speak briefly in his or her defense. If the offending individual denies the charges, the Secretary can read back what he or she has said or done.

## VIII. EX-OFFICIO REPRESENTATIVES

The Commission Rules, Article 2, Section 3 defines the ex-officio representative as “non-voting representatives who are members of interested organizations. Military-oriented, military family, education-oriented, and parent and teacher organizations are welcome to petition the Commission for inclusion as an ex-officio member.”

- A. Ex-officio representatives may participate in debate and discussion if recognized by the Chair after Member comments have been concluded.
- B. Non-voting representatives, may not move, second, or vote on any motion.

## 4-2019 Ex-officio Representative Role and Conduct

Issued: June 20, 2019

### I. INTRODUCTION

Pursuant to Article IX of MIC3 model compact language and Article II Section 3 of the Commission bylaws, ex-officio representatives are *(non-voting representatives who are members of interested organizations, including but not limited to military-oriented, military family, education-oriented, and parent and teacher organizations.)*

The title of ex-officio follows the position, or the office, as in its Latin roots, “from the office,” serving on MIC3 as an official representative from his or her organization.

The following describes the standards for ex-officio participation on the Commission:

### II. APPOINTMENT

- A. Each ex-officio organization shall provide an appointment letter to the Commission designating, by name, the official representative for their respective organization to the Commission.
- B. Each ex-officio organization shall be permitted one representative.

### III. VOTING STATUS

Ex-officio representatives are non-voting and therefore unable to vote on any matter that comes before the Commission.

### IV. COMMITTEES

- A. Each ex-officio representative may only serve on one committee as assigned by the Chair of the Commission, or as provided by the Bylaws.
- B. No ex-officio shall serve on the Leadership Development Committee or any subsequent committee that is dedicated to identifying MIC3 leaders and monitoring the election of MIC3 officers.
- C. Ex-officio representatives may not be included in the Committee Chair’s count when determining the number of committee representatives needed for a quorum.
- D. Ex-officio representatives serving on a committee shall have the right to participate in debates and discussions before the Commission or their assigned committee.
- E. Ex-officio representatives are expected to refrain from participating in debate upon a matter that the ex-officio has a direct or indirect financial or other personal interest, resulting in a personal benefit that conflicts with the conduct of his or her duties.
  - 1. Should an ex-officio representative believe a conflict of interest exists, they should announce to the committee or the Commission that they are recusing themselves from the debate.
- F. The ex-officio representative must sign the MIC3 Conflict of Interest Disclosure Form unless their organization has a similar Conflict of Interest Policy and Conflict of Interest Disclosure Form signed by the ex-officio. In this event, the ex-officio shall furnish a copy of this form to the Commission.
  - 1. The U.S. Department of Defense Ex-officio Member serving as the liaison to MIC3 shall be exempt from signing such Conflict of Interest form, however, they remain subject to the regulations and policies of the U.S. Department of Defense.

## V. CODE OF CONDUCT

Ex-officio representatives are expected to comply with the principles detailed in the MIC3 Code of Conduct Policy, including;

- A. Participating in good faith in MIC3 activities;
- B. Conducting themselves in a manner that does credit to their respective organizations and to the Commission;
- C. Acting in the overall best interests of the Commission and their organizations;
- D. Not engaging in any conduct that is criminal, disgraceful, or prejudicial to MIC3 or to their own organizations;

## VI. COMMISSION MANAGEMENT AND OPERATIONS

Ex-officio representatives shall not engage directly or indirectly in the management or function of the Commission. Therefore, they may not vote or make decisions on the daily administration of the Commission, including but not limited to the election of officers, strategic planning, or personnel matters.

## VII. REPRESENTATION TO THIRD PARTIES

- A. Ex-officio representatives represent their respective organizations on the Commission, and are not appointed Compact Commissioners of member states or the District of Columbia, therefore ex-officio representatives shall not represent the Commission to third parties or to the U.S. Government;
- B. Ex-officio representatives shall not represent or speak on behalf of the Commission at any event without the approval of the EXCOM.

# 5-2019 Defining Role of Compact Commissioner, Designee, and Proxy

Issued: June 20, 2019

## I. AUTHORITY

The MIC3 established the position of Commissioner to represent and administer the Compact in each member state. This policy will define the duties and responsibilities of the Compact Commissioner, Designee, and those individuals attending the MIC3 ABM as the state's proxy. It will clarify the party responsible for allocating those duties and responsibilities to the individual.

## II. APPLICABILITY

This policy applies to individuals chosen to administer the Compact as indicated by the appointing authority, as outlined in the state's statute, or the Compact Commissioner whether they are administering the Compact daily or serving as a proxy only for the MIC3 ABM.

