



Adult School Board Workshop Case Study E

- I. Introduction to School Board (15 minutes)
 - i. School Board roles & responsibilities
 1. To represent the concerns of the citizens, taxpayers and parents to the school administrators, and to represent the needs of the students and school district to the citizens, taxpayers and parents of the community.
 2. Sets the policies, goals and objectives for the district – and it holds the superintendent responsible for implementing the policies and achieving the goals.
 3. Specific goals (see page 2 of Who Does What in Public School Governance)
 - ii. Superintendent role & responsibilities
 1. implementing the policies and achieving the goals of the school board (see page 3 of Who Does What in Public School Governance)
 - iii. How School Boards and Superintendents work together (page 4 of Who Does What in Public School Governance)
 - iv. Review NJ School Board Member Code of Ethics
 - b. Chain of command for school related issues
 - i. Process – steps from beginning to end
 1. Teacher
 2. Principal
 3. School Board (if not resolved at the other levels)
 - c. School Board Meetings
 - i. Who can attend
 - ii. Who can speak
 - iii. How to get on the agenda
- II. Introduction to case studies (5 minutes)
 - iv. Case studies are designed to help workshop participants understand how to navigate **school boards in general**.
- d. Each group will determine how to resolve the issue. More specifically, they will:
 - i. Outline each step in the process
 - ii. Determine who to consult within the government to resolve the issue
 - iii. Determine relevant documents needed and how to make them work

Case Study E – Provide funding for a junior high school band to travel to Florida for a prestigious band event

Scenario:

Jefferson Junior High School boasts an award-winning band program, known for its dedication, talent, and contributions to the school community. Each year, the band performs at school functions, local parades, and regional competitions. This year, the band has been invited to participate in the National Junior High Band Festival in Orlando, Florida, a prestigious event that brings together top junior high bands from across the country to showcase their skills and learn from renowned musicians.

The festival offers unique opportunities for Jefferson’s students: master classes with professional musicians, collaborative performances, and the chance to network with peers from other states. However, the trip involves significant costs, including transportation, lodging, food, festival registration fees, and other expenses. While some funding may be available from school resources and fundraising activities, a substantial portion of the budget must be approved by the school board.

The G-Clef Club, made up of the parents of the band members, has taken on the responsibility of developing a comprehensive proposal for the school board. The G-Clefs are working together to research costs, explore fundraising options, and draft a compelling presentation that demonstrates the value of the trip for both the student musicians and the broader school community.

Their final challenge will be to present their proposal at an upcoming school board meeting, answering questions and persuading board members to support the trip financially.

The Task

You are part of the G-Clef Club tasked with creating the process and proposal for securing funding for the Jefferson Junior High School band’s trip to Florida. Your responsibilities include:

- Drafting a written proposal with supporting arguments.
- Determining how to get on the school board agenda



- Gain a coalition of support for the proposal
- Preparing to present your proposal and answer questions at the school board meeting.

Understand the School Board Process:

- Research how items are added to the district school board agenda.
- Identify who (e.g., parent, staff, principal) can request to present at a board meeting.
- Determine what forms, proposals, or background information need to be submitted in advance.

Develop a Proposal:

- Outline the purpose and goals of the trip.
- Estimate the necessary resources (e.g., funding, staff advisors, etc.).
- Highlight the benefits for students and the school community.

Engage Stakeholders:

- Identify key supporters (e.g., school counselors, teachers, student leaders).
- Gather letters of support or endorsements.

Prepare for the Presentation:

- Assign presenters and rehearse the presentation for the school board.
- Anticipate questions or concerns from board members (e.g., supervision, privacy, sustainability).

Follow Up:

- Understand the timeline for board decisions.
- Prepare to respond to any requests for additional information or revisions to the proposal.

Discussion Questions for Workshop Attendees

- What is the most effective way to get on the school board agenda in this district?
- How can you build support among administrators, staff, and students?