

## **State's Role**

The State Board of Education has a supervisory role in the local school district, setting standards of teacher certification, rules concerning student-teacher ratio, certain curriculum standards, and course requirements. The State Commissioner of Education appoints a county superintendent who checks the administration of school systems to insure their adherence to state regulations.

State law requires school attendance of all children ages 6 to 16 for a minimum school year of 180 days. In Scotch Plains-Fanwood, a child must be five years of age by December 1st for matriculation into kindergarten in September of that year. Parents are required to show a birth certificate and proof of diphtheria and polio shots.

## **Board of Education**

The Board of Education is organized under Chapter 8, Title 18, of the New Jersey statutes, which provides for the following:

1. A nine-member Board of Education--six from Scotch Plains and three from Fanwood--elected to serve for three-year terms. Two seats from Scotch Plains and one from Fanwood are filled each year;
2. Preparation of an annual operation budget by the Board for voter approval;
3. Preparation, according to state guidelines, of bond issues for capital improvements submitted for voter approval.

The Board is created as a policy-making body, not an administrative body, and is a separate and independent legal entity not subject to the control or supervision of the municipalities. The Board chooses the Superintendent and works with him to plan school policy, the budget, and the physical needs of the district. In addition, the Board adopts proposals to be submitted for public referendum, approves all expenditures of school funds and maintains the bookkeeping procedures, and passes on courses of study and staff appointments proposed by the Superintendent.

The Board meets the third Thursday of each month at Terrill Junior High School, 8 P.M. The agenda-setting sessions are held on the second Thursday at the Board of Education building. Both meetings are open to the public and time is set aside for public input.

A candidate for the Board of Education is required by law to be a literate citizen and a resident of the community for at least two years immediately preceding his election. He must not have a vested interest in any contract with the Board nor have any claim against it. Board members serve without compensation.

## **Administration and Staff**

The Superintendent of Schools is appointed by the Board of Education and is the administrative officer of that Board, charged with carrying out its policies within the framework of state law and regulations. He makes recommendations to the Board concerning appointment, promotion and dismissal of personnel, maintenance, and operation, the establishment of performance standards, the organization of administrative, supervisory, and teaching staff, building repairs, and salaries. He directs evaluation of the school district, supervises the staff, and interviews prospective employees. The Superintendent participates in all Board meetings, but has no vote.

The Director of Personnel, who reports directly to the Superintendent, is responsible for recruiting, coordinating legal responsibilities of the district, implementing Federal and state labor and affirmative action laws, and maintaining personnel records.

Three Assistant Superintendents advise and assist the Superintendent in the formation of objectives, policies, and plans, and in the evaluation of personnel. The Assistant Superintendent for Curriculum and Instruction is responsible for the quality of the instructional