## III. DEFINITIONS: COMPACT MODEL LANGUAGE, RULES, AND BYLAWS

### A. Compact Model Language: Article VIII & Article IX

*Article VIII — State Coordination*

*C. The Compact Commissioner responsible for the administration and management of the state's participation in the compact shall be appointed by the governor or as otherwise determined by each member state.*

*Article IX — Interstate Commission*

*B. Consist of one Interstate Commission voting representative from each member state who shall be that state's Compact Commissioner.*

*3. A representative shall not delegate a vote to another member state. In the event the Compact Commissioner is unable to attend a meeting of the Interstate Commission, The Governor or State Council may delegate voting authority to another person from their state for a specified meeting.*

### B. Compact Rules: Ch. 100, SEC. 1.101 Definitions

*D. "Compact Commissioner" as the voting representative of each compacting State, appointed pursuant to Article VIII of this compact.*

### C. MIC3 Bylaws: Article II — Membership

*Section 2. Compact Commissioners. Each Compacting State shall have and be limited to one Member. A Member shall be the Compact Commissioner of the Compacting State. Each Compacting State shall forward the name of its Compact Commissioner to the national office of the Commission, who will advise the Commission chairperson. The national office of the Commission shall promptly advise the appropriate appointing authority of the Compacting State of the need to appoint a new Compact Commissioner upon the expiration of a designated term or the occurrence of mid-term vacancies. If a resignation of a Compact Commissioner occurs or a change is made by the state appointing authority, it is the responsibility of the member state to inform the Commission of the vacancy or change.*

## VI. POLICY: DEFINING ROLES

### A. Compact Commissioner

As defined by the Compact Rules Chapter 100, section 1.101 the “Compact Commissioner” means: the voting representative of each compacting State, appointed pursuant to Article VIII of this compact. This individual, as indicated by an appointment letter from their state’s appointing authority, administers and manages the Compact in their state. The Compact Commissioner serves on at least one Standing Committee and may be eligible to hold an elected leadership position on the Commission. In addition, the Compact Commissioner attends and actively participates in the ABM as their state’s voting representative.

### B. Designee

Should a Compact Commissioner choose to delegate the duties and responsibilities of the Compact Commissioner to another individual this person shall be the “Designee”. The Compact Commissioner must inform the MIC3 national office in writing or by utilizing the *MIC3’s Delegation of Authority Form* of the name of their Designee within 60 days of their appointment. The “Designee” is the voting representative for their compacting State, will serve on at least one Standing Committee, and may be eligible to hold an elected leadership position on the Commission. In addition, the Compact Commissioner Designee attends and actively participates in the ABM as their state’s voting representative.

### C. Proxy

Should the Compact Commissioner or the Designee be unable to attend the ABM then a “Proxy” may be selected by the appointing authority, Compact Commissioner, State Council, or Designee to serve as the voting representative for their state only for the duration of the specified ABM. A proxy will not serve on a Standing Committee but may attend any meetings held during the ABM, so they may communicate relevant information to their Compact Commissioner or State Council upon the conclusion of the ABM. A proxy may not run for or hold a leadership position in MIC3.

## VII. MIC3 DELEGATION OF AUTHORITY FORM

The MIC3 Delegation of Authority form for the ABM containing the name and contact information of the selected individual must be submitted at least 60 business days but no later than 30 business days prior to the first day of the ABM to ensure all pertinent information, i.e. items to be voted on, are communicated. Only those individuals serving as a proxy who have submitted the proper documentation to the national office will be eligible for reimbursement under the 1-2014 *Travel Policy and Reimbursement Guidelines* for expenses incurred in relation to the ABM.

# 1-2020 Policy Development and Approval

Issued: June 18, 2020

## I. APPLICABILITY

This policy applies to the *Interstate Commission on Educational Opportunity for Military Children*, also known as the MIC3, as defined in the Compact Rules; Chapter 100, SEC.1.101, I.

This policy takes effect June 18, 2020.

## II. AUTHORITY

This policy is meant to clarify and establish transparent guidelines by which Commission policies are developed, reviewed, approved, and distributed. This policy includes how to develop new policies, how to amend existing policies, and how to rescind existing policies.

### A. MIC3 Bylaws: Article I Commission Purpose, Function and Bylaws

#### Section 2. Functions.

*In pursuit of the fundamental objectives set forth in the Compact, the Commission shall, as necessary or required, exercise all of the powers and fulfill all of the duties delegated to it by the Compacting States. The Commission's activities shall include, but are not limited to, the following: the promulgation of binding rules and operating procedures; equitable distribution of the costs, benefits and obligations of the Compact among the Compacting States; enforcement of Commission Rules, Operating Procedures and Bylaws; provision of dispute resolution; Coordination of training and education; and the collection and dissemination of information concerning the activities of the Compact, as provided by the Compact, or as determined by the Commission to be warranted by, and consistent with, the objectives and provisions of the Compact.*

However, where there are Commission policies that do not directly relate to those actions identified in the Commission's Bylaws. The Commission, through the model compact language, delegated to the EXCOM the authority to develop and approve new policies or make amendments to existing policies.

