



## **AGENDA STATE BOARD OF EDUCATION**

May 9, 2014

Arkansas Department of Education

ADE Auditorium

9:00 AM

[Back](#)  [Print](#)

---

### **Reports**

#### **Report-1 Chair's Report**

*Presenter: Brenda Gullett, Chair*

#### **Report-2 Commissioner's Report**

*Presenter: Dr. Tom W. Kimbrell*

#### **Report-3 Recognition of the Presidential Award for Excellence in Mathematics and Science Teaching**

*This presidential award is the nation's highest honor for mathematics and science teachers for grades K–12.*

*Awardees serve as models for their colleagues, inspiration to their communities, and leaders in the improvement of mathematics and science education. A national committee of distinguished scientists, mathematicians and educators selected only 102 teachers from the nation to receive these awards.*

*Presenter: Dr. Tom W. Kimbrell and Dr. Tracy Tucker*

#### **Report-4 Recognition of the Gilder Lehrman History Teacher of the Year Award**

*The Gilder Lehrman History Teacher of the Year Award promotes and celebrates the teaching of American history in classrooms across the United States. The award honors one exceptional K-12 teacher of American history from each of the fifty states, the District of Columbia, Department of Defense schools and US Territories.*

*Presenter: Dr. Tom W. Kimbrell and Dr. Tracy Tucker*

#### **Report-5 Recognition of Master Principal Awardees**

*The Arkansas Leadership Academy will announce and recognize Arkansas school principals who have successfully completed the Master Principal Program and rigorous assessment to be designated Master Principals.*

*Presenter: Dr. Diana Peer and Blaine Alexander with the Arkansas Leadership Academy*

#### **Report-6 Update on Common Core State Standards, PARCC, Schools of Innovation and School Improvement.**

*This information is provided to keep the State Board of Education apprised of the Department's work activities associated with college and career readiness and school improvement.*

*Presenter: Dr. Megan Witonski*

## **Report-7 Educator Preparation Program Reports**

*Presenter: Dr. Karen Walters*

## **Report-8 Proposed Revisions to the State Board of Education Operating Procedures**

*The State Board of Education Procedures have not been revised since 2008. ADE staff proposes revisions to the State Board Procedures to align them with current practices of the State Board and seeks input from the State Board regarding proposed and additional changes.*

*Presenter: Kendra Clay*

State Board of Education  
Division of Learning Services Report  
Dr. Megan Witonski  
May 9, 2014

#### Curriculum and Instruction

Our student video contest to showcase Arkansas students who are benefiting from Common Core will end on May 7<sup>th</sup>. We look forward to sharing sample student submission videos with Board members in May.

#### Assessment

The Arkansas Augmented Benchmark Exams and the End of Course (EOC) exams, with the exception of the Algebra I EOC (May 13<sup>th</sup> and 14<sup>th</sup>), will be completed by the date of the Board meeting report.

We worked with a collaborative group from ADE Division of Finance and Learning Services, Department of Information Systems (DIS), and APSCN LAN to make on-site visits with each of the districts in Arkansas. Our goal was to provide a reflection of readiness to each district superintendent. All district reviews are scheduled to conclude prior to July for the 2014-2015 operational assessment year. The initial effort was to review the readiness of school districts participating in the field test. We have now expanded that effort to include all remaining Arkansas school districts. Out of 258 school districts, we have progress updates completed on 178 districts. All school district superintendents will receive a letter explaining their district capacity in terms of overall technology readiness or deficits in order to assist with planning for greater online capacity.

We continue to partner with the National Center and State Collaborative (NCSC). This work centers on the ability to support our students with the most significant cognitive disabilities to achieve increasingly higher academic outcomes. We initiated a NCSC pilot assessment to provide an opportunity for Arkansas students to participate in an assessment sample. This opportunity is scheduled to conclude on May 16<sup>th</sup>. In addition, an Arkansas school district is participating in the NCSC research study to support the implementation of the operational assessment in 2014-2015.

The PARCC field test cycle has been in action over the last several weeks. The field test encompassed samples from the Performance Based Assessment (PBA) and the End of Year Assessment (EOY). The field test is scheduled to conclude on June 6, 2014. Ms. Melody Morgan will share additional updates to offer a point-in-time reflection of the status and feedback from the field test.

