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Jerry Fried
Mayor
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SCHOOL BOARD ADVISORY COMMITTEE

Hon. Jerry Fried, Mayor
Ms. Carole Willis, Chairwoman
Michael D. Byrne, Secretary
Wil Adkins – Paul Bambrick – Julie Cerf
Gail Prusslin – Wendy Sabin – Kellia Sweat

January 7, 2010

Dear Applicant,

Thank you for your interest in serving on the Board of Education. I greatly appreciate your willingness to volunteer your efforts on behalf of our children and our community.

In the Township of Montclair, it is the Mayor's lawful responsibility to appoint the members of the Board of Education. However, in an effort to ensure that the interests, viewpoints, and concerns of the entire Township are considered in the appointment process, I recently asked each Township Councilor to designate a member of the community to serve on a School Board Advisory Committee to help select Board members and present me with two recommended candidates for each seat.

The members of the Committee are parents, former PTA representatives, school volunteers, former Board members, alumni of the school system and those with experience in the private sector; each will bring unique but important perspectives to bear in their role. I am confident that this balanced group will recommend a pool of School Board applicants who will be similarly dedicated and representative of the entire community.

I have charged this Committee with helping determine the most important criteria that a prospective member of the Board should exhibit and assessing applicants by these criteria. The Committee will develop and issue a Questionnaire to applicants, evaluate the completed questionnaires and meet with finalists in a structured interview process.

As an initial step, I invite all those interested in serving on the Board of Education to complete the Township's standard Volunteer Application form. Please also submit your resume along with a cover letter of any length discussing your interest in serving on the Board of Education. These three items are due at noon on Friday, January 22 and should only be accepted and time-stamped by the Township Clerk or her staff. Members of the School Board Advisory Committee are not to accept applications under any circumstances.


Once again, on behalf of the people of Montclair, I thank you for your commitment to public service and for your desire and willingness to serve on the Board of Education.

Sincerely,

Jerry Fried, Mayor
Township of Montclair

Attachments: Township of Montclair Volunteer Application Form
New Jersey School Boards Association Candidate Kit

Montclair is an affirmative action/equal opportunity employer

Please consider the environment before printing this document 



New Jersey School Boards Association

How to Become a School Board Member



December 2009

Dear Prospective School Board Candidate,

Congratulations! By requesting the 2010 School Board Candidate Kit, you have taken the first step toward filling a vital role for your community – that of a school board member.

Serving on a school board has become increasingly complex. Rest assured, however, if you're elected or appointed to your school board, you won't "go it alone." The New Jersey School Boards Association, a service organization with a mission to train, assist and represent the state's local boards of education, will be with you every step of the way.

NJSBA's staff stands ready to provide you with the assistance, training and information that you need to be an effective leader for your community's schools.

We provide expert information on education issues in print, online, over the phone and in person. We strongly encourage school boards to fully utilize the expertise of our staff of attorneys, policy and labor specialists, and field service representatives.

NJSBA also advocates for local boards of education in Trenton, on Capitol Hill, in the courts, and in the court of public opinion. If an issue arises that may affect the governance and operations of your district, you can be sure that NJSBA will be there, fighting for your interests.

I trust this kit will provide you with the tools necessary to assist you with your candidacy for your school board.

I invite you to attend any of the regional candidate briefings that NJSBA will hold throughout the state in March to learn even more about the responsibilities of serving on a board of education. These free evening programs, conducted by our experienced staff, will give you a broader understanding of what to expect if you are elected to serve as a school board member. For information about the candidate briefings, call NJSBA toll free at (888) 886-5722, ext. 5213, or check online at www.njsba.org.