### B. Model Compact Language: Article XI Organization and Operation of the Interstate Commission

#### Section C. EXCOM, Officers and Personnel

#### 1. The EXCOM shall have such authority and duties as may be set forth in the bylaws, including but not limited to:

- a. Managing the affairs of the Interstate Commission in a manner consistent with the bylaws and purposes of the Interstate Commission;
- b. Overseeing an organizational structure within, and appropriate procedures for the Interstate Commission to provide for the creation of rules, operating procedures, and administrative and technical support functions; and
- c. Planning, implementing and coordinating communications and activities with other state, federal, and local government organizations in order to advance the goals of the Interstate Commission.

## III. POLICY

### A. Submitting New Policies and Amending Existing Policies — Proposed new policies and amendments to existing policies shall be submitted to the EXCOM for referral to the appropriate Standing Committee as follows:

1. Any Compact Commissioner may submit a policy proposal or policy amendment for referral during any Standing Committee meeting. The presence of a quorum must be established before any vote of the Committee can be taken. This proposal must be made in the form of a motion and approved by a majority vote of the Committee members present at the Committee meeting;
2. Standing Committees of the Commission may propose policies or policy amendments by a majority vote, after a quorum has been established, of that Committee.

- B. Initial Draft — Initial policy drafts can be developed by any Standing Committee, Compact Commissioner, or designee. Once a draft has been submitted the EXCOM will designate a Committee to review the proposed new policy or amendment to an existing policy.
  - 1. Policy Drafts — All policy drafts should take into consideration the following:
    - a. Issue the policy intends to address
    - b. Language
    - c. Applicability to the Commission
    - d. Impact on other Commission policies
- C. Approval — With the responsible Standing Committee’s approval, as demonstrated by simple majority vote, after a quorum of that committee has been established, the proposed new policy or amendment to an existing policy will be forwarded to the EXCOM for review before the submission is considered adopted.
- D. EXCOM Proposals — The EXCOM may develop proposals based on recommendations received from other Committees, Compact Commissioners, or Designees. The EXCOM will review the proposed policy or amendment to an existing policy and may vote to adopt the policy. If a motion is made to adopt the proposal, at a meeting where quorum has been established, then the EXCOM may adopt the policy by a simple majority vote. Should the EXCOM develop a proposed policy then that proposal will be referred to another Standing Committee for review prior to adoption and will be vetted through the same process as outlined in Section III, C.
- E. National Office Proposals — Proposed policies or amendments to existing policies originating from the national office will be developed in collaboration with the EXCOM. All proposals originating from national office recommendations will be vetted through the same process as EXCOM proposals which is outlined in Section III, D.
- F. Recommendation of Issues to EXCOM for Review — If a Committee has concerns regarding a policy-related issue, the Committee may vote to recommend the EXCOM review the issue to determine what, if any, further action should be taken. It is not necessary for the Committee to draft a proposal if this type of recommendation is made.
  - 1. EXCOM Review — The EXCOM reviews all proposals, taking into consideration the following:
    - a. Proposed language;
    - b. Need/justification for the proposal;
    - c. Impact on other policies or Rules;
    - d. Formatting changes (requires notification to referring Committee Chair);
    - e. Legal issues (if applicable); and
    - f. Feasibility/applicability across all Compact Commissioners and member states.
  - 2. EXCOM Actions — After discussing a recommendation or proposal, the EXCOM will determine whether to support a proposal as submitted, or recommend changes.
- G. Recommend Substantive Changes to Proposals from Committee — If the EXCOM determines substantive changes are needed, the proposal will be returned to the referring Committee with reasoning and justification for the suggested changes.
 

The referring Committee may:

  - 1. approve the EXCOM’s changes;
  - 2. proceed with its original submission; or
  - 3. withdraw its original submission.

Any adjustments made to a proposal must be approved by majority vote, once a quorum has been established, of that Committee. A proposal may be withdrawn at any time by the Committee who initially submitted it.
- H. Recommend Formatting Changes to Proposals — Formatting or technical modifications may be made prior to final approval of the proposal. This may include grammar, numbering, and language modifications that do not affect the intent of the proposal or the justification. Any formatting changes are conveyed to the referring party or Committee Chair who can dispute the format change for context.



