

# Illinois Mathematics and Science Academy®

*igniting and nurturing creative, ethical, scientific minds that advance the human condition*

## **IMSA Board of Trustees Regular Meeting March 13, 2013**

IMSA Horwitz Conference Room

### **Meeting Minutes (Modified to add Trustee Kalantzis' voting)**

#### **Call to Order**

Chairman Griffin called the meeting to order at 8:30 a.m.

#### **Roll Call**

Ms. Veal called the roll. A quorum was present.

**Members Present:** Sheila Griffin, Jay Budzik, Kathy He, Leslie Juby, Mary Kalantzis (via teleconference), Jack McEachern (via teleconference), Luis Núñez, Paula Olszewski-Kubilius, Erin Roche, and Marsha Rosner (via teleconference)

**Members Absent:** Steven Isoye, Harry Berman, Christopher Koch, Geoffrey Obrzut, James Rydland

#### **Closed Session**

A motion was made by Trustee Roche and seconded by Trustee Núñez to go into closed session to discuss closed session minutes from January 18, 2013, 5 ILCS 120/2 (c) 21, appointment of legal counsel for the public body and employment, performance and compensation of specific employees of the public body (5 ILCS 120/2 (c) 1. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

#### **Closed Session Held**

#### **Returned to Open Session**

#### **Roll Call**

Ms. Veal called the roll again. A quorum was present.

**Members Present:** Sheila Griffin, Jay Budzik, Kathy He, Leslie Juby, Mary Kalantzis (via teleconference and Adobe Connect\* intermittently), Jack McEachern (via teleconference), Luis Núñez, Paula Olszewski-Kubilius, Erin Roche, Marsha Rosner (via teleconference)

**Members Absent:** Steven Isoye, Harry Berman, Christopher Koch, Geoffrey Obrzut, James Rydland (arrived 9:35 a.m.)

**Liaisons Present:** Melvin Bacani for IMSA Alumni Association, Dan Gleason for Faculty, Ron Kimberling for IMSA Parents Association Council

**Liaisons Absent:** Stephanie Pace Marshall for IMSA Fund Board of Directors, Kevin Zhang for IMSA Student Council

### **Chairman's Remarks**

Chairman Griffin welcomed new Trustee Leslie N. Juby, who was recently appointed to the IMSA Board by Governor Quinn. She noted that Ms. Juby serves on the State of Illinois School Success Task Force, is a member of the City of Geneva's Strategic Planning Advisory Committee and previously sat on the Geneva CUSD 304 Board of Education and Policy Committee. Ms. Juby said she was thrilled to participate on the IMSA Board.

### ***Presentation of Resolution Honoring Jacklyn Naughton***

Chairman Griffin reading the following resolution honoring former Trustee Jacklyn Naughton:

**WHEREAS**, the Illinois Mathematics and Science Academy was established to offer a uniquely challenging education for students talented in the areas of mathematics and science and to stimulate further excellence in mathematics and science for all Illinois schools; and

**WHEREAS**, the Academy has authored an inspiring chapter of leadership, achievement and impact in its 27 years; and

**WHEREAS**, the Academy's success and sustainability depends in large part on the vision and strength of its governing Board; and

**WHEREAS**, Jacklyn Naughton served with distinction as a Trustee from 2006 to 2012; and

**WHEREAS**, Ms. Naughton gave generously of her time, energy and talents to advance the Academy's mission on behalf of the People of Illinois; and

**WHEREAS**, Ms. Naughton demonstrated an exemplary commitment to the students and teachers of Illinois, positioned the Academy as a model of expert practice and innovation, particularly in science education and student inquiry and research; and advised the design of IMSA's online learning presence and initial "quick win/fast fail" pilots;

**BE IT FURTHER RESOLVED**, that the Board of Trustees of the Illinois Mathematics and Science Academy gratefully acknowledges the dedication and contributions of Jacklyn Naughton; that we deeply appreciate her years of distinguished service to the Academy; and that we look forward to working with her in new ways in the future.

A motion was made by Trustee Roche and seconded by Trustee Núñez to adopt the resolution. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

Ms. Naughton thanked the Board saying she loves IMSA, loved being a Trustee, valued the discussions that were held and enjoyed being involved with an active and dynamic Board. She said she was excited to be part of the online initiative of the strategic plan, emphasizing, "if you stay the same you are just good and to be great you need to move forward." She said she misses being on the Board.

