

“You’re Elected, Now What?”

Role & Responsibilities of a School Board Member

USBA New Board Member Workshop

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UTAH SCHOOL BOARDS
ASSOCIATION

Building Better Boards

Kristi Swett

Salt Lake City District Board

NSBA Immediate Past President

Linda Hanks

Juab School District Board President

NSBA Pacific Region Chair

Learning Objectives

1. Gain a better understanding of your role as a school board member and how it differs, but compliments that of your superintendent.
2. Explore the transition from private citizen to an elected official and how that impacts effective governance.
3. Consider the impact of teamwork and how individual behaviors impact the team you join and the district as a whole.
4. What are the next steps in understanding the role and accomplishing goals.



Making Connections



1. Introduce yourself
2. Talk about this quote and the implications for you as a board member or superintendent.

“**Board Members**, because they represent the people and have the power to act, and **superintendents**, because they have professional knowledge and the responsibility to lead and manage, are close enough to communities and schools to see what needs to be done and are powerful enough to do it. **They are the governance team.**”

Overview of School Board Responsibilities

Set Mission, Vision,
& Goals



Financial Oversight



Policy



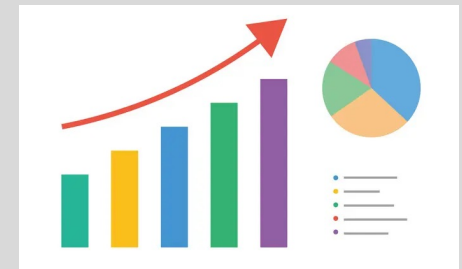
Hire/Evaluate the
Superintendent &
Business Administrator



Community
Engagement



Monitor District
Performance



Overview of School Board Responsibilities

The Boards Role/Responsibility:



Create/Adjust Goals
Strategic Plan



Monitor progress on
a regular basis

Focus on improved Student Achievement & Outcomes

Overview of School Board Responsibilities

Financial Oversight



What you **FUND** gets **DONE**!



The Boards Role/Responsibility:

- Understand Funding Sources & **ADVOCATE**
- Help **GUIDE** the budge development process
- **ADOPT** and **MONITOR** annual **BUDGET**
- **ADJUST** as needed each year



Overview of School Board Responsibilities

The Boards Role/Responsibility:

Set Policy

“A policy is a deliberate system of principles to guide decisions and achieve outcomes”



POLICY sets the guideline - the **WHAT**.
created, adopted and revised by the board.

PROCEDURES define **HOW** policy is implemented
created, updated and implemented by staff under the
direction of the Superintendent



Overview of School Board Responsibilities

Hire/Evaluate the
Superintendent &
Business Administrator



The Boards Role/Responsibility:

APPOINT, SUPERVISE, and EVALUATE:

SUPERINTENDENT who serves as the Chief Executive Officer of schools

BUSINESS ADMINISTRATOR who serves as the Chief Financial Officer.

TWO employees directly hired by the BOARD based on expertise

The terms are typically TWO YEARS, but can be renewed or extended by mutual agreement.

Takes the Board's direction and moves it from strategic to tactical

Annual Evaluation

Utah Code 53G-4-301 & 53G-4-302



Overview of School Board Responsibilities

The Boards Role/Responsibility:

Represent the values and expectations that the community holds for their schools.

Active Listening

Open Communication Channels, but know the Chain of Command

Community Outreach: attend local event, visit schools, build relationships and attend other community events

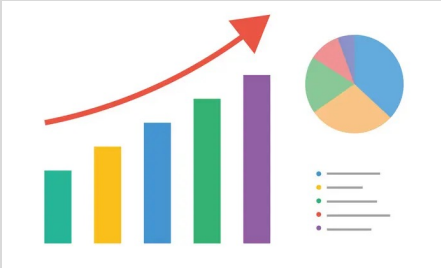
Liaison: You represent the whole district and all students – You serve as a community representative to the district but also on behalf of the district