- I. Rescinding a Policy — A Committee, Compact Commissioner, or Designee may ask the EXCOM to rescind an adopted policy. The request must be in writing and include the reasoning and justification for asking that the policy be voided. A request to rescind a policy must be voted and passed by both the EXCOM and one additional Standing Committee. A request to rescind an adopted policy will be recorded on the consent calendar for approval by a simple majority vote of the full Commission at the next ABM (ABM).

#### **IV. DISTRIBUTION AND COMMUNICATION**

Once a policy is adopted by the EXCOM it will be published on the MIC3.net website within 10 business days of passage. A link to the policy will be published in one of the Commission's electronic communications (newsletter, chair message) within 45 days of passage.

#### **V. RATIFYING POLICIES AT THE ABM**

Once a proposed policy or amendment to an existing policy is reviewed and approved by a Standing Committee and the EXCOM, it will be a provisional policy and will take effect immediately. All provisional policies are to be recorded on the consent calendar for review, and amendment if necessary, at the next ABM. A provisional policy is considered "adopted" by a simple majority vote of the full Commission at the following ABM after a quorum has been established.

## 2-2020 Investment

Issued: August 20, 2020

### I. AUTHORITY

The objective of this policy is to establish investment guidelines by which assets in the form of reserve funds or funds in excess of operating expenses may be invested to ensure the MIC3 assets are invested in a prudent manner, in order to optimize long term returns at an appropriate level of risk.

Responsibility for investment of the “Fund” rest with the MIC3 Finance Committee, including; the establishment of an overall investment policy, including asset allocating guidelines and a structure of investment managements; the appointment or removal of portfolio managers and other advisors; and monitoring the performance of the Fund.

### II. APPLICABILITY

This policy applies to the *Interstate Commission on Educational Opportunity for Military Children*, also known as the MIC3, as defined in the Compact Rules; Chapter 100, SEC.1.101, Subsection I.

### III. DEFINITIONS

- A. “Asset Allocation” means: the way an investment portfolio is divided among various asset classes, such as cash, investments, bonds, and stocks.
- B. “Interstate Commission” means: the Commission that was created under Article IX of this compact.
- C. “Fund” means: the primary monetary amount invested by the MIC3 Finance Committee obtained from the Interstate Commission’s reserve fund or funds in excess of operating expenses.
- D. “Market Value” means: the current price of an asset.
- E. “Net Return” means: the gain or loss realized by an investment portfolio.
- F. “Portfolio” means: all the securities held by a mutual fund or the total investment holdings of an individual or an institution.
- G. “Portfolio Manager” means: the person or organization that makes the day-to-day decisions regarding a portfolio’s investments.
- H. “Principal” means: the amount of money originally put into an investment.
- I. “Rate of Return” means: the net gain or loss on an investment over a specified time period, expressed as a percentage of the investment’s initial cost.

### IV. RETURN OBJECTIVES

- A. Preservation of principal
- B. To achieve a net rate of return of a minimum 3% per year based on a three year moving average.
- C. This is to be considered and managed as a balanced portfolio

While the primary objective is to add value through prudent management. The nature of the requirements may change over time, and accordingly, the objectives will be reviewed by the Finance Committee annually while considering the MIC3’s level of assets and purpose.

## V. GUIDELINES

### A. Investment Philosophy — Asset Allocation

The Finance Committee believes that it should be the function of the portfolio manager to allocate the portfolio's assets among common stocks, bonds, and cash reserves. Accordingly, it is the guidance of the Finance Committee that the asset mix of the portfolio should be 60% equity and 40% fixed. The portfolio shall be rebalanced at such time as the equity percentage drops below 55% or exceeds 65%.

### B. Preservation of Principal

It is the intention of the Finance Committee to preserve the principal in the long-term investment portfolio. It is understood that there will be months and quarters when a negative rate of return will be experienced. The Executive Director or their designee is expected to notify the Finance Committee Chair at any time the portfolio exceeds a negative net return in excess of 10% in any fiscal year.

### C. Types of Assets

In order to provide the portfolio manager with the freedom to invest in various types of assets, the following items are expressly approved for investment purposes:

1. Common Stock
2. Preferred Stock
3. U.S. Government Securities
4. Convertible Securities
5. Bonds with a "BBB" or higher rating by Moody's or Standard & Poor's
6. Mutual Funds
7. Money Market Funds
8. Covered Call Options
9. Dollar Denominated ADR's
10. Zero Coupon Bonds

### D. Prohibited Transactions

All assets selected for inclusion in the portfolio must have a readily ascertainable market value and must be readily marketable.

The following types of assets or transactions are expressly prohibited:

1. Selling Short
2. Commodities
3. Letter Stock
4. Options (other than covered call options)
5. Non-traditional or new forms of securities, i.e.; Index Options, Future Contracts, etc.
6. Tax-Exempt Securities

### E. Diversification of Equity Securities

The equity portion of the portfolio should be invested in an Index Fund that tracks the performance of the stock market as a whole.