Ms. Naughton reported that five students participated in two different Illinois Junior Fairs and of those five, three qualified for state and one received the best in category in Math. She passed

around a student's paper noting she had obtained permission to share the work. She stressed this sophomore would not have been able to do independent research without this opportunity and his parents said "you have no idea what a difference the class made."

### **Chairman's Good News Items**

*First:* Representative Mike Fortner, PhD in physics, and Senator Daniel Biss, PhD in mathematics, participated in a legislative panel at IMSA on Monday, March 11, sponsored by Mu Alpha Theta and the Student Committee for IMSA Advancement in honor of Pi Day to discuss the intersection of math, physics and politics. Chairman Griffin thanked Dr. Purva Rushi and IMSA students for planning this very interesting event noting she was able to attend and was impressed by the commitment of both legislators and intelligent questions the students asked.

*Second:* IMSA Junior James Tao once again finished among the best in a prestigious international math competition, tying for 3rd place and winning a Gold Medal at the Romanian Master of Mathematics competition in Bucharest. The Olympiad level contest featured 15 teams and 91 participants and in large part because of James's efforts, the US team finished first, edging out Russia 105-101.

*Third:* The second annual Leon M. Lederman Frontiers of STEM Symposium presented by The IMSA Great Minds Program® will be held the afternoon of April 2. This year's topic is Climate Change and presenters will include Dr. Fred Janzen: Climate Change and the Temperature-dependent Sex Determination in Turtles and Dr. Beth Shapiro: Ligers, tigons and bears (Oh My!): The genomic consequences of inter-species hybridization.

### ***Ethics Training and Economic Interest Statements***

Chairman Griffin reviewed these requirements and urged Board members to complete them.

### ***IMSA Fund Contributions***

Chairman Griffin thanked those Trustees who have already made contributions to the IMSA Fund for this year noting Trustees are currently at 64% and though ahead of the IMSA Fund Board, she would appreciate 100% Board participation by the next meeting. Trustee Rosner asked that a note be sent to all Trustees indicating if they have or have not contributed to this year's campaign. Chairman Griffin asked Ms. Veal to follow-up.

The Chairman also announced that graduation is June 1 and Board members who are planning to attend should let Karen Ruscitti know.

### **Trustees Comments**

Trustee Rydland congratulated Dr. McGee on his numerous contributions to IMSA and said he was making a donation to the IMSA Fund in Dr. McGee's honor.

### **Board Business – Action Items**

#### ***Minutes January 18, 2013, Board Meeting Closed Session***

A motion was made by Trustee Núñez and seconded by Trustee Olszewski-Kubilius to approve the closed session minutes from the January 18, 2013, Board meeting as presented in today's closed session. Voting aye were Trustees Griffin, Budzik, He, Kalantzis, Núñez, Olszewski-Kubilius and Roche. Trustee Juby abstained. The motion passed by a vote of 7 ayes, 0 nays and 1 abstention.

***Retirement/Resignation of IMSA President Max McGee effective June 30, 2013***

Chairman Griffin thanked Dr. McGee for his many contributions to IMSA over the past six years noting that the Board would honor him at the May meeting.

A motion was made by Trustee Núñez and seconded by Trustee Roche to approve the retirement/resignation of Dr. McGee effective June 30, 2013. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

***Appointment of Interim President, effective July 1, 2013***

A motion was made by Trustee Olszewski-Kubilius and seconded by Trustee Budzik to approve the appointment of Cathy Veal as Interim President effective July 1, 2013, until IMSA's next President is hired and able to start. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

Chairman Griffin expressed the Board's gratitude to Ms. Veal for her willingness to take on this important responsibility during this time of transition. Dr. Rydland complimented Ms. Veal for her work on the Aurora University/local school districts' STEM partnership school.

