

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
March 3, 2018  
8:00 AM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

DISTRICT GOALS:

Demonstrate increased academic achievement for all students.

Improve communications among all stakeholders in the Putnam County School District and communities.

Maintain strong fiscal responsibility in the Putnam County School District.

- I. 8:00 a.m. BREAKFAST
- II. 8:30 a.m. ROLL CALL
- III. AUDIENCE PARTICIPATION
- IV. NEW BUSINESS
  - A. Establish School Safety Committee
- V. EXECUTIVE SESSION
  - A. IASB - Laura Mendez
  - B. Discussion for Anticipated Need for Special Education Teacher
- VI. POSSIBLE ACTION ITEMS FOLLOWING EXECUTIVE SESSION
  - A. Posting for Additional Special Education Teacher (**possible action**)
- VII. ADJOURN

**DRAFT Agenda**  
**Putnam County CUSD 535**  
**Starting Right: Creating the New Governance Team**  
**Board Self-Evaluation**  
**March 3, 2018**

***Closed Session***

*Operating within the Illinois Open Meetings Act, the board is reminded that best practice requires the board to share any decisions and/or commitments arrived at in closed session at a subsequent open session. That is, the board will want to share “next steps” or “board agreements” in an open session and vote to confirm the action. Public awareness will also help the board to establish accountability for its “excellent local governance.”*

**Objectives:**

- A step in the process of creating a new board leadership team
- Consider and clarify board/superintendent roles and responsibilities
- Discuss working relationships and expectations for the team
- Identify next steps and board development efforts

**AGENDA**

Establishing a context and expectations

*Ground Rules*

*Objectives and expectations for our time together*

Introductions

Our legacy as a board

*In April 2019 what would we want the community to say about this board?*

Board member roles and responsibilities

- *Consideration of the Six Foundational Principles of Effective Governance*
- *“Balcony Perspective”*
- *Owners and customers*
- *Respect the process; abide by the will of the majority*

A culture of excellence: considering board agreements in support of the board’s work

*See sample board agreements*

*Do we have sufficient agreement to go forward?*

Next steps

*Identify areas for board improvement*

Summary of the workshop

*What one thing do I take away from our meeting?*

## *SAMPLE* Board Agreements

### **1. Agenda development**

- a. Board members who wish to have an item placed on the agenda will contact \_\_\_\_\_ . (who?)
- b. Prior to the board meeting, \_\_\_\_\_ (who?) will confer with \_\_\_\_\_ (whom?) on the agenda.

### **2. Asking questions about items on upcoming meeting agendas**

- a. Whenever possible, board members will contact \_\_\_\_\_ (who?) with any questions on the agenda prior to the board meeting.
- b. When emailing the business manager with questions, board members will “cc” the superintendent.

### **3. Board members’ communication via email**

- a. Board members will be judicious in their use of email and understand that most emails are subject to the Freedom of Information Act and as such can be made public.

### **6. Concerns from the community and staff (“Customer” concerns)**

- a. When hearing a concern from a community member or staff member, board members will listen carefully, remembering they are only hearing one side of the story.
- b. Board members will direct a community member or staff member with a concern to the most appropriate person in the district to help them resolve their concern.

### **8. Closed session meetings**

- a. Board members respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.

### **9. Board member responsibility**

- a. Board members have the right to disagree with the decision of the board, but will support the board in its decision by abiding by the will of the majority.