

# FAQ

## WHAT CANDIDATES WANT TO KNOW ABOUT BEING A SCHOOL BOARD MEMBER

Below are frequently asked questions from school board candidates.

### **What are the main responsibilities of board members?**

The board of education adopts policies under which the school district operates; oversees the budget; approves the curriculum; hires and evaluates the superintendent; represents the public during contract negotiations; and serves as a communications link between the community and the school system. School board members must remember that they have no authority except that which results from participation in decisions of the board during an official meeting. Actions, promises or commitments made by individual board members are without legal basis and have no binding commitment upon the district. Board members should be aware that they are elected to represent the entire district in all matters pertaining to education, and not any one segment.

### **How much time does it take to be a school board member?**

A survey by the National School Boards Association found 63 percent of board members spend 11 to 50 hours a month on board duties – with some dedicating even more time to the position. As a school board member, you will provide oversight of one of the largest operations in your community. By accepting this responsibility, you effectively agree to attend regular and special board meetings, to review the board packet in advance of meetings, and to keep yourself informed about the issues on which you will make decisions.

### **What is the relationship between the board and superintendent?**

The function of the school board is not to run the schools, but to see that they are run effectively. The board establishes school district policy and goals and communicates those goals to the superintendent. The superintendent is accountable to the board, and all other staff members are accountable to the superintendent. Teamwork between the board and superintendent is essential. Board members should look to the superintendent for leadership and guidance on educational procedures.

### **What is the relationship between board members and teachers?**

The board is responsible for adopting the policies, rules and regulations that define the responsibilities of teachers (as well as other school employees), and for approving all employment contracts. Observation and evaluation of teachers is the job of the superintendent and those supervisors to whom he or she delegates the responsibility. The board's role is to set standards, or expectations, in the form of policies that detail the criteria the superintendent should use in recommending and evaluating staff members.

Board members should treat teachers and other staff members with respect, and must always observe the chain of command, recognizing that the appropriate channel for board/staff communications is through the superintendent. Board members should also keep in mind that the board can appoint, transfer or remove employees only upon the recommendation of the superintendent.

### **Who decides how district money is spent?**

The school budget is the district's financial plan, and reflects all program needs. The board's budgeting responsibilities include discussing these needs and setting the parameters for budget development. The superintendent then works with other staff members to draft a budget that meets board goals and student needs, complies with state regulations, and stays within the district's financial resources. The board adopts the budget after a public hearing. After the budget is finalized, the superintendent is responsible for administering it. The board provides financial oversight by signing off on the bill list to approve expenditures throughout the year.

### **Who hires and evaluates a district's superintendent?**

The selection of a superintendent is considered to be one of the most significant decisions a school board makes. A systematic procedure for selection should be used, requiring months of careful planning and well-organized steps in screening the most qualified candidates. In addition, state law requires that boards

evaluate superintendents annually. An effective evaluation process is based on the achievement of specific, agreed-upon goals between the board and the superintendent.

### **When are executive sessions permitted?**

All meetings of the school board are open to the public, except for specific topics that may be discussed in "executive," or closed session. Executive sessions are limited to matters deemed confidential, including matters that by law must remain private, such as student records; pending litigation; topics involving attorney-client privilege; discussion of land purchases; negotiations strategies; and personnel issues.

The purpose of an executive session must be announced prior to going into closed session. Only the specifically announced subject may be discussed. Minutes must be kept and approved at a subsequent meeting, and then released to the public when the need for confidentiality no longer exists.

### **Will I have a say in deciding what is taught and which textbooks are used?**

The board is required by state law to approve courses of study, including all textbooks and materials. The board should ask its administrators to demonstrate how these curriculum materials will help students achieve the state's Core Curriculum Content Standards. The board establishes what will be taught, when and where it will be taught, to whom it will be taught, and with what materials. Administrators and teachers manage and carry out the instructional tasks.

Since the decision-making authority is vested in the board and not in the individual members, you will be successful in achieving your personal goals only if you can convince a majority of the members of the board that your proposals have merit. As a board member, you have an obligation to express your views and then to accept and support the board's final decisions.

### **Will I be involved in collective bargaining with employee unions?**

Since 1968, school districts have been required to negotiate contracts with their employee unions. A board member may be directly involved in collective bargaining if he or she serves on the negotiations committee. The board sets the guidelines used by the district's bargaining representative (a committee of the board, or a professional negotiator), who regularly reports to and takes direction from the board. Board members participate in negotiations and vote on the final agreement, unless a conflict of interest prevents the board member from participating or voting.

### **How can a board remove poor employees? What is tenure?**

State laws, union contracts and local district policies spell out employment, discipline and release procedures for all employees. The local school district's administration and board follow these procedures.

New Jersey's education tenure laws are particularly significant. Tenure is the right of certain employees to continuing employment after working in the district for an established period of time. Traditionally, teachers have earned tenure after three years and a day, but a new law enacted on August 6, 2012, the TEACHNJ Act, adds a fourth year for teachers who were hired after the law's enactment. The new law requires enhanced evaluation procedures and requires that teachers meet additional criteria in order to earn tenure. It also reduces the time and cost of removing tenured teachers for reasons such as inefficiency or unbecoming conduct. After a local board files "tenure charges" to remove an employee, under the new law tenure charges will be decided by an arbitrator, not the Commissioner of Education as in the past. (It is important to note that since September 1991, newly hired superintendents are no longer eligible for tenure, but work under a negotiated three-to-five-year contract. During the contract, superintendents have tenure protection.)