

DECATUR PUBLIC SCHOOL DISTRICT #61  
BOARD OF EDUCATION  
AGENDA

May 02, 2023

Regular Meeting  
Keil Administration Building  
1<sup>st</sup> Floor Board of Education Room

5:00 PM Open Session  
Reorganization Meeting  
Following Sine Die Meeting

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Legend: AI = Action Item      DI = Discussion Item      IO = Information Only

**Strategic Plan Mission:**

*The mission of Decatur Public Schools, the destination district of our community, is to unlock students' unique and limitless potential to achieve their personal aspirations as fully prepared, contributing citizens in a global society through learning experiences distinguished by:*

- *commitment to the whole person resulting in student growth and confidence*
- *relevant, innovative, personalized academic pathways that promote passion and pride*
- *a learning environment that fosters curiosity and the thirst for achievement and discovery*
- *a culture of diversity, adaptability, and resilience*
- *meaningful and lasting relationships*
- *extraordinary school and community connections*

**The Board of Education Parameters that Guide Our Work:**

- We will make decisions in the best interest of all students.
- We will treat all people with dignity and respect.
- We will seek input and collaboration throughout our diverse community.
- We will practice responsible stewardship of all our resources.

**Oath of Office and Seating of the New Board: Bill Clevenger, Mark A. Reynolds and Will Wetzel will take Oath of Office and the new Board will be seated.**

**AI 1.0 ROLL CALL AND APPOINTMENT OF PRESIDENT PRO TEM AND SECRETARY PRO TEM** (Once the President and Secretary are elected they will assume the roles of President and Secretary and the pro tems will have completed their role.)

**IO 2.0 CALL TO ORDER BY PRESIDENT PRO TEM**

**AI 3.0 APPROVAL OF AGENDA FOR REORGANIZATION MEETING MAY 02, 2023**

**AI 4.0 ROLL CALL ACTION ITEMS**

A. Reorganization of the Board:

- Terms of Offices – 2 Year Terms
- Election of Officers
  - President
  - Vice President

- Secretary

B. Appointment of Treasurer

C. Board of Education Two (2) Year Calendar – Dates and Locations

D. Approval and Acceptance of the Foundational Principles of Effective Governance and the Code of Conduct for School Board Members

**IO 5.0 BOARD DISCUSSION**

**IO 6.0 IMPORTANT DATES**

**May** 12 2023 DPS Retirement Celebration

- The Decatur Club, Doors Open at 5:30 PM, Program Starts at 6:00 PM

20 **MHS** Class of 2023 Graduation Ceremony

- 11:00 AM, **MHS** Gymnasium

20 **EHS** Class of 2023 Graduation Ceremony

- 2:00 PM, **EHS** Field (weather permitting)

- If needed, the ceremony will move into the **EHS** Gymnasium

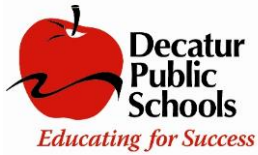
29 Memorial Day Holiday

**30 Last Day of School Attendance for PreK – 12**

**NEXT MEETING**

The public portion of the next regular meeting of the Board of Education will be at 6:30 PM, Tuesday, May 09, 2023 in the 1<sup>st</sup> Floor Board Room at the Keil Administration Building.

**AI 7.0 ADJOURNMENT**



## Board of Education Decatur Public School District #61

<b>Date:</b> May 02, 2023	<b>Subject:</b> Board of Education Meeting Calendar June 2023 through May 2025 (two-years)
<b>Initiated By:</b> Melissa Bradford, Board Secretary	<b>Attachments:</b> Board of Education Meeting Calendar June 2023 through May 2025 (two-years)
<b>Reviewed By:</b> Dr. Rochelle Clark, Superintendent	

**BACKGROUND INFORMATION:**

The Board of Education reorganizes every two years following the Board elections and the seating of new board members. One of the issues that need action is the adoption of a calendar for the Board of Education meetings over the next two years. Once the calendar is approved by the Board, the Board Secretary publishes it in the local newspaper, and forwards a copy to the Illinois State Board of Education as per regulations.

**CURRENT CONSIDERATIONS:**

This two-year calendar includes regular Board meeting dates on the second and fourth Tuesdays of each month. In \*July, \*November and \*December of 2023 and 2024, there will be only one regular Board of Education meeting each month. In \*\*March of 2023 and 2024 the regular Board meeting dates will be on the first and third Tuesdays of each month.

**Please note: The Board of Education can schedule “special” meetings at any time during this two-year calendar.**

**FINANCIAL CONSIDERATIONS:**

None

**STAFF RECOMMENDATION:**

The Board Secretary respectfully requests that the Board of Education approve the Board of Education two-year regular meeting date calendar from June 2023 – May 2025 as presented.

**Please note, per Board approval, dates, times and locations are subject to change.**

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**BOARD ACTION:** \_\_\_\_\_

# Board Meeting Dates

## 2023 - 2025

At a meeting of the Board of Education May 02, 2023, the Board approved the two-year calendar for regular Board of Education meetings at 6:30 P.M. on the second and fourth Tuesdays of each month. However, in \*July, \*November and \*December of 2023 and 2024, there will be only one regular Board of Education meeting each month. In \*\*March of 2023 and 2024 the regular Board meeting dates will be on the first and third Tuesdays of each month. **Please note: The Board of Education can schedule “special” meetings at any time during this two-year calendar.**

All meetings, unless otherwise stated, will be held in the Board of Education Room at the Keil Administration Building, 101 West Cerro Gordo, Decatur, Illinois, 62523.

