

GSBA STANDARDS FOR LOCAL BOARDS OF EDUCATION: AREAS OF RESPONSIBILITY

I. Vision/Philosophy/Goals

A. The board of education adopts, focuses and reviews the district's vision for students.

B. The board of education adopts, reviews and revises its mission statement that defines its work and is parallel to the district's mission statement.

C. The board of education, with Superintendent's input, annually adopts board and district goals.

D. The board of education, upon recommendation of the superintendent, adopts policies and implementation plans to facilitate the accomplishment of stated goals.

II. Systematic Improvement

A. The board of education participates in annual training and professional development that meets or exceeds the requirements of Georgia law.

B. The board and superintendent participate in a team-building activity focused on assessment of previously adopted goals.

C. The board of education and the superintendent use a retreat environment and process to: *

- 1. Assess progress made to update and revise action plans to accomplish district's vision/philosophy/goals (see I. of Standards).**
- 2. Assess the strengths and improvements needed in the school district.**
- 3. Consider any compelling problem(s) or emerging issue(s).**
- 4. Study and explore trends, opportunities and anticipated challenges.**
- 5. Reflect on the leadership team's educational and leadership philosophy and performance.**
- 6. Review the board and superintendent Standards Process checklist.**

** The board and superintendent function as a team to accomplish items one through six.*

III. Organizational Structure

A. The board establishes and, along with the superintendent, follows local policies, procedures and ethical standards governing the conduct of the board and superintendent.

B. The officers of the board of education are elected using the procedures defined in state law and board policy and carryout their duties that are clearly delineated in law or policy.

C. The board uses the superintendent as its chief executive officer with full authority to administer district affairs.

D. The board, organizes and distinguishes its role as a policy-making body from the roles/responsibilities authorized to the superintendent for the administration of the district.

E. The board of education and superintendent function as a leadership team, while maintaining careful recognition of appropriate roles and responsibilities.

IV. Board Operations: Policy Development

A. The board of education adopts and revises its written policies so that they are clear, up-to-date, and in compliance with the state constitution and state and federal laws.

B. The board of education follows policies and procedures for:

- 1. Policy adoption**
- 2. Emergency adoption of policy**
- 3. Policy dissemination**
- 4. Policy repeal**

B. The board of education considers the following when it adopts policies:

- 1. The recommendation, usually in writing from the Superintendent**
- 2. An opportunity for public review**
- 3. The policy will be reviewed periodically**

V. Board Operations: Board Meetings

A. The board of education develops meeting agendas, posts agendas for public review and conducts its meetings in accordance with the Open Meetings Law (50-14-1).

B. Board procedures provide an opportunity, prior to board meetings, for members of the board of education to:

- 1. Suggest items to be removed from or placed on the agenda and/or**
- 2. Request additional information on an agenda item.**

C. The agenda provides a sound order of business, including an opportunity to make adjustments to the agenda, which facilitates productive meetings.

D. The board of education uses a “consent agenda” procedure when appropriate.

E. The agenda is followed, once approved, and the board departs from it only under special circumstances and with concurrence of a majority of its members present.

F. The board of education has procedures in place to facilitate public input.

G. Board minutes properly record actions of the board.

VI. Board Operations: Personnel

A. The board of education oversees the management of the district by employing a superintendent and evaluating his/her performance in providing educational leadership, managing daily operations and performing all duties assigned by law.

B. The board of education authorizes the employment, assignment and dismissal of personnel only on the recommendation of the superintendent.

C. The superintendent is accountable to the board of education in developing and conducting a fair and equitable evaluation of all personnel in the district.

D. The board of education refrains from applying pressure on the superintendent to employ persons on the basis of any criteria other than professional and/or occupational qualifications as defined in currently approved job descriptions.

E. The board of education has been trained in the superintendent evaluation process and follows that process for evaluation.

F. Periodically, but at least once in any 12-month period, the board of education, using an approved instrument and process agreed upon by the board of education and the superintendent, evaluates the professional performance of the superintendent.

VII. Board Operations: Financial Management

A. The board of education provides guidance to the superintendent in developing the budget and:

- 1. Conducts pre-budgeting discussions with the superintendent.**
- 2. May establish specific budget parameters where deemed necessary or appropriate.**
- 3. Examines allocations as they relate to the board and district goals annually adopted.**

B. The board of education receives the draft budget from the superintendent and after careful study gives tentative budget approval.

C. The board of education publishes the budget and provides opportunity for public review and reaction.

D. Once a budget that incorporates sound business and fiscal practices is approved, the superintendent implements and administers the budget.

E. The board of education, by policy, establishes the level of spending beyond the budget for which the superintendent must seek board approval.

F. The board of education receives monthly financial reports on the status of the budget.

G. The board of education's financial records are audited annually.

VIII. Board/Staff/Community Relations

A. The board of education and individual board members maintain an appropriate and professional relationship with the superintendent, staff and community.

B. The board of education recognizes and protects the concept of chain of command.

C. The board of education works with the superintendent to provide and follow a process, when it is appropriate, that encourages and seeks the input of staff at all levels of decision-making on significant issues.

D. The board of education periodically receives input from citizens on matters relating to the school district.

E. The board of education working with the superintendent seeks advice and communicates with the community through:

- 1. Providing leadership, policies and training to school councils.**
- 2. Collaboration agreements with local and state agencies.**
- 3. Community groups, community forums and media.**