

**The Holmes Partnership Board Meeting  
Wednesday, May 4, 2005  
Palmer House Hilton  
Chicago, IL**

**Present:**

Alicia Ardila-Rey, (American Association of Colleges for Teacher Education & Holmes Scholars Program Director), Sylvia Auton (The Capital Educators/Southeast Region/Secretary), Wanda Blanchett (Milwaukee Partnership Academy/National Association of Holmes Scholars Alumni), Sam Carmen (Milwaukee Partnership Academy/At Large), Billy Dixon (Association of Teacher Educators/National Partner), David England (Kent State University Partnership/At Large), Mary Futrell (The Capital Educators/Chair), John Grossman (Central Ohio-Ohio State University Partnership/VP Midwest Region), Nicola Johnson (University of Central Florida/Orlando Science Center Partnership/Holmes Scholars), Elizabeth Lewin (Southern Illinois University Partnership/Midwest Region), Paul Mehta, (Prairie View A&M University/Waller Independent School District Holmes Partnership/Treasurer), Linda Post (Milwaukee Partnership Academy/VP UNITE), Marcia Reback (Rhode Island Federation of Teachers, Northeast Region), Joan Smith (Oklahoma Professional Education Network/VP South Central Region), Kathleen Sullivan Brown (St. Louis Partnership for Creating the 21<sup>st</sup> Century School of Education/South Central Region), Louise Sundin (University of Minnesota Partnership/American Federation of Teachers), Melora Sundt (University of Southern California Partnership, VP Research), Alfonzo Thurman (Milwaukee Partnership Academy/President), Linda Tiezzi-Waldera (Milwaukee Partnership Academy/Co-Director UNITE), Chuck Williams (National Education Association, Vice Chair of the Board)  
Susan Butkovic, Business & Operations Manager for the Holmes Partnership

**Opening and Welcome**

Chair Mary Futrell called the Holmes Partnership (HP) Board meeting to order at 1:10 pm. Futrell welcomed all to Chicago, the site of the next HP conference. Members introduced themselves; Futrell reviewed the agenda for the meeting; and then she turned the meeting over to the President, Alfonzo Thurman.

**President's Report**

Thurman presented his report and highlighted several items from it. He had visited Baylor on February 11-12, 2005 and reviewed the financial operations there. As a part of the transfer, he plans to put HP funds into a bank rather than in university accounts. He indicated that Susan Butkovic, Business & Operations Manager, will be the HP staff support and that she has previous experience with HP and HP finances that will be very helpful in managing resources. To help assure a smooth transition, Board members were asked to submit their travel forms for this Board meeting to Brooke Moore at Baylor by May 15, 2005.

Thurman attended the Professional Development Schools conference in Orlando, Florida and brought greetings from the HP. He estimated that over 900 participants attended that conference.

The 2006 HP conference, *Model Partnerships and Practices: Reforming P-20 Education*, will be held in Chicago from February 23-26, 2006. This will be the 10<sup>th</sup> annual HP conference. Plans are well under way for the next conference. The committee members are: John Grossman, Elizabeth Lewin, Alfonso Thurman, Alicia Ardila-Rey, and Elliott Lessen. A call for conference sessions will be on the HP web site. The 2007 HP conference will be in the Far West region. It has been the Board's intent to rotate the conference among the regions, having had the last conference in the Northeast region and the upcoming conference in the Midwest region.

Thurman concluded his remarks by indicating that he is continuing to work to set up the HP president's office at the University of Wisconsin-Milwaukee, including such items as having new letterhead printed. He also noted that there are 54 paid memberships at this time, with some membership dues outstanding; this contrast with 84 as of last year.

### **By-Laws**

Thurman next reported on the results of the membership vote on the by-laws. There were 27 partnerships that voted and they voted unanimously to approve the by-laws. The Board would accept the approved by-laws, especially since no voting member voted against the proposed changes. No objections were made so the Board moved forward.

### **Partnership Memberships**

The Board discussed membership renewals, the implications of renewals on the mission of the HP, and timing for filling the new vice president (VP) positions. Issues discussed included: full funding and support for these individuals; the need for a VP to continue to build the membership; attracting more partnerships with greater services; stronger links with UNITE; greater communication to the education community on the work of the HP and the HP Scholars; identification of significant issues and position papers on these issues; national visibility. Thurman indicated he plans to have personal conversations with deans at several institutions about their membership in the Holmes Partnership.

### **Vice President Selection Process**

Futrell led a discussion on the VP selection process. There was a consensus that the Board set up a committee to recommend how to publicize and select these VPs. Board members on the committee will represent the regions and the partnerships. They are: Joan Smith, Marcia Reback, Melora Sundt, Billy Dixon, John Grossman, Chuck Williams, Wanda Blanchett, and Sylvia Auton. The committee was asked to report the next day.