## VI. FUND MANAGEMENT

The Finance Committee may select professional competent portfolio managers to assist with management and recommendations for fund assets. The Finance Committee may make portfolio manager changes from time to time as they deem in the best interest of the Interstate Commission. The selection of portfolio managers will be made in a prudent manner taking into account their relevant experience, expertise, and ability.

The Finance Committee may also direct the Executive Director to hold cash equivalents on a short-term basis, either to meet obligations or pending allocation to an investment account.

## VII. VALUATION OF INVESTMENTS

Most investments will be valued at their market value when that is available from regular public trading but not less than quarterly.

If the market valuation of an investment is not available, then a fair value shall be supplied by the portfolio manager at each quarter end. A reasonable methodology should be applied consistently over time.

## VIII. MONITORING

The Finance Committee will annually review and discuss:

1. The portfolio managers, or their designated representative, will meet with the Finance Committee on at least an annual basis to review their progress in meeting the investment objectives of this policy. In addition, the Finance Committee may be asked to make a formal presentation to the Interstate Commission.
2. Current economic outlook and investment plans.
3. Asset mix of the invested funds and take action necessary to comply with desired asset allocation guidelines.
4. Rate of return.

## IX. FUND EXPENDITURES

Each year, the Finance Committee will review the portfolio and make a recommendation to the EXCOM.

The dollar amount and timing of any distribution(s) from the fund will be left up to the EXCOM based on recommendations from the Finance Committee and the Executive Director. The EXCOM, on behalf of the Commission, is authorized to withdraw up to 5% of the total market value of the Fund annually (market value to be determined as of the last business day of the preceding year) for the organization's operating purposes, to include replenishment of the Operating Reserve Fund balance.

## 3-2020 Operating Reserve

Issued: August 20, 2020

### I. PURPOSE

The purpose of the Operating Reserve Policy for the MIC3 is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure.

Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of MIC3 for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of MIC3 and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

### II. DEFINITIONS AND GOALS

The Operating Reserve Fund is defined as a designated fund set aside by action of the EXCOM. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum Operating Reserve Fund balance is equal to two-years average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The amount of the Operating Reserve Fund balance target minimum will be calculated each year after approval of the annual budget, reported to the Finance and EXCOMs, and included in the regular financial reports.

### III. ACCOUNTING FOR RESERVES

The Operating Reserve Fund balance will be recorded in the financial records as Operating Reserve. The Operating Reserves will be commingled with the general cash and investment accounts of the organization.

### IV. FUNDING OF RESERVES

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The EXCOM may from time to time direct that a specific source of revenue be set aside for Operating Reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

### V. USE OF RESERVES

Use of the Operating Reserves requires three steps:

#### A. Identification of Appropriate Use of Reserve Funds

The Executive Director and staff will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

## B. Authority to Use Operating Reserves

The Executive Director will submit a request to use Operating Reserves to the Finance Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve months to restore the Operating Reserve Fund to the target minimum amount. If the use of Operating Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully.

The Finance Committee will submit a recommendation to the EXCOM (EXCOM), to include the initial proposal by Executive Director should it differ from the Finance Committee recommendation. The EXCOM, on behalf of the Interstate Commission, is authorized to approve or modify the request, and authorize transfer from the reserve. The 'authority to use operating reserves' process outlined in this section may be enacted by the Finance Committee should the Operational Reserve Goal be attained as described in Section II of this policy.

## C. Reporting and Monitoring

The Executive Director is responsible for ensuring that the Operating Reserve Fund is maintained and used only as described in this Policy. Upon approval for the use of Operating Reserve funds, the Executive Director will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the Finance Committee/EXCOM of progress to restore the Fund to the target minimum amount.

## D. Relationship to Other Policies

The national office shall maintain the following EXCOM approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Operating Reserve Fund.

1. Finance Policy
2. Investment Policy
3. Review of Policy

## E. Review of Policy

This Policy will be reviewed every other year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the policy will be recommended by the Finance Committee to the EXCOM.

# 1-2021 Staffing In-Person Meetings During COVID-19 Pandemic

Issued: May 20, 2021

## I. AUTHORITY

The MIC3 is a membership organization that relies on its staff to organize and facilitate in-person convenings of its members. As such, the safety of our employees, members, and meeting attendees is paramount.

This policy is adopted to align with the CSG policy of which MIC3 is an affiliate member organization.

## II. APPLICABILITY

This policy applies to the staff of the organization.

## III. INTRODUCTION

To safely convene our members during the pandemic, MIC3 is implementing meeting-specific protocols that take many factors into consideration. Each meeting will have meeting and location specific protocols that will be communicated to members and MIC3 staff in advance.

