

PROGRAMS AND SERVICES  
BOARD MEMBER ACADEMY CREDIT FOR PROGRAMS

NJSBA Board Member Academy

Program Content

Board Member Academy Course Creation Forms will be completed by the department having major responsibility for the program, in consultation with the Member Services Unit. The department having responsibility for the program will determine the number of Board Member Academy credits to be awarded for the program. Each credit determination will be revised and updated whenever major changes are made to the program or, barring major changes, at a minimum of once per year.

Just as business responds to the market, educational leadership must anticipate and respond to an ever changing school environment. Board Member Academy program offerings are continually evaluated, tested and revised so that they remain relevant to board needs. Program content may change from year to year so that different core areas may be covered. It follows that members may repeat a given program to satisfy various core areas or to earn credits towards certifications.

Academy Course Guide

The Member Services Unit, in cooperation with all other Association departments that provide training, shall publish an annual course guide containing the course titles, descriptions, date(s) of presentation, fees, credits and, to the extent known, the location. The course guide shall also contain other information related to the academy and its certifications.

County Association Programming

Some Board Member Academy programs may be conducted in cooperation with county school boards associations. Prior to advertising the program to the county membership, the county activities coordinator/trainer must obtain prior approval from the Manager, Member Services Unit to offer the course for Academy credit.

Certificated Board Member (CBM)

The Certificated Board Member is the first tier of the NJSBA Board Member Academy certification program. Areas of study are designed to give members a firm foundation in the essential governance skills needed to carry out their responsibilities. To receive this certification, board members must not have been found in violation of the School Ethics Act and must earn at least 20 credits and attain some credits in all of the following CBM core topic areas:

A. Relationships

1. board/superintendent
2. board/community
3. board/board

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- B. Policy
- C. Curriculum
- D. School Finance
- E. School Law
- F. Labor Relations
- G. Board Operations

Once all core areas have been addressed, the balance of credit hours may be earned in any of NJSBA's training programs. (Credits must be earned at a rate of at least two per year.)

Although NJSBA believes that training is essential, it should supplement, not replace, actual board experience. Therefore, a CBM will not be conferred prior to the completion of a member's first term.

Master Board Member (MBM)

This next level of certification, the Master Board Member, builds on the CBM. Programs are designed to enhance interpersonal skills, strategic planning, negotiations, and leadership skills enabling members to better govern the course of education in their schools. To receive the MBM, members must have earned a CBM and 20 additional credits. The following core areas must be addressed:

- A. Leadership
- B. School/Community Relations
- C. Effective Meetings
- D. Strategic Planning
- E. Group Dynamics
- F. Board Member Ethics
- G. School Finance
- H. Labor Relations
- I. School Law

To further qualify for this high standard of achievement, candidates need to demonstrate mastery of the core areas by passing an NJSBA administered exam.

Certified Board Leader (CBL)

The highest level of individual certification in the Board Member Academy is Certified Board Leader.

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To be awarded the CBL, you must: complete the Leadership Conference; earn 15 credits beyond MBM from the leadership curriculum; and serve for a minimum one-year as a board officer. In addition, you must submit a portfolio; or complete a practical examination.

The elective courses for this certification are:

- A. Leadership Conference
- B. Focusing the Board on Student Achievement
- C. Planning for Change
- D. Planning and Executing Productive Meetings
- E. Presentation Skills
- F. Parliamentary Procedure
- G. Communicating Effectively
- H. Problem Solving/Decision Making
- I. Engaging the Public

Realizing that board members do not want to wait until they are eligible to earn the CBL to take these courses, NJSBA will bank the credits for you until they can be applied to that designation.

Board Certification (BC)

The most important tenet of boardsmanship is that individual board members have no legal status other than that of any ordinary citizen, except when sitting with the rest of the board in a legally constituted meeting. Through Board Certification (BC), the Academy recognizes mastery of the unique aspects of group process. How board members work together and with their chief school administrator determines how successful their deliberations are.

Boards will earn their certification by having NJSBA field staff conduct programs designed specifically for them. A separate time must be set aside for these workshops.