**Employment of Administrators**

***Vice President for Strategy and Advancement***

A motion was made by Trustee Roche and seconded by Trustee Núñez to approve the employment of Cathy Veal as VP for Strategy and Advancement, effective July 1, 2013-June 30, 2016. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

***Vice President for Human Resources and Chief Operating Officer***

A motion was made by Trustee Roche and seconded by Trustee Núñez to approve the employment and promotion of Mary Spreitzer as VP for Human Resources and COO, effective July 1, 2013-June 30, 2016. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

***Executive Director of Professional Field Services***

A motion was made by Trustee Budzik and seconded by Trustee Núñez to approve the employment of Michelle Kolar as Executive Director of PFS, effective July 1, 2013-June 30, 2016. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

***Board Secretary Pro Tem for Presidential Search Business***

A motion was made by Trustee He and seconded by Trustee Núñez to elect Mary Spreitzer as Board Secretary Pro Tem for Presidential Search business. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

Chairman Griffin pointed out that these limited initial personnel actions addressed several initial institutional needs related to administrative leadership as we prepare for Presidential succession in a time characterized by other recent and pending leadership transitions. She announced that additional actions on other personnel recommendations would be presented in May and July. Ms. Veal said she hopes to submit a recommendation for Board Secretary Pro Tem for regular business shortly.

## **Reports of Liaisons**

### ***Faculty***

Dr. Dan Gleason reviewed the Professional Development Conference hosted by IMSA on March 1 with two separate programs – one in STEM and the other in History. He said the day was a rousing success attended by 205 teachers. He noted that 25 faculty and 9 staff members made STEM presentations; 6 History faculty along with 15 external History teachers also presented, and the conference allowed IMSA to share innovative practices with other educators advancing two key commitments, Strategy 4 (Scholarship) and IMSA's second legislative charge.

### ***Student Council***

Bob Hernandez reported for Kevin Zhang on Habitat for Humanity's Collegiate Challenge during spring break, TALENT Power Pitch preliminary competitions with students from IMSA and Glenbrook South; alumnus Sam Yagan's ('95) presentation on the need for "irrational entrepreneurship" at 1871; and various legislative visits including Congressman Hultgren and State Senators Holmes, Cullerton, and Bertino-Tarrant.

### ***Parents Association Council***

Ron Kimberling reported on a strong parents' participation rate of 59% with contributions totaling \$96,720, a parents forum in lieu of a guest speaker at the February 9<sup>th</sup> PAC meeting, invitations for the senior banquet, and candidates for all officer and regional coordinator positions with elections scheduled at the April Annual Meeting. He noted this would be his last meeting as PAC President.

Chairman Griffin thanked Dr. Kimberling for his fantastic support and all he has done as PAC President.

### ***Alumni***

Melvin Bacani said filmmaker Jenny Deller (IMSA '94) hosted a discussion with students and alumni after the February premier of her film *Future Weather* in Chicago; Cathy Veal attended the regional Seattle event with 30 alumni and included a reading by Ramez Naam from his book *The Infinite Resource: The Power of Ideas on a Finite Planet*; and planning is underway for the next regional event in New York.

### ***IMSA Fund***

Chairman Griffin pointed out that Dr. Marshall's report had already been sent to the Board.

## **Report of the Treasurer**

Patrick Furlong reported: IMSA's 2% reallocation request has been incorporated into the sweeps process; the Budgeted Contributions format has been modified so Residential student fees in the Income and Locally Held funds now are attributed to the Residential Program only insofar as they are required to offset the same-fund expenses of that program group and any surpluses are attributed to the Academic Program; IMSA is adopting a revamped budgeting process this year based on Logic Models with Chris Kolar serving as the in-house expert; our submitted budget for this year is not aligned with the Governor's proposed budget (4.6% reduction) and he, Dr. McGee, Dr. Rushi and Ms. Veal along with a few students are traveling to Springfield this afternoon to present to the Senate and House Appropriations Committees tomorrow.

## **Report of the President**

Dr. McGee reported: three seniors will accompany staff to Springfield for meetings with Sen. Dan Kowtowski, Chairman of the Senate Appropriations Committee, the Governor, the Lt. Governor and the Appropriations Committees; Scholastic Bowl Team won sections by 600 points and will be trying for a three-peat as IHSA State Champions; and IMSA recently hosted the Science Olympiad Regional attended by more than 1,000 assisted by Vicki Burgholzer and other staff members, alumni, parents and student volunteers. He spoke of his "shock and dismay" to learn after leaving a meeting with the Capital Development Board that construction on residence halls was not scheduled to begin until 2015 because of review and procurement processes; however, after timely intervention, plans are back on track. Dr. McGee pointed out this will be at least a two summer project beginning in May 2014 so summer programs can still be held, and we are keeping the same standard calendar including Intersession with one exception – Martin Luther King Day will not be a day off but there will be an assembly. He also welcomed John Wandolowski as IMSA's new facilities manager.