### **Standing Committees**

Thurman noted that the Leadership Development Committee would be split from the Nominating Committee. The Nominating Committee members are: John Grossman, Joan Smith, and Paul Mehta.

A Finance and Audit Committee of Board members will be identified tomorrow. Mehta will be one of the members of this committee and Butkovic will be an ex officio member of the committee. The committee will not do any audits but will receive information for the audits.

**2006 HP Conference**

The Board discussed the following:

Speakers

Seek potential speakers such as: Arthur Levine, President of Columbia University, to discuss his report on teacher education; William Ayers, Distinguished Professor of Education, University of Illinois at Chicago, to discuss urban education; an ETS speaker and the drop-out rate issue

Sponsors

Seek corporate sponsors for the conference to help fund events and defray expenses.

Panels

Consider a panel of superintendents and others to react to general session presentations.

Strands

Consider a strand on supporting diversity and social justice;

Book fair

Ask UNITE to hold a book fair

Articles

Showcase articles that highlight HP work and issues

Exhibits

Have additional exhibits at the conference

Table tops

Consider ways of reducing the crowding

Outreach

Reach out to Chicago schools, National-Louis University, and other local universities and community colleges

Strands

Consider supporting diversity and social justice; alternative routes to licensure; National Board for Professional Teaching Standards

Conference scheduling

Provide time for Holmes Scholars (HS) and alumni to meet; consider a Saturday session for teachers

Budget

The estimated budget for the 2006 conference is \$172,000. Planning for the Chicago conference includes an estimate of 700 registrants.

Travel costs

World of Travel is the company HP has used. Comparative costs were not available.

HS Dinner and Receptions

Costs for the HS dinner and for the receptions will be reviewed.

Graphics

Costs for graphics will be reviewed to maintain a professional look at a cost-effective price.

No votes were taken about the conference planning.

## **2007 HP Conference**

The Board discussed holding the 2007 conference in a warm climate: San Antonio, TX. (Agreement?)

## **UNITE**

Thurman noted the need to formally incorporate UNITE within the Holmes Partnership and to rekindle the UNITE efforts. UNITE should be a key topic in each of the 5 areas and be a focus point of the annual conference. Some topics might be specifically designed for UNITE.

UNITE had funding in the past but will not exist if there is no funding. The Board discussed the idea of funding the UNITE network to sustain the work and products they generate. The idea of a dialogue with the UNITE Board was raised. It was recommended that a small group from Holmes and a small group from UNITE meet to talk about future relationships, including how HP can work on UNITE issues.

Thurman indicated that he would meet with the co-directors of UNITE to discuss these issues. Wanda Blanchett, Marcia Reback, Robert Felner, Beverly Cross are on the UNITE Steering Committee. Blanchett and Reback will be the HP representatives and others will be called in as needed. Louise Sundin volunteered to work with the group and she will be added to the list. Linda Post will join the group and be the bridge. A preliminary report will be produced for the next meeting of the Board.

## **Teacher Leadership Network**

Thurman indicated that the HP Board committed \$56,000 for this initiative. In 2004-2005 there were two proposals. The institutions submitting the proposals were: George Mason University and Sacramento State. HP pays half of the budget with the universities/schools paying the other half.

The HP web site indicates that the Board is funding these grants and if these two proposals are approved, the Board discussed funding them at a minimum level of \$8000 each. The work resulting from the proposals would then be shared with the membership.

Melora Sundt, Kathleen Sullivan Brown, and Sylvia Auton will review the two proposals and make recommendations. If the proposals are funded then the winners will be placed on the web site. The Board discussed leaving the proposal process on the web site with a disclaimer on future funding.

## **Grants from HP**

The Board will discuss at a future date whether HP should make grants that carry out the mission of the organization and, if so, what the guidelines and procedures should be.

## **Adjourn**

Futrell recessed the meeting at 5pm.

**The Holmes Partnership Board Meeting  
Thursday, May 5, 2005  
Palmer House Hilton  
Chicago, Illinois**

Mary Futrell, Chair, began the meeting at 9 am with a quorum present.

**Business Meeting**

Based on the membership vote, Paul Mehta moved to accept the results of the vote of the members voting to amend by-laws, as recommended. The motion was seconded by Joan Smith. By a show of hands, the motion carried unanimously.

**Vice Presidents**

Thurman gave the report on the recommendations for the VP selection process.