## IV. GUIDELINES

Since MIC3 employees are needed to staff in-person meetings, we are implementing travel and in-person meeting safety protocols for the protection of our staff. These measures are described below:

- A. During the COVID-19 public health emergency, employees who are assigned to staff an in-person meeting will be given the option to decline the assignment. When possible, assignments will be discussed with employees at least two months prior to an in-person meeting. Employees will be expected to accept or decline the assignment at that point in time. MIC3 prohibits retaliation against any employee who, during the effective period of this policy, declines an in-person meeting assignment. If an employee declines, efforts will be made to provide appropriate in-office or remote work assignments. In the event appropriate work assignments are not available, an employee who declines an in-person meeting assignment will be approved for Paid Personal Time.
- B. Employees who accept an in-person meeting assignment will be required to demonstrate COVID-19 vaccination by complying with appropriate protocols to be established by CSG Human Resources. If an employee is not completely vaccinated, staffing of an in-person meeting will not be authorized. In this case, alternate assignments will be arranged unless the employee prefers to take that time off from work as Paid Personal Time.
- C. Employees whom staff meetings are required to follow:
  1. MIC3 meeting and location specific protocols,
  2. safety protocols of public transportation carriers and meeting venues, and
  3. applicable U.S. Centers for Disease Control and Prevention (CDC) guidelines associated with travel and with hygiene, facial masks, and social distancing.
- D. During this time of a global pandemic and the uncertainty it can bring to convenings, MIC3 appreciates the willingness of our employees to take on the task of staffing those convenings when they feel safe doing so. MIC3 strongly believes that these protocols are the best path forward to provide flexibility and safety for its staff.
- E. This policy remains in place until the end of the COVID-19 public health emergency. MIC3 will re-evaluate the necessity of the policy at that time and determine whether or not the policy duration will be extended.

## 2-2021 Attendance by MIC3 Employees at In-Person Events Convened by Other Entities During the COVID-19 Pandemic

Issued: May 20, 2021

### I. AUTHORITY

The MIC3 is committed to ensuring the health and safety of all employees who attend in-person events convened by other entities.

This policy is adopted to align with CSG policy of which MIC3 is an affiliate member organization.

### II. APPLICABILITY

This policy applies to the staff of the organization.

### III. GUIDELINES

- A. Therefore, employees who register to attend, or accept invitations to participate in, any in-person events convened by other entities will be required to demonstrate COVID-19 vaccination by complying with appropriate protocols to be established by CSG Human Resources. If an employee is not completely vaccinated, attendance at, and participation in, any such in-person events will not be authorized.
- B. CSG employees who attend in-person events convened by other entities are required to follow:
  1. all meeting and location-specific health and safety protocols established by the event sponsors;
  2. safety protocols of public transportation carriers and meeting venues; and
  3. applicable CDC guidelines associated with travel and with hygiene, facial masks, and social distancing.
- C. This policy shall remain in effect until the end of the COVID-19 public health emergency.



# 3-2021 Establishing Health and Safety Protocols for In-Person MIC3 Events Convened During the COVID-19 Pandemic

Issued: May 20, 2021

## I. AUTHORITY

The MIC3 is committed to providing safe meeting environments and to ensuring the health and safety of all participants who attend its events.

This policy is adopted to align with the CSG policy of which MIC3 is an affiliate member organization.

## II. APPLICABILITY

This policy applies to the staff of the organization.

## III. GUIDELINES

- A. For any in-person MIC3 event convened during the COVID-19 pandemic, appropriate health, and safety guidelines and/or protocols to be observed by all attendees should be established by the appropriate managers, event planners, and principals and communicated to all staff and attendees both prior to and during the event.
- B. MIC3 recommends that such guidelines and protocols be consistent with the best available guidance provided by the CDC and other appropriate state and local public health authorities.
- C. They should also be tailored as appropriate to comply with all applicable location- and venue-specific health and safety requirements.
- D. The enforcement of compliance with such guidelines and protocols shall be left to the discretion of the appropriate managers, planners, and principals responsible for each event.
- E. This policy shall remain in effect until the end of the COVID-19 public health emergency.

# 1-2022 Policy for COVID-19 Vaccination

Issued: February 9, 2022

## I. AUTHORITY

President Biden signed an executive order on September 9, 2021, mandating employees of federal contractors, such as MIC3, be vaccinated against COVID-19. MIC3 is adopting this vaccination policy to ensure our compliance with the new federal requirements and to safeguard the health and well-being of our employees, their families, the state officials with whom we work, and our neighbors.

This policy is adopted to align with the CSG policy of which MIC3 is an affiliate member organization.

