

Montgomery Roles/Responsibilities

Presented by: Gwen H. Thornton
NJSBA Field Service Department



New Jersey School Boards Association

www.njsba.org | 609. 695. 7600 | 888.88NJSBA

What did you get yourself into?





Agenda



Board Member Roles and Responsibilities

How to Ensure Effective Meetings



The Four Functions of a Board of Education

1.

- Provide guidance through policy. (**Policy**)

2.

- Provide for a program of quality instruction to advance student achievement. (**Planning**)

3.

- Provide for the effective management of the district by employing and evaluating the chief school administrator (CSA). (**Appraisal**)

4.

- Provide for two-way communication between the community and board. (**Communication**)





Who Does What in Public School Governance

A Board represents:

The state

Board members are state officials empowered by state law to govern public schools at a local level.

From Trenton to Your Town

Here's how state governance of education works:



The New Jersey Constitution gives the Legislature the power to govern the schools.



The Legislature delegates its power and function to make rules and regulations (within the law) to the State Board of Education.



The State Board's staff, the New Jersey Department of Education, has the authority to carry out the mandates created by those higher bodies.






Within all these laws and regulations, local boards of education can develop their own policies covering a multitude of issues relevant to their local districts.

The entire community – listen to all citizens and explain the needs of the school system as a whole.

All students – every policy and action should be based on what is best for the education of all students.

Board & Superintendent Roles

	Board	Superintendent
	<p>Vision Mission Goals Policy</p>	<p>Objectives Procedures Action Plans Regulations</p>
	<p>End Results – <u>What</u></p> <p>What? Why How Much?</p>	<p>Means – <u>How</u></p> <p>How? When? Where? By Whom?</p>
	<p>Vote</p>	<p>Recommend Implement</p>

Trust & Communication





Board Member are:

Policy Makers

- Policies provide CSA with direction, basis for decision-making and an imperative for action.
- Well-crafted policies minimize ambiguity between the Board and the CSA.
- Bylaws section explains how the board governs itself.

Visionaries/ Goal-Setters

- Set standards for a program of quality instruction, and ensures budget supports the standards and provides for professional development.
- Hold administrators accountable for achievement of goals.

Communicators

- Provide two-way communication between the community and the school district.
- Inform the public, promote public participation in the schools, and work to secure public support for the schools and district goals.



The Superintendent's Role

Chief Advisor to Board

- Consultant – background info, alternatives, recommendations.
- Staff's liaison to the Board.
- Provides briefings on things that require board action or attention.
- Keeps board briefed on district operations.
- Evaluates and assesses policy implementation.

Executive Officer

- Administers policies.
- Runs the school district.
- Provides progress updates including emergent issues.
- Accountable to the Board for how well the district is run.
- Directs staff members through personal action, delegation, and supervisory activities.

Educational Leader

- Remains active in professional organizations.
- Familiar with current ideas in education.
- Brings worthwhile ideas to the attention of the board and community.




Another Way to Look at it...

The Superintendent's Role

The superintendent is the implementer-in-chief of the district.

Recipe: for success – a good relationship between the Board and superintendent.

Board	Superintendent
Trust the superintendent	Give board loyalty and best advice.
Respect professional training and experience.	Provide competent management of schools.
Confidence in CSA's ability to administer district.	See that Board's policies are implemented.





To Be Most Effective



Making it Work



**From the Board to the Superintendent
and
From the Superintendent to the Board**





Making it Work

Do Not Break the Chain of Command



When a community member approaches you with a concern, they may believe they are “going right to the top.” This practice impedes a solution and creates morale problems, complicates communication and involves board members outside their area of responsibility.

Let the chain of command work. The Board should be the final arbiter on issues unresolved at other steps in the chain. When used properly by citizens and board members, communications are improved.

Staying in Your Lane

Board members have no legal status other than that of any citizen **except** when sitting with a **quorum** of the board in a **legally constituted meeting**.

See: Sen. Byron M. Baer
Open Public Meetings Act *N.J.S.A. 10-4-6*



Remember the following:

As individuals, board members cannot:

- **direct** the superintendent
- **make decisions** for the board,
- **take actions** for the board, or
- **speak** for the board,

unless the board has authorized them to do so.

(Check your Policy Manual!)



Abiding by the Code of Ethics

Summary

I will:

Uphold and enforce all laws, rules, & regulations of State BOE & court

Make decisions in terms of the educational welfare of children and meet the individual needs of all children

Confine my board action to policy making, planning, and appraisal

Not administer the schools, but together with my fellow board members, see that they are well run

Recognize authority rests with the Board of Education – make no personal promises

Uphold confidentiality, provide accurate information, and interpret community aspirations

Refuse to surrender my independent judgement or to use the schools for personal gain

Vote to appoint the best qualified personnel after consideration of CSA's recommendation.

