

NEW JERSEY SCHOOL BOARDS  
ASSOCIATION

**GOVERNANCE & OPERATIONS**

**FILE CODE:** GO/6603.1R

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 attend academy programs in at least 4 of the CBM core areas and meet all of the CBM requirements.

- A. Certificated Board Member (CBM) Core Areas:
1. Sustainability/STEM
  2. Advocacy

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3. Communications
4. Labor Relations
5. Finance
6. Leadership

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7. Governance
8. Student Achievement
9. Legal/Policy

B. Certificated Board Member requirements:

1. To accumulate at least twenty credits
2. To attend at least two county meetings
3. To attend at least one Annual NJSBA Workshop
4. To attend at least one NJSBA Delegate Assembly
5. To have completed at least one term on their local board
6. Must not be adjudicated to have violated the School Ethics Act

Once the required 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 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

Board members must meet the all of the MBM requirements.

C. Master Board Member core areas:

1. Sustainability/STEM
2. Advocacy
3. Communications
4. Labor Relations
5. Finance
6. Leadership
7. Governance
8. Student Achievement
9. Legal/Policy

D. Master Board Member requirements:

1. To earn a cumulative total of forty credits
2. To attend academy programs in 7 different core areas

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3. To attend at least four county meetings
4. To attend at least two delegate assemblies
5. To attend at least two Annual NJSBA Workshops
6. To attend at least one full-day statewide program
7. Must not be adjudicated to have violated the School Ethics Act

Certified Board Leader (CBL)

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

To be awarded the CBL, you must: earn an additional 20 credits for a total of 60 credits from all of the Core Areas; and serve for a minimum one-year as a board or county officer. Board members must have attended academy programs in all of the core areas and meet the all of the CBL requirements.

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.

**E. Certified Board Leader Core Areas:**

1. Sustainability/STEM
2. Advocacy
3. Communications
4. Labor Relations
5. Finance
6. Leadership
7. Governance
8. Student Achievement
9. Legal/Policy

**F. Certificated Board Leader requirements:**

1. Must earn at least 60 credits
2. Must attend academy programs in all core areas
3. Must attend at least six county meetings
4. Must attend at least three delegate assemblies
5. To attend at least three Annual NJSBA Workshops
6. Must serve in a leadership role (county delegate, county leadership, NJSBA Board of directors, NJSBA committee member)
7. Must not be adjudicated to have violated the School Ethics Act

Credit Towards Certification

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Certificated Board Member Awards are presented at the County School Boards spring meetings. Master Board Member and Certified Board Leader Awards are presented at the November and May NJSBA Board of Directors meetings.

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.

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Boards will earn their certification by having NJSBA 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. If not completed in three years, credits from the first year will be dropped and credits from year four will be added. The board must participate in at least one full day retreat or the equivalent in board workshops and verify through an NJSBA Policy Wellness Check that the board's policy manual is up-to-date with current regulation and law. Through NJSBA's Labor Relations Department, the board must also complete an analysis of the district's union contract. In addition, to be considered, the district must demonstrate board effectiveness through the board self-evaluation and the NJ Department of Education monitoring process. Upon completion of these requirements, the board will receive an NJSBA Certification Plaque to memorialize the accomplishment.

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:

1. Group Process
2. Decision-making
3. Planning
4. Effective Meetings

**Board Re-Certification (BRC)**

Board Re-Certification requires that a certified board earn an additional 12 credits. If not completed in three years, credits from the first year will be dropped and credits from year four will be added. The board must participate in at least one full day retreat or the equivalent in board workshops and verify through an NJSBA Policy Wellness Check that the board's policy manual is up-to-date with current regulation and law. Through NJSBA's Labor Relations Department, the board must also complete an analysis of the district's union contract. In addition, to be considered, the district must demonstrate board effectiveness through the board self-evaluation and the NJ Department of Education monitoring process.

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Certification recognizes the current board that is participating in the training. Upon completion of these requirements, the board will receive an NJSBA Re-Certification Plaque to memorialize the accomplishment.

5. Group Process
6. Decision-making
7. Planning
8. Effective Meetings

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.

Carole E. Larsen Master Board Certification (MBC)

The Carole E. Larsen Master Board Certification (MBC) is awarded in recognition of high performing boards. The board must provide evidence to demonstrate an emphasis on student achievement in their board actions.

To earn the Carole E. Larsen Master Board Certification, a currently Certified or Re-Certified board must complete at least 10 additional hours of training for a total of 28 board credits. Attendance at these sessions must include at least seven out of nine board members, five out of seven, or four of five, and the chief school administrator. A board whose certification has lapsed must earn recertification **and** attend an additional 10 hours along with its chief school administrator.

The board must verify through an NJSBA Policy Wellness Check that the board's policy manual is up-to-date with current regulation and law. In addition, to be considered, the district must demonstrate board effectiveness through the board self-evaluation and the NJ Department of Education monitoring process.

NJSBA offers a wide range of training opportunities that boards can use to qualify for the Carole E. Larsen Master Board Certification, including sessions conducted by the Legal & Policy, Labor Relations and Field Services departments of NJSBA.

A plaque noting the board's achievement is awarded for the Carole E. Larsen Master Board Certification.

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All board certification awards will be presented at the NJSBA Board of Directors meeting held in May. To achieve certification at the May meeting, credits must be earned prior to March 1<sup>st</sup> .

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



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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 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.

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Dress

Casual and comfortable

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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.

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See Also: GO/6603.4R  
GO/6603.5R  
GO/6603.6R  
GO/6603.8R