Sincerely,

Harry J. Delgado
President

Legal Requirements

To become a member of a local board of education in New Jersey, you must—

- Be able to read and write
- Hold U.S. citizenship and one year's residency in the school district
- Be registered to vote in the district as of election day
- Have no interest in any contract with, or claim against, the board
- Not hold office as mayor or member of the municipal governing body or, in the case of county school districts, the county governing body
- Not simultaneously hold two elective offices

Getting Elected to the School Board

School districts that elect board of education members are called "Type II" districts. On the third Tuesday in April – the Annual School Election – district voters elect school board members for terms of three years. To be included on the ballot, you must:

- Complete a nominating petition that includes the signatures of at least 10 qualified voters living within the district (one of which may be your own). A petition form is included in this kit. The petition must be submitted to the district's school board secretary at least 50 days before the election.
- Adhere to all state requirements to file campaign-expense reports with the New Jersey Election Law Enforcement Commission (ELEC).

You can garner support for your candidacy by communicating your goals and aims for the schools to the electorate.

Nominating Petitions

Each candidate for election, including an incumbent, must be nominated directly by petition, signed by at least ten people (one of whom may be the candidate).

Each nominating petition, addressed to the secretary of the board, must state the following:

- That the signers are qualified voters in the school district

- The name, residence and post office address of the candidate and the office for which the candidate is endorsed
- That the signers endorse the candidate and ask that his or her name be printed on the ballot
- That the candidate is legally qualified to be a school board member

The nominating petition includes a section where one of the signers makes a sworn statement verifying that the petition is prepared in good faith, that he or she saw all of the signatures included in the petition and that he or she believes that the signers are duly qualified voters. The candidate, if he or she is one of the signers of the petition, may also make the verification.

The nominating petition also includes a section where the candidate must include a signed statement certifying that he or she is

qualified to be a school board member, consents to be a candidate, and will accept the office if elected.

Nominating petitions must be filed with the board secretary on or before 4 p.m., Monday, March 1, 2010.

Reporting of Expenditures

The New Jersey Campaign Contributions and Expenditures Reporting Act requires all school board candidates who receive any contribution (including their own funds), regardless of the amount, to file a Certificate of Organization and Designation of Campaign Treasurer and Depository form with the Election Law Enforcement Commission (ELEC). Candidates may be required to complete other ELEC forms. The deadlines to file various campaign-contribution forms are listed in the flier, "Important 2010 School Election Dates," enclosed in NJSBA's School Board Candidate Kit.

FAQ

WHAT CANDIDATES WANT TO KNOW ABOUT BEING

What are the main responsibilities of board members?

The board of education adopts policies under which the school district operates; oversees the budget; approves the curriculum; hires and evaluates the superintendent; represents the public during contract negotiations; and serves as a communications link between the community and the school system. School board members must remember that they have no authority except that which results from participation in decisions of the board during an official meeting. Actions, promises or commitments made by individual board members are without legal basis and have no binding commitment upon the district. Board members should be aware that they are elected to represent the entire district in all matters pertaining to education, and not any one segment.

How much time does it take to be a school board member?

A survey by the National School Boards Association found 63 percent of board members spend 11 to 50 hours a month on board duties – with some dedicating even more time to the position. As a school board member, you will provide oversight of one of the largest operations in your community. By accepting this responsibility, you effectively agree to attend regular and special board meetings, to review the board packet in advance of meetings, and to keep yourself informed about the issues on which you will make decisions.

What is the relationship between the board and superintendent?

The function of the school board is not to run the schools, but to see that they are run effectively. The board establishes school district policy and goals and communicates those goals to the superintendent. The superintendent is accountable to the board,

and all other staff members are accountable to the superintendent. Teamwork between the board and superintendent is essential. Board members should look to the superintendent for leadership and guidance on educational procedures.

What is the relationship between board members and teachers?

The board is responsible for adopting the policies, rules and regulations that define the responsibilities of teachers (as well as other school employees), and for approving all employment contracts. Observation and evaluation of teachers is the job of the superintendent and those supervisors to whom he or she delegates the responsibility. The board's role is to set standards, or expectations, in the form of policies that detail the criteria the superintendent should use in recommending and evaluating staff members.

Board members should treat teachers and other staff members with respect, and must always observe the chain of command, recognizing that the appropriate channel for board/staff communications is through the superintendent. Board members should also keep in mind that the board can appoint, transfer or remove employees only upon the recommendation of the superintendent.