Community Engagement



Overview of School Board Responsibilities

Monitor District Performance



The Boards Role/Responsibility:

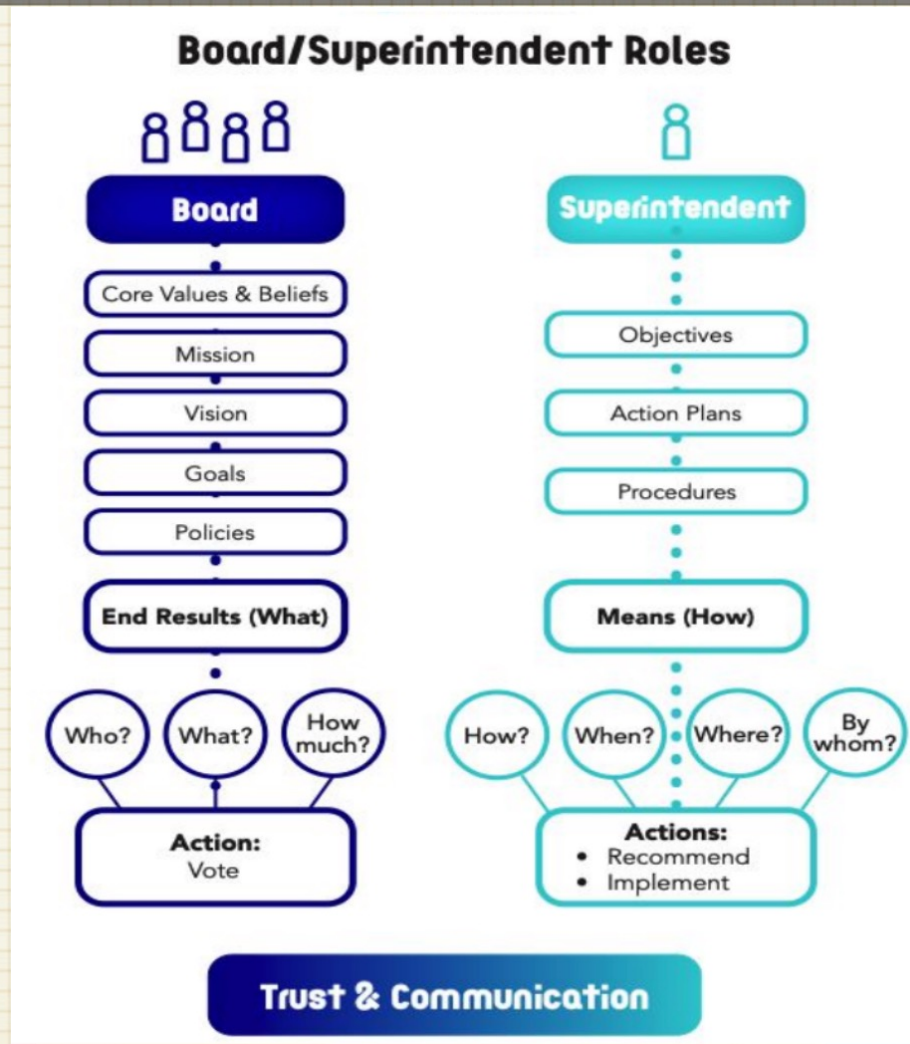
- ✓ set clear goals & standards for student achievement
- ✓ regularly review data on student progress across the district
- ✓ hold the superintendent accountable for ensuring all schools meet those established performance expectations

This will include:

- analyzing student achievement data
- identifying areas of concern
- making necessary policy or resource allocation adjustments to improve outcomes across the district.