The VP positions are:

1. Research
2. Holmes Scholars
3. Equity and Urban Initiatives
4. Programming
5. Publications, Communications and Public Relations
6. Partner Relations and Coordination
7. Partnership Recruitment, Development, and Support

The recommendations were:

- Applicants would not have to be members of HP but would have to join as a partnership if selected.
- VP positions would be phased in. The first VP positions filled would be for:
  - Partnership Recruitment, Development and Support
  - Equity and Urban Initiatives
  - Publications, Communications and Public Relations
  - Research
- The remaining VPs would be filled during the next year with alternating terms.
- The current VPs would be considered for these positions.
- Support would be provided: a minimum of \$5000 for each VP. More funds may be needed for some positions.
- Individuals would need to submit a proposal of what they intended to do and the resources they bring
- A nominations committee would interview interested applicants at the annual conference. VPs will be selected based on the by-laws description, their proposals, and the available resources they bring.
- Before the middle of the month of May, Grossman will have a draft letter for Thurman's signature. This letter will be sent on HP stationery to all partnerships and others.
- The nominations committee is: Grossman, Mehta, and Smith

Thurman moved the recommendations be accepted; Reback seconded the motion.

Futrell asked for a vote on the motion by a show of hands. The motion carried overwhelmingly.

## **Reports**

### **National Association of Holmes Scholars Alumni (NAHSA)**

Alicia Ardila-Rey gave the NAHSA report for Wanda Blanchett, who had to leave early. The report was received as given except that the item on the report requesting funding was withdrawn. The Board received the report.

### **Holmes Scholars (HS)**

Ardila-Rey and Nicola Johnson gave the HS report. More institutions participated in the job fair at this past conference than in the preceding year. In the evaluation survey there were very positive comments about the job fair and networking at the conference. The Board discussed the time of day for the job fair. The conference planning committee should decide whether morning or afternoon is the best time. If the job fair is in the afternoon it could be linked to an afternoon reception. Partnerships or those interviewing might consider contributing to funding the job fair.

A summer institute for the HS was held last year and because the Board had agreed to have a summer institute every other year an institute was not being planned for this summer. However, due to high interest--over 20 participants—an institute will be held June 19-24, 2005. Additional names of participants could be added for the next two weeks, if spaces are available. The focus will be on closing the minority achievement gap. The Board received the report.

Johnson reported on the work of the Holmes Scholars Council. The Council had drafted an action plan and identified six priorities. There are no budgetary implications at this time. Some of the activities could be implemented through the partnerships and funded through the institutions. It was moved by Johnson and seconded by David England to accept the proposed action plan. The motion carried without objection. Johnson also indicated that HS appreciated the fact that NASHA will waive membership fees for HS who are working on their degrees and for the first year after graduation. The Board received the HS report.

Thurman will be doing a mailing to deans on HP and will highlight the significance of the HS program.

### **Research Report**

Sundt provided the research report. She discussed the topic of how higher education faculty can build mentoring support for new faculty. She had also looked at student diversity and faculty diversity and spoke to the issue of the number of tenured faculty with diverse backgrounds. The Board received the report

## **Regional Reports**

### **Midwest**

The 2006 HP annual conference is being held in the Midwest. The report on that was given separately. John Grossman also noted that there is no mention of the names of the regions in the by-laws. Futrell indicated that the regions would be appended to the by-laws and this was agreed to by the Board without objection.

**Northeast**

Marcia Reback had no report

**South Central**

Joan Smith reported that the South Central region had been identifying teacher leaders and that the HP web site could be used for a repository of cases. Most of the teacher leadership projects have action research components and the relation of such projects with the Teachers Network Leadership Institute (TNLI) should be discussed.

**Southeast**

Sylvia Auton reported on the National Academy on Teacher Research cosponsored by Fairfax County Public Schools and the Association of Teacher Educators (ATE). Planning committee members represented NCATE, NBPTS, TNLI, NEA, Capital Educators (The George Washington University), George Mason University, and Radford University, and the Virginia Department of Education.

**Farwest**

Melora Sundt reported no significant change.

**National Partners Reports**

No report

**UNITE**

Linda Post provided a book for Board members: *Designing Performance Assessment Systems for Urban Teacher Preparation*. Another book is being finalized by Ken Howey on best practices in teacher education. It will be a book about boundary spanners. Post indicated that both books should be listed on the web site.

**New Agenda Items**

Without objection the following items were added to the agenda: reimbursement for Board travel, the criteria for awarding grants, and the dates for the fall Board meeting.

**Budget**

Thurman asked for a six month budget approval. He will be providing the Board a review of expenses at the fall Board meeting. Some flexibility is needed in transitioning between presidents. He raised several budget issues. The actual reserve amount will be finalized and a possible deficit from last year will be specified. There is a \$16,000 obligation for Teachers Network Leadership Institute. Butkovic will work with AACTE about funding from HP for their work with the HS. This is the last year for the Kettering Foundation funding and a product must be delivered at the end of that time. The budget information was received but not approved since corrections needed to be made.