Who decides how district money is spent?

The school budget is the district's financial plan, and reflects all program needs. The board's budgeting responsibilities include discussing these needs and setting the parameters for budget development. The superintendent then works with other staff members to draft a budget that meets board goals and student needs, complies with state regulations, and stays within the district's financial resources. The board adopts the budget after a public hearing. After the budget is finalized, the superintendent is responsible for administering it. The board provides financial oversight by signing off on the bill list to approve expenditures throughout the year.

ELEC is the regulatory agency regarding campaign contributions. Board candidates may contact ELEC or go online to obtain the Compliance Manual for Candidates, which provides full instructions and reporting forms. Questions and requests for information should be directed to ELEC at (609) 292-8700, or visit its Web site at www.elec.state.nj.us.

Campaign Materials

Candidates and committees subject to the New Jersey Campaign Contributions and Expenditures Reporting Act are required to include "Paid for by" language in all campaign materials. "Paid for by" language must include the name and address of the committee, individual or group, and clearly state that the entity financed the communication. Examples of "Paid for by" language may be found in ELEC's Compliance Manual.

Appointed School Boards

Most school boards in New Jersey are elected. However, some school districts (called "Type I" districts) have board members appointed by the mayor during April or June. Members of county vocational school boards are appointed by the County Board of Chosen Freeholders in October. Most Type I districts have either five or seven members; some have nine members. Board members' terms of office depend on the size of the board.

Steps leading to appointment vary. For example—

- You may indicate your desire and ability to serve on the board to the mayor or to the county freeholders.
- Community organizations may recommend you to the mayor or freeholders.
- Your involvement in other community activities may demonstrate your willingness to assume a leadership role.

A SCHOOL BOARD MEMBER

Below are frequently asked questions from school board candidates.

Who hires and evaluates a district's superintendent?

The selection of a superintendent is considered to be one of the most significant decisions a school board makes. A systematic procedure for selection should be used, requiring months of careful planning and well-organized steps in screening the most qualified candidates. In addition, state law requires that boards evaluate superintendents annually. An effective evaluation process is based on the achievement of specific, agreed-upon goals between the board and the superintendent.

When are executive sessions permitted?

All meetings of the school board are open to the public, except when specific notice is given for an executive session. Executive sessions are limited to matters deemed confidential, including matters that federal law says must remain private, such as student records; pending litigation; topics involving attorney-client privilege; discussion of land purchases; negotiations strategies; and personnel issues.

The purpose of an executive session must be announced prior to going into closed session. Only the specifically announced subject may be discussed. Minutes must be kept and approved at a subsequent meeting, and then released to the public when the need for confidentiality no longer exists.

Will I have a say in deciding what is taught and which textbooks are used?

The board is required by state law to approve courses of study, including all textbooks and materials. The board should ask its administrators to demonstrate how these curriculum materials will help students achieve the state's Core Curriculum Content Standards. The board establishes what will be taught, when and where it will be taught, to whom it will be taught, and with what materials. Administrators and teachers manage and carry out the instructional tasks.

Since the decision-making authority is vested in the board and not in the individual members, you will be successful in achieving your personal goals only if you can convince a majority of the members of the board that your proposals have merit. As a board member, you have an obligation to express your views and then to accept and support the board's final decisions.

Will I be involved in collective bargaining with employee unions?

Since 1968, school districts have been required to negotiate contracts with their employee unions. A board member may be directly involved in collective bargaining if he or she serves on the negotiations committee. The board sets the guidelines used by the district's bargaining representative (a committee of the board, or a professional negotiator), who regularly reports to and takes direction from the board. Board members vote on the final agreement, unless a conflict of interest prevents the board member from voting.

How can a board remove poor employees? What is tenure?

State laws, union contracts and local district policies spell out employment, discipline and release procedures for all employees. The administration and board follow these procedures.