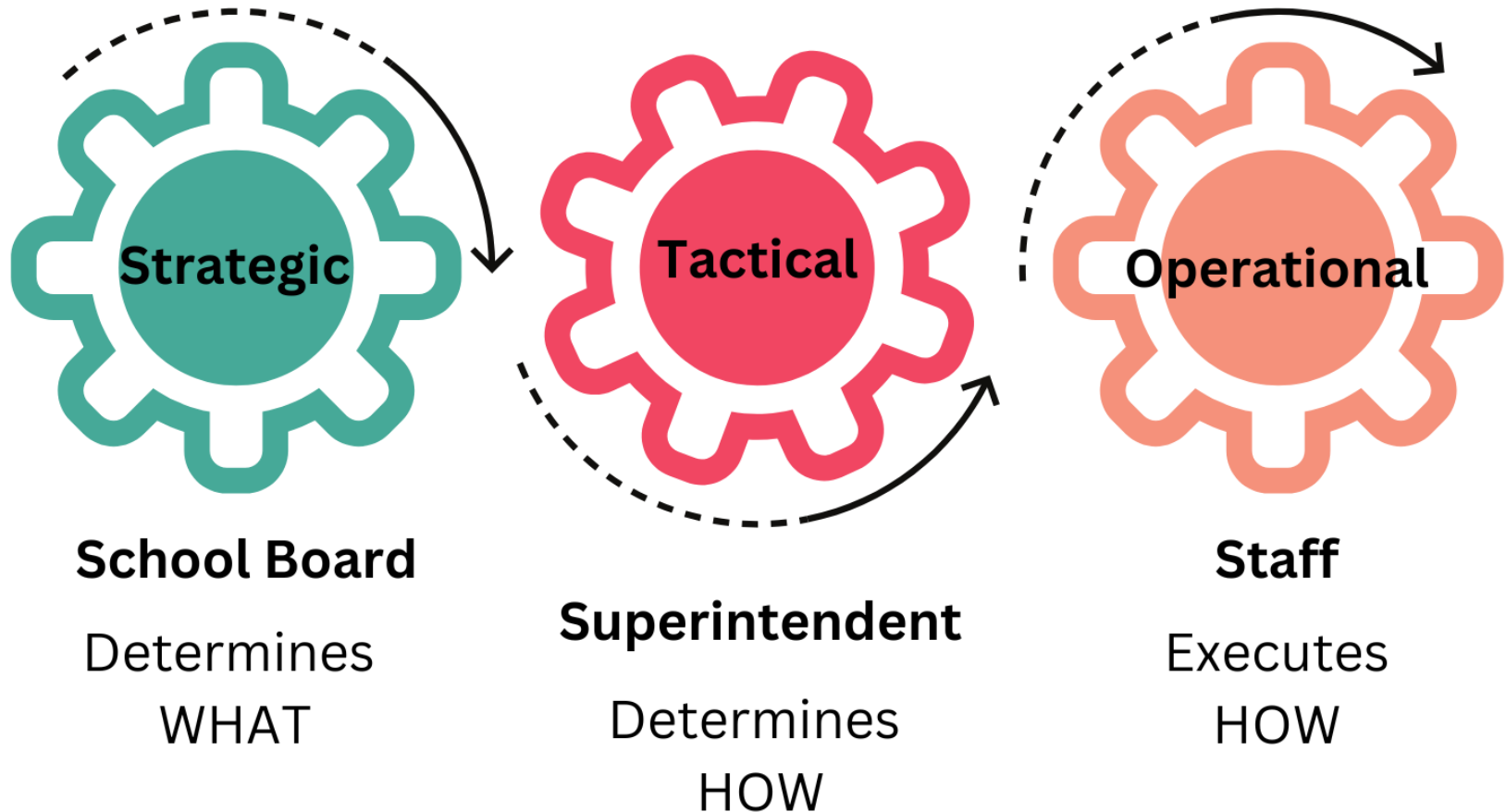


Basic Flowchart



Credit: Association of Alaska School Boards

How the School District Functions



Effective Governance = Effective Team

Effective school boards lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust which leads to higher student outcomes.