## **Proposed Revisions to the Arkansas State Board of Education Operating Procedures**

The State Board of Education Procedures have not been revised since 2008 and have not gone through the administrative rulemaking process required by the Administrative Procedures Act (Ark. Code Ann. § 25-15-201 et seq.). ADE staff proposes revisions to the State Board Procedures to align them with current practices of the State Board. The proposed changes include the following:

- Incorporate statutory language of Ark. Code Ann. §§ 6-11-101 through 103; § 6-11-105, 111, and 112
- Remove mentoring program requirements and guidelines because formal mentoring program is no longer utilized
- Change orientation section to provide that new member orientation is provided by ADE Staff and includes, but is not limited to, statutory responsibilities and information on the organization and operations of ADE
- Clarify that in-person attendance is the preferred method of attendance but that telephone attendance is allowed
- Change the excessive absences section to mirror the updated statutory language in Ark. Code Ann. § 25-17-211(b)
- The public comment section currently allows for public comment if the commissioner is notified by the Wednesday before the meeting. Due to the current meeting schedule of the State Board, change the deadline for notification to the Monday before the meeting
- Update the procedure for adoption of rules to reflect that rules are sometimes brought directly from the ADE staff to the State Board for public comment rather than all rule changes being initiated by the State Board.
- Remove the conflict of interest section from the general guidelines and create a separate section on conflicts of interest including statutory requirements
- Provide for general hearing procedures for matters before the State Board that do not otherwise have outlined procedures

# ARKANSAS STATE BOARD OF EDUCATION

## OPERATING GUIDELINES

Revisions:

Strikeouts and single underlines - October, 1997

Double underlines - January, 1998

Removed strikeouts and single & double underlines, made corrections from the January Minutes

Regular Meetings - July 27, 1998

Membership, Regular Meetings, Standing Committees - August, 1999

Major revision December, 1999

Edits July 2008 (mr)

## **BOARD OPERATING GUIDELINES**

### **NAME**

These Guidelines govern the operation of the Arkansas State Board of Education. All references to the Board shall be deemed to refer to the Arkansas State Board of Education.

### **PURPOSE**

The purpose of the Board is to discharge the Powers and Duties granted by state law - § 6-11-105.

### **MEMBERSHIP**

Board membership is prescribed by state law. Members are appointed for a seven (7) year term by the Governor. (Ref: Act 885 of 1999)

### **ORGANIZATION**

#### **Officers**

##### Number

Officers of the Board shall be a Chair and a Vice-Chair.

##### Qualifications

Board officers must have a minimum of two years of Board service before holding office.

##### Election

On or before the first day of March of each year, the Chair shall appoint a Nominating Committee consisting of three (3) Board Members, all of whom shall have served at least two years on the Board. The Committee shall secure the consent of its nominees to serve and report to the Board at the May meeting. Nominations from the floor shall be allowed. The election shall take place by voice vote at the June meeting. The outgoing Chair shall serve through the conclusion of the meeting, at which time the newly elected Chair shall take office.

##### Term

The term of elective position shall be one year. Individual office holders shall be limited to serving two consecutive one-year terms.

##### Vacancies

If the Chair becomes vacant during a term of office, the Vice-Chair shall succeed to the office of Chair and a replacement for the Vice-Chair shall be nominated by the last named Nominating Committee and recommended to the Board at the next regular meeting of the Board, whereupon the Board shall vote on such nomination or nominations. If the Vice-Chair becomes vacant, that office shall be filled in the same manner. In all such events, nominations from the floor shall be allowed.

### **BOARD OPERATIONS**

## **Commissioner**

The Board employs, subject to the confirmation of the Governor, the Commissioner of the Department of Education, who is an employee of the Board and serves at the pleasure of the Governor. The Commissioner acts as an agent of the Board and performs such duties as are designated by the Board or by statute. The Commissioner acts as the Ex Officio Secretary of the Board without a vote. The Board shall conduct a continuous evaluation of the Commissioner. His/her evaluation shall include the performance of the members of the executive staff. The purpose of this evaluation is to ensure that the Department of Education is meeting the goals and expectations established by the State Board of Education. The Board shall prepare a formal performance evaluation of the Commissioner within a month of the anniversary date.

## **Committees**

### Committee of the Whole

The Board regularly conducts its business as a committee of the whole.

### Standing Committees

The Board may establish a standing committee(s) by majority vote at the beginning of each term of office. The chair shall appoint a committee chair and members of any established standing committee. The purpose of a standing committee is to plan, consider and investigate items in the area of its responsibilities. Each committee shall report its findings or recommendations to the Board as a whole.

### Special Committees

The Chair shall from time to time appoint special committees of the Board as necessary to carry out a specified task. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.