### **Action Items**

Chairman Griffin noted that Trustee Juby asked to have the January 18, 2014 minutes removed from the Consent Agenda, thus they will be voted as a separate item.

### ***January 18, 2013 Board Meeting Minutes***

A motion was made by Trustee He and seconded by Trustee Budzik to approve the minutes from the January 18, 2013 Regular Board meeting. Voting aye were Trustees Griffin, Budzik, He, Kalantzis, Núñez, Olszewski-Kubilius and Roche. Trustee Juby abstained. The motion passed by a vote of 7 ayes, 0 nays, 1 abstention.

### ***Consent Agenda***

A motion was made by Trustee He and seconded by Trustee Roche to approve the Consent Agenda as presented. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

The following Consent Agenda items were approved.

#### **Personnel Items**

##### **Separations**

Adam C. Hanna, Nicole M. Hoffman, Robert E. Rice, Greta M. Salamando

##### **New Staff**

John A. Wandolowski

##### **Seasonal/Temporary**

Maricela Ballines, James D. Bernardini, William A. Bueschen, Briana G. Mack, Dylan A. Mack, Elizabeth Navi, William J. Navi, Salvador Tamayo, Edward L. Williams

##### **Change of Rate**

Robert L. Hawkins

#### **IMSA Learning Opportunities/Courses – New Offering**

- Advanced Study

#### **Policies**

***Adopted***

- Personnel Records (new)
- Solicitation By and From Staff (new)

***Rescinded***

- Personnel Records Maintenance (rescinded)
- Review of Personnel Records (rescinded)
- Solicitation by Staff (rescinded)
- Solicitation from Outside (rescinded)

**Illinois High School Association (IHSA) 2013-2014 (FY14) Membership Renewal**

Other action items were:

***Athletic Training Contract***

A motion was made by Trustee Roche and seconded by Trustee Núñez to approve a five year annually renewal contract through FY17 with Accelerated Rehabilitation Centers (ARC's) for a full time athletic trainer, and additional services including CPR training for a total estimated cost of \$228,325. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

***Academic Calendar 2013-2014***

A motion was made by Trustee Núñez and seconded by Trustee Roche to approve the Academic Calendar for 2013-2014 as submitted. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

***Resolution on President's Authority to Modify Board Actions for Residence Halls Capital Project Needs***

Chairman Griffin emphasized that the President and Interim President might need to modify Board policies and other actions to accommodate the needs and timelines of this project.

A was made by Trustee He and seconded by Trustee Núñez to approve the resolution on President's Authority to Modify Board Actions for Residence Halls Capital Project needs. Voting aye were Trustees Griffin, Budzik, He, Juby, Kalantzis, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 8 ayes, 0 nays.

Trustee Kalantzis left the meeting at approximately 10:30 am.

**Featured Agenda Item**

***IMSA Scholarship***

Dr. McGee briefly reviewed the Scholarship video relating to the Strategic Plan (Strategy 4), covering what is currently being done, potential obstacles, recommendations and questions for Board discussion. Paula Garrett discussed the growth of Digital Commons from last April to 349 works today. She pointed out the significant increase in conferences, student scholarships and downloads with contributors going from 31 to 119.

Trustees conversed about the importance of verifying whether traffic is internal or external, ways to obtain user profiles and feedback and the most predominant topics -- conference presentations or teaching. Jean Bigger cited English teacher resources as being the largest and most heavily used. Trustee McEachern recommended including unique research at IMSA.

Chairman Griffin said she thought faculty and staff scholarship was an expectation from the very beginning, however, no written documentation in this regard was found. The Board discussed changing the cultural, building scholarship within the CADRE system, the need for more institutional support, aligning resources with expectations, financial incentives and rewards, different types of scholarship, effective educational practices work, research and the distinction between faculty, staff and students. Dr. Gleason acknowledged scholarship could be made a requirement; though he does not support doing so and he believes incentive-driven would be the better way to go for participation because it is a reflection of what IMSA values.