Refer all complains to chief administrative officer and only act after failure of administrative solution.

Support & protect staff in proper performance of duties



Communicating with Your Community

Representatives of the Local Community



Schools' Ambassadors to the Community



Role of the Board Member

Board members have a responsibility to listen to all citizens and to explain to those with a special point of view the needs of the school system as a whole.



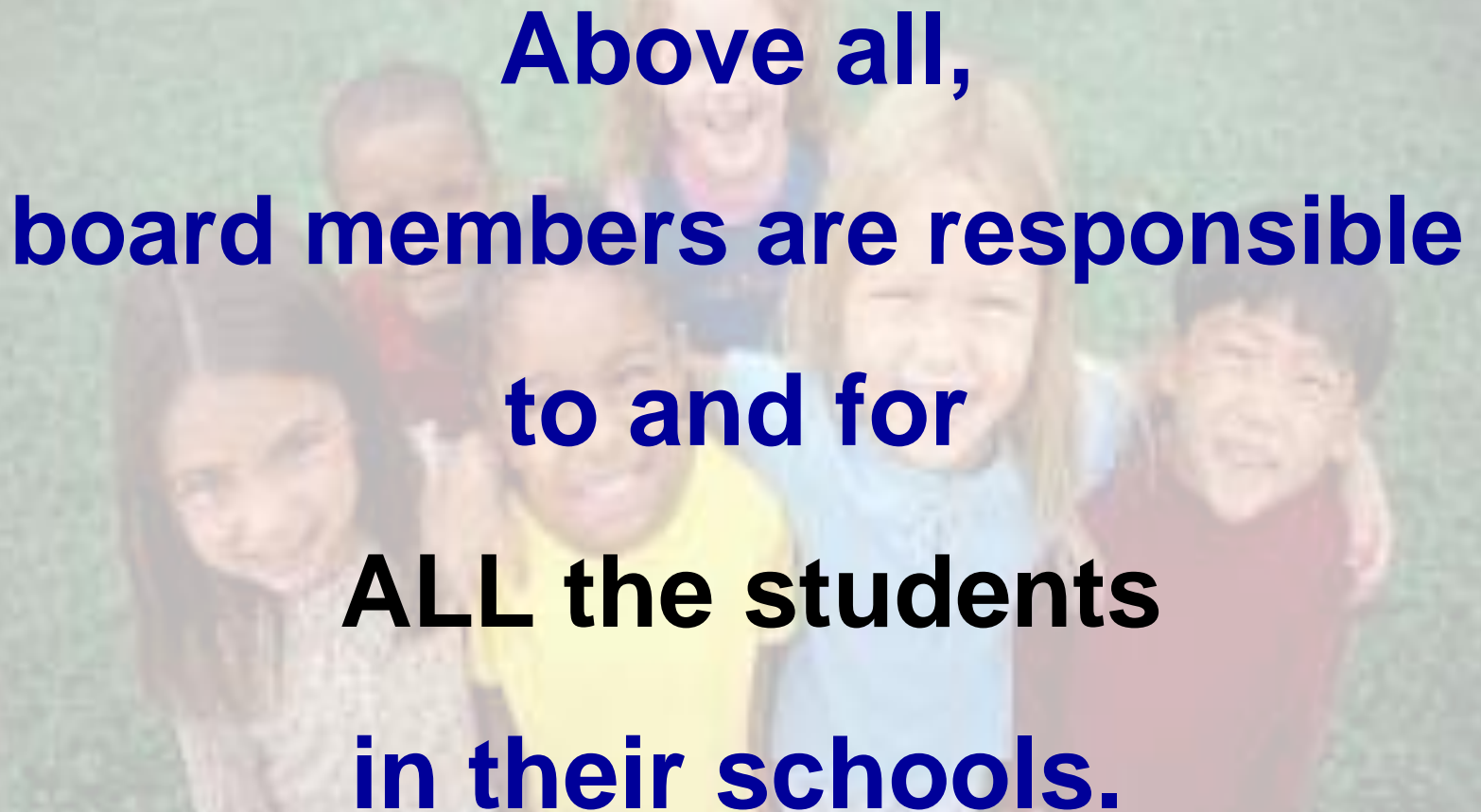


Provide Access to Your Public

Your job is not to run the schools but to see that they are well run.

When an upset parent or staff member approaches you, do not try to resolve the problem. Listen, empathize, and thank the person for sharing, then advise them of the chain of command. Should the issue rise to the board level, you will address it then – as one vote.

Role of the Board Member



**Above all,
board members are responsible
to and for
ALL the students
in their schools.**



Every policy a BOE approves, every action a BOE takes, needs to be based on what is best for the education of all the students in the school district. *N.J.S.A.: 18A:12-24.1 (b)*



Congratulations!



Questions?





Stay Safe + Healthy