## II. APPLICABILITY

- A. On and after November 15, 2021, all MIC3 employees, as a condition of employment, must be fully vaccinated for COVID-19.
- B. For employees who encounter limited access to vaccines, MIC3 will assist them in obtaining access to the vaccine.
- C. A person is considered fully vaccinated two weeks after completing a full course of a vaccine regime.
- D. Between now and November 15, 2021, MIC3 employees required to travel for MIC3 are required to be fully vaccinated at the time of travel.

## III. PROCEDURES

- A. On or before November 15, 2021, all MIC3 employees shall provide MIC3 with a copy of their CDC vaccination card as proof that they are fully vaccinated.
- B. All offers of employment with MIC3 shall be conditioned on receiving proof of full vaccination prior to beginning employment with MIC3.
- C. Vaccination records should be scanned and emailed to CSG Human Resources at [COVID-19vaccine@csg.org](mailto:COVID-19vaccine@csg.org).
- D. Employees not in compliance with this policy will be placed on unpaid leave while the circumstances of noncompliance are evaluated by relevant MIC3 management, in consultation with CSG Human Resources.
- E. Noncompliance may result in disciplinary action up to and including termination. Please direct any questions regarding this policy to the human resources department.

## 2-2022 Open Records Request

Issued August 18, 2022

### I. AUTHORITY

The objective of this policy is to establish a proactive process for the public to request records from MIC3. This policy is intended to set guidelines for how to request records and establish a reasonable time frame for the Commission to return the requested records.

### II. APPLICABILITY

The MIC3 is a quasi-governmental agency and is located in Lexington, Kentucky — and adheres to **KRS Chapter 61.870-61.884**. This policy applies to citizens, corporations, associations, public interest groups, private individuals, and universities who submit an Open Records request to MIC3.

### III. DEFINITIONS

- A. **Public Record** — A public record is defined as the original or copy of any documentary material in any form, to include written materials, books, photographs, photocopies, films, microfilms, records, tapes, computerized records, maps, and drawings created or received by the Commission in connection with the transaction of public business.
- B. **Privacy** — Performance data and personally identifiable student information data need to be kept safe, private, and follow federal and state standards and laws, including the Family Educational Rights and Privacy Act (FERPA), to maintain student data security and privacy. While the data used by the Commission is comprehensive, the data made available to the public may be redacted to avoid unintended disclosure of personally identifiable information in school or state level reports.
- C. **Exempt Records** — The Commission may withhold public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy. This may include but is not limited to:
  - 1. Benefit Selections/Payroll Deductions
  - 2. DD-214s (military discharge forms)
  - 3. Financial Records
  - 4. Health Insurance Records
  - 5. Medical Records
  - 6. Commendations
  - 7. Driver's License Information
  - 8. Law Enforcement Records
  - 9. Personally Identifiable Student Records
  - 10. Employee Personnel Records
- D. **FERPA** — (20 U.S.C. § 1232g; 34 CFR Part 99) is a **federal law** that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- E. **Commercial Purpose** — **KRS 61.870(4)** defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

## IV. PROCESS

A. A request for public records shall adhere to the following:

1. The request shall be made using the Open Records request form.
  - a. Requester shall fill out the form in its entirety and include the requester's name and contact information, and state they reside in.
  - b. Under **KRS 61.874(2)(a)**; the requester shall indicate whether they desire hard or electronic copies; the request shall include a specific description of the public records requested in as much detail as possible; and the requester shall indicate whether or not the records sought are for a commercial purpose under **KRS 61.870(4)**.
2. Response
  - a. The Commission shall provide a response to the records requester within five (5) business days of the date the request is received. Notice promptly shall be sent to the requesting party if additional time is needed under **KRS 61.872 and 61.880** to respond to the request.
  - b. When a response is delayed, the Commission shall specifically indicate to the requester that additional time is required to process the request and explain the circumstances justifying additional processing time.
3. Cost Estimate
  - a. The Commission shall provide the requester with a cost estimate. This may include, but is not limited to administrative fees, legal counsel service fees, and hard copy fees, if applicable.
  - b. Hard copies of the public records of MIC3 shall be furnished to any requester, on payment of a fee of ten (10) cents a page, but electronic copies shall be provided via email whenever possible, at no cost. If providing electronic copies via email is not possible, the fee charged to the requester will be ten (10) cents a page and postage of packages up to fifty (50) dollars. The requestor shall be notified if postage cost exceeds this threshold.
  - c. Copies of nonwritten records (photographs, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.
  - d. If applicable, the Commission may require payment in advance.
4. State Records
  - a. Request for state specific data or information may or may not be subject to open records laws. A requestor should consult the respective state's open records laws to determine how or if a request is possible.

Any request not outlined in this document will be reviewed by the EXCOM for determination.