Trustee He spoke to a lack of clarity asking is this a "nice to have" or a "must have" and if it is a "must have," she said a policy should be implemented to support it. Trustee Olszewski-Kubilius emphasized the challenges and the need to begin with the hiring process as an expectation noting not everyone is capable of writing and very few people have "scholarly roots." Dr. Rydland cited Mayo Clinic's process that focuses on practice most of the time but during certain cycles attention turns to scholarship to improve practices. Trustee McEachern emphasized we are not an educational institution like universities and suggested forming an ad hoc committee to discuss the process. Trustee Olszewski-Kubilius agreed and asked that faculty who have been significantly involved in key programs be included.

Dr. McGee said he would like to put together a packet to provide information will follow-up after the Board meeting and report back to the Board in May.

## **Information and Discussion Items**

### ***Personnel Policies – 1<sup>st</sup> Reading***

Mary Spreitzer said the following policies had been reviewed by the Executive Committee and legal counsel and were being presented for first reading.

- Alternative Work Arrangement (revised)
- Drug Free Workplace (revised)
- Employment and Compensation (revised)
- Authority of the President Temporary Contracts (rescind)

Revisions to the *Alternative Work Schedule* include renaming the policy "*Alternative Work Arrangement*" to reflect better the inclusion of telecommuting, removed time-specific examples to reflect the fact that departments have varying standard business hours based upon the nature of their work, removing procedural language regarding completing and submitting the form, and adding language to clarify the difference between exempt and non-exempt employees.

The second revised policy is *Drug Free Workplace* with changes adding reference to alcohol in the workplace, as included in the Drug-Free Workplace Act of 1988; reformatting to incorporate the definitions into the body of the policy; dividing content using headings to guide reader directly to information; and expanding the definition of covered workers to include applicants and volunteers.

The final policy presented for revision, *Employment and Compensation*, and content has been condensed by eliminating the special section for "support staff not in the bargaining unit", incorporating the intent of policy GA, allowing it to be rescinded, and added cross reference to Equal Opportunity Employment policy. Related, one policy is being proposed for rescission, *Authority of the President – Temporary Employment Contracts GA*, because it is no longer needed.

Ms. Spreitzer said these policies would be presented for second reading and action in May.

### ***Other Policies – 1<sup>st</sup> reading***

#### *Program Evaluation Policy (new)*

Chris Kolar remarked that the *Program Evaluation Policy* had moved from nice to necessary due to State of Illinois mandates for a program logic modeling component and the need for more and better evidence of impact. He briefly reviewed the history saying this may be an unintended result of No Child Left Behind and the proposed policy builds on the progress we have made and "raises the bar" higher, to formalize expectations, build in appropriate quality control and flexibility, recognize the need for job position descriptions and expectations to be reviewed and revised, and address the questions of resources and training. He noted the proposed two year transition period and the end result which should be high quality evidence to help attract more funding. He recognized Michelle Kolar and her team as leaders in developing logic models.

The Board discussed timeframes for completion and other types of evaluations such as program reviews. Trustee Olszewski-Kubilius asked why it would take two years to move to a logic model; Mr. Kolar responded that some of the reasons include human nature, external reporting cycles and established guidelines. Dr. McGee emphasized required training, noting we want to get this right and we will take the timeframe into advisement as we move forward. He said the policy would be presented in May for second reading and action.

#### *Identity Protection (new)*

Kimberly Corrao said the Identity Protection Policy is being established because IMSA found out it was not in compliance with the Act focusing on protection and use of social security numbers during the last audit, and though it was suggested we include handling credit card numbers, which will be done in the future, staff are presenting this policy now because there is a sense of urgency to be compliant before the next audit begins. Mr. Furlong pointed out this policy refers to the State's requirements which only specify social security numbers. The policy will be presented for second reading and action in May.

### **Closed Session**

A motion was made by Trustee Roche and seconded by Trustee Núñez to go into closed session to discuss employment, performance and compensation of specific employees of the public body (5 ILCS 120/2 (c) 1. Voting aye were Trustees Griffin, Budzik, He, Juby, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 7 ayes, 0 nays.

### **Closed Session Held**

Chairman Griffin announced there were no additional action items related to Employment of President at this time.

Chairman Griffin thanked the Board and said the next meeting would be held on May 15, 2013.

**Adjournment**

A motion was made by Trustee Budzik and seconded by Trustee Núñez to adjourn the meeting. Voting aye were Trustees Griffin, Budzik, He, Juby, Núñez, Olszewski-Kubilius and Roche. The motion passed by a vote of 7 ayes, 0 nays.

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Sheila MB Griffin  
Chairman

Catherine C. Veal  
Secretary