**Please Note: Board of Education meetings are subject to change!**

June 13, 2023	June 11, 2024
June 27, 2023	June 25, 2024
*July 11, 2023	*July 09, 2024
August 08, 2023	August 13, 2024
August 22, 2023	August 27, 2024
September 12, 2023	September 10, 2024
September 26, 2023	September 24, 2024
October 10, 2023	October 08, 2024
October 24, 2023	October 22, 2024
*November 14, 2023	*November 12, 2024 (election year)
*December 12, 2023	*December 10, 2024
January 09, 2024	January 14, 2025
January 23, 2024	January 28, 2025
February 13, 2024	February 11, 2025
February 27, 2024	February 25, 2025
**March 05, 2024	**March 04, 2025
**March 19, 2024	**March 18, 2025
April 09, 2024	April 08, 2025
April 23, 2024	April 22, 2025
May 14, 2024	May 13, 2025
May 28, 2024	May 27, 2025

**Key: \* = ONLY One Board Meeting in that Month**  
**\*\* = Board Meetings on First and/or Third Tuesdays**

# Foundational Principles of Effective Governance

As the corporate entity charged by law with governing a school district, each school board sits in trust for its entire community. The obligation to govern effectively imposes some fundamental duties on the board:

## 1. The board clarifies the district purpose.

As its primary task, the board continually defines, articulates, and re-defines district ends to answer the recurring question — who gets what benefits for how much? Effective ends development requires attention to at least two key concerns: student learning and organizational effectiveness.

- Ends express the benefits the school district should deliver, thereby providing the entire system with clarity of purpose and a clear direction. A school board rarely creates district ends; rather, it most often detects them through listening and observing.
- Ends reflect the district's purpose, direction, priorities, and desired outcomes and are recorded in statements of core values/beliefs, mission, vision, and goals.
- In effective school districts, every part of the organization is aligned with the ends articulated by the school board in written board policy.
- Well-crafted ends enable the school board to effectively and efficiently monitor district performance and assess organizational success (Principle 5).

## 2. The board connects with the community.

The school board engages in an ongoing two-way conversation with the entire community. This conversation enables the board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for district improvement, and to inform the community of the district's performance.

- Community engagement, also called public engagement or civic engagement, is the process by which school boards actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for their public schools.
- Effective community engagement is essential to create trust and support among community, board, superintendent, and staff.
- A board in touch with community-wide concerns and values will serve the broad public good rather than being overly influenced by special interests.
- The school board must be aggressive in reaching out to the community — the district's owners — to engage people in conversations about education and the public good. In contrast, people who bring

customer concerns to board members should be appropriately directed to the superintendent and staff.

### 3. The board employs a superintendent.

The board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy.

- An effective school board develops and maintains a productive relationship with the superintendent.
- The employment relationship consists of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should be grounded in a thoughtfully crafted employment contract and job description; procedures for communications and ongoing assessment; and reliance on written policy.
- Although the board is legally required to approve all employment contracts, the board delegates authority to the superintendent to select and evaluate all district staff within the standards established in written board policy.

### 4. The board delegates authority.

The board delegates authority to the superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written board policies that designate district ends and define operating parameters.

- Ultimately, the school board is responsible for everything, yet must recognize that everything depends upon a capable and competent staff.
- “Delegates authority to” means empowering the superintendent and staff to pursue board ends single-mindedly and without hesitation. A board that does (or re-does) staff work disempowers the staff. High levels of superintendent and staff accountability require high levels of delegation.
- Delegation is difficult for anyone accustomed to direct action. However, to appropriately stay focused on the big picture and avoid confusing the staff, members of the school board must discipline themselves to trust their superintendent and staff and not involve themselves in day-to-day operations.

### 5. The board monitors performance.

The board constantly monitors progress toward district ends and compliance with written board policies using data as the basis for assessment.

- A school board that pursues its ends through the delegation of authority has a moral obligation to itself and the community to determine whether that authority is being used as intended.
- Unless the board is clear about what it wants, there is no valid way to measure progress and compliance.
- A distinction should be made between monitoring data (used by the board for accountability) and management data (used by the staff for operations).
- The constructive use of data is a skill that must be learned. The board should have some understanding of data, but will typically require guidance from the staff.

### 6. The board takes responsibility for itself.

The board, collectively and individually, takes full responsibility for board activity and behavior — the work it chooses to do and how it chooses to do the work. Individual board members are obligated to express their opinions and respect others’ opinions; however, board members understand the importance of abiding by the majority decisions of the board.

- The school board’s role as trustee for the community is unique and essential to both the district and community.
- While the board must operate within legal parameters, good governance requires the board be responsible for itself, its processes and contributions. Board deliberations and actions are limited to board work, not staff work.
- The board seeks continuity of leadership, even as it experiences turnover in membership. The board accomplishes this by using written board policies to guide board operations, by providing thorough orientation and training for all members, and by nurturing a positive and inviting board culture.

# Code of Conduct for Members of School Boards

As a member of my local school board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity.
3. I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in school board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the board, and remain reasonably knowledgeable about local, state, national, and global education issues.
9. I will respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district.
11. I will model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same.
12. I will strive to keep my board focused on its primary work of clarifying the district purpose, direction and goals, and monitoring district performance.