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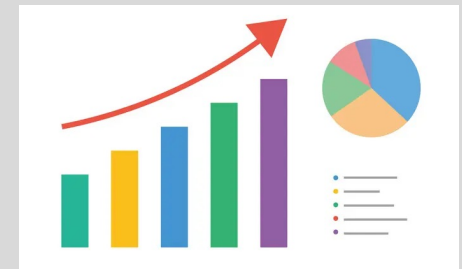
Hire/Evaluate the
Superintendent &
Business Administrator



Community
Engagement



Monitor District
Performance





Understanding the difference in board and superintendent roles will aid your school district to run smoothly.





1. Determine the School Board vs Superintendent Role
2. Put the slips of paper in order
3. You have 4 minutes
4. Stay focused and on task

4 minutes

SCHOOL BOARD – GOVERNS (Guides/Directs)

1. Decides **What**
2. **Requests** Information
3. **Considers** Issues
4. **Creates, Reviews, Adopts** Policy
5. **Approves & Reviews** Plans
6. **Monitors** Progress
7. **Contracts** with Personnel
8. **Approves & Reviews** Budget
9. **Represents** Public Interests
10. **Advocates on behalf** of students, staff and their schools
11. **Seeks** and **Considers Community** Input

SUPERINTENDENT-MANAGES (Administers, Operates)

1. Decides **How**
2. **Seeks** and **Provides** Information
3. Provides **Recommendations**
4. **Recommends, Implements** Policy
5. **Implements** Plans
6. **Reports** Progress
7. **Hires, Supervises, Evaluates** Personnel
8. **Formulates & Recommends** Budget
9. **Acts in** Public Interest
10. **Serves as the liaison** between the staff and the board
11. **Maintains** a strong team of **experts** on the **administrative team**

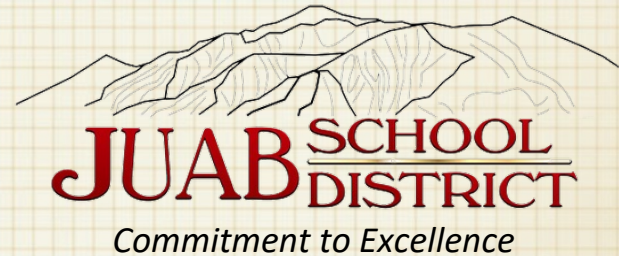


From Citizen to Board Member

| CITIZEN | SCHOOL BOARD MEMBER |
|---------------------------------|--|
| Speak as ONE as yourself | Speak as a BOARD (5 or 7 member team) |
| Commiserate about Issues | Direct Concerns via Chain of Command |
| Respond with Opinion | Respond Via Policy |
| Respond Immediately | Respond after Due Diligence |
| Private Communication | Public Communications |



Board Handbooks



Tips for New Board Members

- ✓ You are ONE of the whole team (1/5 or 1/7 of the whole)
- ✓ Exercise Due Diligence
- ✓ Listen, Learn, & Ask Questions for Understanding
- ✓ Understand the reasons for processes and procedures before criticizing or pushing for changes.
- ✓ Detach from special interest groups and singular issues - Board members represent the whole district.
- ✓ Build relationships of trust with the other board members.
- ✓ Enjoy serving on the board and contributing to the community.
- ✓ Understand your statutory responsibility and role as an elected official on your local school board



Tuckman's Stages of Group Development

Forming

Team acquaints and establishes ground rules. Formalities are preserved and members are treated as strangers.



Storming

Members start to communicate their feelings but still view themselves as individuals rather than part of the team. They resist control by group leaders and show hostility.



Norming

People feel part of the team and realize that they can achieve work if they accept other viewpoints.



Performing

The team works in an open and trusting atmosphere where flexibility is the key and hierarchy is of little importance.



Questions & Discussion



As a board member, you have no power alone. You are one voice on the board and you only have power when acting as a board.