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**MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION**  
1776 Avenue of the States Lexington, Kentucky 40511

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## **2023-2024 Standing Committee Meeting Dates**

**Note: Conference call information and meeting agenda are emailed to participants prior to the meeting. Dates/times may change at the discretion of the Committee Chair.**

### **Executive (3<sup>rd</sup> Thurs)**

- Thurs, Dec 14, 2023 @ 1:00 PM ET
- Thurs, Jan 18, 2024 @ 1:00 PM ET
- Thurs, Feb 15, 2024 @ 1:00 PM ET
- Thurs, Mar 21, 2024 @ 1:00 PM ET
- Tues-Thurs, Apr 16-18, 2024, Lexington, KY
- Thurs, May 16, 2024 @ 1:00 PM ET
- Tues, Jun 20, 2024 @ 1:00 PM ET
- Thurs, Jul 18, 2024 @ 1:00 PM ET
- Thurs, Aug 15, 2024 @ 1:00 PM ET
- Thurs, Sept 19, 2024 @ 1:00 PM ET
- Thurs, Nov 21, 2024 @ 1:00 PM ET
- Thurs, Dec 19, 2024 @ 1:00 PM ET

### **Training (4<sup>th</sup> Tues)**

- Tues, Feb 27, 2024 @ 1:00 PM ET
- Tues, April 23, 2024 @ 1:00 PM ET
- Tues, Jun 25, 2024 @ 1:00 PM ET
- Tues, Aug 27, 2024 @ 1:00 PM ET
- Tues, Sept 24, 2024 @ 1:00 PM ET

### **Finance (4<sup>th</sup> Wed)**

- Wed, November 15, 2023 @ 11:00 AM ET\*\*\*\*
- Wed, Jan 24, 2024 @ 11:00 AM ET
- Wed, Mar 27, 2024 @ 11:00 AM ET
- Wed, May 22, 2024 @ 11:00 AM ET
- Wed, Jul 24, 2024 @ 11:00 AM ET
- Wed, Aug 28, 2024 @ 11:00 AM ET\*\*\*
- Wed, Sept 25, 2024 @ 11:00 AM ET
- Wed, November 20, 2024 @ 11:00 AM ET\*\*\*\*

Other important dates:

### **April – Month of the Military Child**

Wed, April 17, 2024, Purple Up! Day

### **2024 Annual Business Meeting (ABM)**

Wed-Thurs, October 16-17, 2024, Albuquerque, NM

### **Compliance (2<sup>nd</sup> Tues)**

- Tues, Jan 9, 2024 @ 2:00 PM ET
- Tues, Mar 12, 2024 @ 2:00 PM ET
- Tues, May 14, 2024 @ 2:00 PM ET
- Tues, Jul 9, 2024 @ 2:00 PM ET
- Tues, Sept 10, 2023 @ 2:00 PM ET

### **Rules (2<sup>nd</sup> Tues)**

- Tues, Feb 13, 2024 @ 2:00 PM ET
- Tues, Apr 9, 2024 @ 2:00 PM ET
- Tues, May 7, 2024 @ 2:00 PM ET\*
- Tues, Jun 11, 2024 @ 2:00 PM ET\*\*
- Tues, Aug 13, 2024 @ 2:00 PM ET\*\*
- Tues, Sept 10, 2024 @ 2:00 PM ET

### **Communications/Outreach (2<sup>nd</sup> Wed)**

- Wed, Jan 10, 2024 @ 2:00 PM ET
- Wed, Mar 13, 2024 @ 2:00 PM ET
- Wed, May 8, 2024 @ 2:00 PM ET
- Wed, Jul 10, 2024 @ 2:00 PM ET
- Wed, Sept 11, 2024 @ 2:00 PM ET

### **Leadership Nomination Committee (3<sup>rd</sup> Mon)**

- Mon, Nov 13, 2023 @ 1:00 PM ET (Debrief)
- Mon, Mar 18, 2024 @ 1:00 PM ET
- Mon, May 20, 2024 @ 1:00 PM ET
- Mon, Jul 15, 2024 @ 1:00 PM ET
- Mon, Aug 19, 2024 @ 1:00 PM ET
- Mon, Nov 18, 2024 @ 1:00 PM ET (Debrief)\*

### **Ex-officio (1<sup>st</sup> Thurs)**

- Thurs, Jan 11, 2024 @ 11:00 AM ET
- Thurs, April 11, 2024 @ 11:00 AM ET\*
- Thurs, Jul 11, 2024 @ 11:00 AM ET
- Thurs, Oct 10, 2024 @ 11:00 AM ET\*

\*Different date due to scheduling conflicts

\*\*Rules change proposal review

\*\*\*Budget proposal & audit review

\*\*\*\*ABM reimbursement review