Board Certification requires that a board earn 18 credits within a three-year period, participate in at least one full day or longer retreat, and conduct a board self-evaluation. If not completed in three years, credits from the first year will be dropped and credits from year four will be added. Board Certification recognizes the current board that is participating in the training. If the composition of the board remains the same or if the board experiences less than one-third turnover in membership, credits will be maintained.

Due to the special nature of direct service training, each credit earned will equal one hour of training. To earn credits, attendance must include at least seven out of nine board members, five out of seven, or four of five. Core areas and suggested topics that need to be addressed include:

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In addition, to be considered, the district must have scored at minimum 80% compliance with the Governance section of the state's current system for district monitoring. An overall average of 3.0% must have been achieved in the board self-evaluation.

Group Process

- A. Teamwork
- B. Interpersonal relations
- C. Conflict resolution
- D. Board/superintendent relations
- E. Decision-making

Planning

- A. Strategic planning
- B. Goal setting
- C. Self-evaluation

Effective Meetings

- A. Role of the president
- B. Agenda development
- C. Parliamentary procedure

Additional topics developed on an "as needed" basis will also earn board credits. Credit for local board training is not transferable to individual member accreditation programs.

Board Recertification (BR)

Board Recertification (BR) requires that a board earn an additional 12 credits, and participate in a full day retreat, and conduct a board self-evaluation. The same attendance requirements for certification are in effect for recertification. Upon completion of these requirements, a recertification emblem will be affixed to the board's certification plaque.

In addition, to be considered, the district must have scored at minimum 80% compliance with the Governance section of the state's current system for district monitoring. An overall average of 3.0% must have been achieved in the board self-evaluation.

Carole E. Larsen Master Board Certification (MBC)

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To earn Master Board Certification, a currently certified or recertified board must attend the Board-Superintendent Institute along with its chief school administrator. Attendance at the board-Superintendent Institute must include at least seven out of nine board members, five out of seven, or four out of five. A separate plaque is awarded for MBC. A board whose certification has lapsed must earn recertification and attend the Board-Superintendent Institute along with its chief school administrator.

Credit Towards Certification

Members who have completed their first term in office will automatically accrue two credits toward a Certificated Board Member designation.

Earned Academy Credit/Hours

Every two and one-half to three hours of program training earn one academy credit. One-day programs (5 - 6 hours of training) will earn two (2) credits. Weekend programs may earn anywhere from 4 to 5 credits. NJSBA will keep a permanent transcript of each member's credits. Accreditation is available to board members only.

Registration and Confirmation

Pre-registration is required for all Academy course offerings. The board secretary may register a board member upon approval of the board of education prior to the program. Registrations may be mailed, phoned, or faxed in. If the district wishes to be billed and a voucher is required for their records, they must send it with the registration form to avoid duplication. All registrations will be confirmed. As the program date approaches, additional agenda and registration information will be publicized in *School Board Notes*. Registrants who have not received confirmation prior to the program should contact the Call Center.

Registration Fees

Fees for all Academy course offerings are listed with each program description. The full fee is payable upon receipt of the invoice, or payment can be mailed with the registration form.

Member/Non-Member Pricing

Some Academy courses are open to the public. School board members or staff members of a New Jersey school district in good standing enjoy member purchasing privileges for all NJSBA training programs and publications. Non-member pricing applies to all other registrants. Members of affiliate groups should consult their individual membership agreements for details concerning program discounts.

NJSBA's Refund Policy

A. Half-Day and One-Day Programs

Cancellations made up to 10 working days prior to the program date will be refunded the entire registration fee. Cancellations made between 10 working days and 72 hours of the program start will be

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charged \$25. Cancellations made within 72 hours and no-shows will be charged the full fee.

B. Weekend/Overnight Programs

Cancellations made up to 10 working days prior to the program date will be refunded the entire registration fee. Cancellations made between 10 working days and 72 hours of the program start will be charged \$50. Cancellations made within 72 hours and no-shows will be charged the full fee.

Recording Programs

Registrants are welcome to bring tape recorders, but only battery operated equipment. NJSBA is not able to provide plugs or cords.

Dress

Casual and comfortable

Programs Begin on Time

As a courtesy to all our participants, it is NJSBA's policy to begin all activities on time. To get the most out of the learning experience, it is important to all that all participants remain through the program's completion.