### Orientation of New Board Members

Mentoring Program - This program is established to help new Board Members gain an understanding of the role and responsibility of the State Board of Education (SBE), and the role and responsibility of individual Board Members. In consultation with each new member, the Chair shall appoint a mentor for each new member selected from experienced members of the Board. The mentor and new Board Member will determine the length of time for the mentoring program. The mentor will give the new member an overview including, but not limited to, the following information:

- I. Role and Responsibility of the State Board of Education
  - a. Statutory responsibilities
  - b. Mission, goals, and priorities of the State Board of Education

- c. Information on the organization and operations of the Department of Education

## II. Role and Responsibility of State Board Members

- a. Sources of information available to be a well-informed member
- b. Conduct of Board Members
- c. Areas of communications available to Board Members

### **Meetings**

#### **Regular Meetings**

At its December meeting, the Board shall adopt meeting dates for the following calendar year. (Ref. §6-11-104) Notice of regular meetings need not be given.

#### **Special Meetings**

Special meetings may be called by the Chair. In the absence of the Chair, the Commissioner of the Department shall call a meeting on the request of three (3) members of the Board. If both the Chair and the Commissioner shall be absent or refuse to call a meeting, any three (3) members of the Board may call a meeting with notification to the Office of the Commissioner. Board Members must be given no less than 24 hours advance actual notice for special meetings.

#### **Notice to Members**

Notice of meetings other than regular meetings of the Board shall be by telephone, e-mail, or facsimile and shall be delivered to each Member at least 24 hours in advance of the proposed meeting date. Confirmation by members indicating the presence of a quorum must be established before a special meeting is held.

#### **Public Notice**

All meetings are open to the public and shall conform to the Arkansas Freedom of Information Act.

#### **Quorum**

A majority of those serving on the Board shall constitute a quorum.

#### **Member Attendance**

Each member shall make attendance at Board meetings a matter of highest priority. A member must be in attendance in order to discuss and vote on any issue before the Board.

Excessive Absences - Unexcused absences from three (3) successive regular meetings, without attending any intermediary called special meetings, shall constitute sufficient cause for removal. (See ACT 219 of 1997 Attachment #1)

### **Rules of Order**

Except as modified by these Guidelines, the parliamentary procedures followed by the Board will conform to the latest edition of Robert's Rules of Order.

### **Public Comment**

As a public Board, the Board of Education welcomes public comment. An individual or group wishing to appear before the Board should notify the Commissioner's Office of the Department of Education in writing by Wednesday prior to the Board meeting date.

Anyone wishing to address the Board who has not notified the Commissioner of the Department of Education shall be allowed to do so only upon a majority vote of the Board Members present.

While in session, comment shall be received:

1. On an agenda item, following initial presentation and before the Board undertakes discussion and deliberation. Absent Board consent, public comment will be limited to three minutes. Repetitive presentations will be restricted by the Chair.
2. For matters not on the Board agenda, public comment will be received at the conclusion of the published agenda. Presentations will be limited to three minutes absent Board consent. Written material as well as the name and contact information of the presenter is appreciated for the Board's full understanding of the issue addressed.

### **Minutes**

The Ex Officio Secretary of the Board or his/her designee shall be responsible for keeping minutes of all meetings and has the responsibility of filing, indexing and preserving all minutes, papers and documents pertaining to the business and proceedings of the Board. The minutes of each meeting shall be included in the materials prepared for the approval of the Board at the next regular meeting.

### **Agenda**

#### **Preparation**

An Agenda for each regular meeting shall be developed by the chair in consultation with the Commissioner. The Agenda shall be mailed or distributed to each member at least ten

(10) days before each meeting. When there is less than four (4) weeks between regular meeting dates, the Agenda will be distributed eight (8) days prior to the meeting date. Matters not on the Agenda shall not be considered at the meeting except upon a two-thirds majority vote of the members present and voting.

#### Requests to place items on Agenda

Requests to place items on Agenda shall be received by the Liaison in writing at least twenty (20) days before the regular Board meeting.

#### Agenda format

**Consent Agenda** The Liaison in consultation with the Commissioner and Chair shall identify items for inclusion on the Consent Agenda. Items that need no further discussion and are non-controversial shall be placed on the Agenda in a block identified as the Consent Agenda and are adopted as a whole. Items may be removed at the request of one or more Board Members. Items removed from the Consent Agenda shall be placed on the Action Agenda or deferred.

**Action Agenda** Items for discussion or action by the Board will be placed on the Action Agenda.

#### Procedure for the adoption of Rules and Regulations

Unless an emergency exists the Board will follow a three-step process for the adoption of Rules and Regulations.