**2005 Annual Conference**

Butkovic discussed the 2005 annual conference evaluations. She also noted a financial issue concerning participants who left early due to the inclement weather, leaving fewer rooms occupied and thus a larger bill for HP. She raised the issue of conference day rates from non-members and the problem of collecting fees from all attendees. Amanda Nolan signed the hotel contract and Thurman has been trying to contact her for more details and a copy of the contract. Grossman moved and Sundt seconded that Thurman, Nolan, and if necessary Grossman and Butkovic review the 2005 conference revenue and related issues and bring a report back to the Board. The motion passed unanimously.

## **2006 Annual Conference**

Projections for the 2006 conference in Chicago are for 700 participants. No lunches will be provided and the breakfast projections will be reviewed. No change is anticipated in the HS dinner. Regional and other receptions are not being changed. It was recommended that sponsors be sought for the conference, especially to fund receptions. Grossman volunteered to look into sponsorships.

Thurman distributed a draft of the conference plan. The planning committee is: Alfonzo Thurman, John Grossman, Elizabeth Lewin, Alicia Ardila-Rey, and Elliott Lessen. Items discussed were:

- Time will be provided for new attendees to meet with Board members.
- The teacher leadership network breakfasts should remain on Saturday or Sunday mornings.
- The Howey-Zimpher award will be on Saturday or Sunday as part of one of the keynotes.
- Board members will be asked to RSVP for the HS dinner
- Grossman will contact World of Travel to get a trend on how many full conference registrations there were at the 2005 conference. Name tags can be one source of information but there should be a database for a more reliable source of information.
- Each partnership should have a liaison/contact if there is a question of payments for any members.
- In gathering statistics there should be a difference between attendees and paid registrations. (For example, speakers do not pay registrations.)

Futrell noted that if action is needed related to the conference before the next Board meeting, the Executive Committee would meet via a conference call. The Executive Committee is: Alfonzo Thurman, Mary Futrell, Paul Mehta, Chuck Williams, John Grossman, and Sylvia Auton.

## **Audit Report**

Futrell returned to the audit report Thurman had referenced earlier in the meeting. The auditor did not show any deficits from the 2005 conference. Financial reporting must be specific on what needs to be resolved and what is allowable for doubtful accounts--uncollectables (e.g., dues, fees, and registrations), decrease in accounts payable, etc. The Board was informed that any travel advance over 30 days is considered a loan. There is still an outstanding travel advance for a staff member at Baylor that needs to be resolved. Futrell asked that the Board receive the report but not approve it at this time. She indicated that a management report will be requested in the future as a part of any audit report. The Board needs much more detailed accounts.

The transition from Baylor to Milwaukee is incomplete. The current auditor will do the final audit on May 31. The final transfer will be on June 1. Thurman will bring names of other potential auditors to the Board at the next meeting. The Finance and Audit Committee will review the auditor selection.

The committee members are: Alfonzo Thurman, Paul Mehta, Wanda Blanchett, and Chuck Williams, with Susan Butkovic and John Grossman as needed. Amanda Nolan will be contacted to work with the committee to resolve open issues.

### **Zimpher-Howey Award**

Dixon raised the question as to whether the potential award winner's presentation should be a part of the selection process. Is a paper screening sufficient or should there be some live or media presentation? Some Board members indicated that presentations told more than the exhibits. Board members agreed that all finalists should be part of the conference in some way, e.g., points of pride. Several Board members volunteered to serve on the selection panel. They are: David England, Kathleen Sullivan-Brown, Joan Smith, Melora Sundt, Linda Post, and Elizabeth Lewin.

### **Grants from HP**

The Board discussed the issue of whether HP should be a grant-making organization. It was noted that grants are already being awarded through TNL for teacher leadership. It was also noted that part of the organizational mission is research and grants could be used to promote that agenda.

Futrell asked that a committee develop recommendations on grants, including the criteria for awarding grants. She asked that the Board be very specific about what is done each year regarding budget and process for any grants to be funded.

The committee members are: Marcia Reback, Elizabeth Lewin, Kathleen Sullivan-Brown, and Sylvia Auton

### **Reimbursement for Board Travel**

Board members are reimbursed for all normal travel expenses related to HP Board meetings. For the annual HP conference, Board members have their registrations and lodging paid by HP, but all other expenses are their own responsibility. The Executive Committee will prepare written guidelines for Board members.

### **Fall Board Meeting**

Board members will be contacted by Butkovic via email about their availability and a date will be set in October for the next HP Board meeting. World of Travel recommended San Antonio, Atlanta, or D.C. Based on that, the Chair recommended Atlanta. By consensus, the Board decided on Atlanta.

Futrell adjourned the meeting at 11:50 am.