1. At a scheduled meeting the Board will initiate a discussion of policy issues to provide direction to the Department in the development of a first draft.
2. At a subsequent scheduled meeting the Board will review the first draft prepared by the Department following the initial policy discussion. Upon approval of the Board the draft will be disseminated for public comment in accordance with the Administrative Procedures Act.
3. The Department will provide the Board a summary of the public comments along with a revised draft that reflects those comments. Proposed additions to language will be underlined and proposed deletions will be shown by an overstrike. The Board may accept or reject those revisions. Substantial revisions require an additional public hearing. Final approval of the Board will be granted at the conclusion of the process.

## AMENDMENTS

These Guidelines may be amended at the next regularly scheduled meeting of the Board by a three-fourths vote of the members present and voting, providing written notice is given to the members two weeks in advance of the meeting.

### General Guidelines for Board Members

1. The Board and Department Commissioner will work harmoniously through the Commissioner's Office to accomplish the State Goals.
2. The Board is committed to establishing policy and discharging its responsibilities without discrimination on the basis of race, gender, color, creed, religion, age, mental or physical condition or other inappropriate characteristics or criteria.
3. The Chair is the spokesperson for the Board. The Chair shall not speak on behalf of the Board in regard to any position until the Board has determined that position in a meeting.
4. Each Board Member has the freedom to express his or her own beliefs about education issues and to share such beliefs with other Board Members and the public.
5. The Board will focus not only on current educational needs but also on future educational needs.
6. Board Members shall prepare for meetings by studying and understanding relevant materials supplied by Department staff. They will improve their knowledge base by reading widely in general and specialized education publications and by keeping abreast of national, state and local news developments and trends in education.
7. It is the responsibility of the Board to mentor and provide new members with the help and guidance necessary to become informed and contributing members of the State Board of Education. The attached guideline entitled "The State Board of Education Mentoring Program," should be used as a guide to foster the Mentoring Program.
8. In the event a member of the Board considers that he or she has a conflict of interest or that there might be an appearance of impropriety with regard to his or her participating in discussion of or voting on a particular matter before the Board, he or she may notify the Board and recuse. In the event a member of the Board considers that another Board Member has a conflict of interest or that there might be an appearance of impropriety with regard to that Board Member participating in discussion of or voting on a particular matter before the Board, such Board Member shall bring such issues before the Board, and the Board Member whose participation

is questioned may either recuse or, in the absence of voluntary recusal, may be disqualified from voting by a vote of three-fourths of the Board Members present. (See attachment #2 relevant legislation)

9. Board Members, the Commissioner and Department staff shall actively seek alliance with all parties interested in the development of an effective system of education.
10. Board Members shall be readily accessible to the public, especially in their own local areas.
11. In fielding a public concern the following procedure is useful:
  - a. Listen to the individual or group and clearly define the concern;
  - b. Ascertain whether the issue has been discussed with the person immediately responsible;
  - c. Advise them of the procedure established to handle such concerns, direct them to the appropriate Department personnel, and let the staff know of your contact;
  - d. Express appreciation to the individual or group for their interest in education and in presenting the concern;
  - e. Affirm the desire to reach a satisfactory solution in a timely manner;
  - f. Ask them, if appropriate, to report back on the progress or resolution of the concern;
  - g. Report the full details of the concern to the Chair and the Commissioner in a timely manner, and ask that they keep you informed of developments;
  - h. Forward any correspondence or communication from individuals or organizations relating to the business of the Board to the Chair and the Commissioner if it appears that the communication was sent to only one Member.

## **ARKANSAS STATE BOARD OF EDUCATION MENTORING PROGRAM GUIDELINES**

In order to promote a better understanding of the Arkansas State Board of Education and its operations, the mentoring program will give the new member an overview of the State Board of Education and its operations including, but not limited to, the following information:

### Role and Responsibility of the State Board of Education

Overview of the Arkansas Department of Education

1. Basic introduction of new Board Members to staff members at Board meetings
2. Arkansas Education Directory
3. List of acronyms frequently used in educational dialogue
4. General information about budget development, federal programs, and legal issues

### Sources of Information

Information sources available to Board Members. Sources should include Department of Education resources, publications, and professional organizations for Board Members as well as other professional organizations that provide educational information that can provide a better understanding of issues and concerns affecting education in Arkansas as well as the nation.

### Conduct of Board Members

The mentor needs to give an overview of the expectations of a Board Member involving such items as appropriate dress:

1. Attendance requirements
2. Appropriate dress
3. Time commitment
4. Expressing opinions clearly
5. Confidentiality
6. Expense requirements
7. Arrival time and departure

### Communications of Board Members

New Board Members need information on the different avenues of communication used by Board Members. This information should include the following:

1. E-mail
2. Telephone calling cards
3. Business cards
4. Faxes
5. Telephone list of Board Members
6. Note cards