One law, New Jersey's tenure statute, is particularly significant. Tenure is the right of certain employees to continuing employment after working in the district for three years and a day, and upon meeting certain criteria. Tenured employees may be dismissed for reasons such as inefficiency or unbecoming conduct, but that decision is made by the Commissioner of Education after state-level hearings, which take place only after the local board files "tenure charges" to remove the employee. (It is important to note that since September 1991, newly hired superintendents were no longer eligible for tenure, but work under a negotiated three-to-five-year contract. During the contract, superintendents have tenure protection.)

Serving on a School Board

As a member of the board of education, you will be expected to fulfill certain responsibilities, including—

1. Establishing goals for the public schools based on student educational needs, parent and community aspirations, state and federal standards and district financial resources.
2. Developing a philosophy of education that will become the basis for sound decisions that affect the governance of your community's schools.
3. Developing policies to guide the administration in managing the schools; developing bylaws to direct the board in carrying out its governance responsibilities.
4. Developing a community understanding of educational issues and school policies through the maintenance of effective communications systems.
5. Providing adequate financing for the district's present and future needs.
6. Ensuring quality education by providing adequate facilities and equipment.
7. Establishing conditions that enable the administration to recruit and effectively evaluate professional staff.
8. Engaging in board self-evaluation and inservice training programs for the purpose of providing well-informed leadership and sound decision-making.
9. Establishing a process for the board to negotiate in good faith with its employees, while representing community educational goals and financial interests.
10. Abiding by the oath of office for school board members.

You Should Also:

1. Understand that your responsibility is not to administer the schools, but to work with the board to see that the schools are well run.
2. Understand that education today is extremely complex.
3. Listen to opposing views and be able to defend the board's philosophy and goals.
4. Be willing to invest the many hours necessary to meet your responsibilities.
5. Serve out of a sincere desire to benefit the community rather than for personal glory or to carry out personal objectives.
6. Bear in mind that, as a state official, you have a responsibility to all the children in the state, not only to those in the local district.

The NJSBA

The New Jersey School Boards Association was established by the state Legislature in 1914 to promote and encourage the best possible

public education for every child in New Jersey. Every public board of education is deemed to be a member of the NJSBA by statute.

Association policies are determined by NJSBA's Delegate Assembly, which is made up of school board members selected by their local boards. The Delegate Assembly meets twice a year. Association policy is implemented by the executive director and staff under the guidance of the officers and board of directors. Association committees, composed of interested board members, study particular issues and recommend courses of action to the Delegate Assembly.

Services to boards of education and individual board members include—

- Comprehensive technical assistance and inservice training.
- Legislative information, action and liaison.
- Consultation, action and information on policy, legal matters, legislation, labor relations, public relations and other school district functions.
- A direct services program staffed by experts who offer on-site consultation, assistance and information.
- Policy assistance and information.
- Publications geared to school board member needs, including *School Leader*, NJSBA's bi-monthly magazine, and *School Board Notes*, New Jersey's weekly education news report.

For New Board Members

Orientation Conferences

New Jersey law requires that, during the first year of their first term in office, all board of education members complete training in the roles and responsibilities of school board membership. The NJSBA Board Member Academy offers a nationally acclaimed, intensive Orientation Conference that provides training on all areas of school board responsibility. (State law also requires board members to take additional NJSBA training in each of the subsequent two years of the first term in office, as well as within the first year after re-election or reappointment to an additional term.)

Information about these programs is provided through *School Board Notes*, online at www.njsba.org, and through direct mailings to members.

In addition to new and re-elected board member programs, the NJSBA Board Member Academy offers a full curriculum leading to basic and advanced certificates. Programs address topics such as labor relations, leadership skills, effective decision-making, policy-making, budgeting, community relations, school law and legislation.

For information on NJSBA services and training, visit the Association's Web site at www.njsba.org.



New Jersey School Boards Association

Requirements of the NJ School Ethics Act

ATTENTION PROSPECTIVE SCHOOL BOARD CANDIDATES

The New Jersey **School Ethics Act** (*N.J.S.A 18A:12-23*) requires local board of education members to

- File Disclosure Statements.
- Adhere to a Code of Ethics.
- Undergo training in the responsibilities of school board membership.

State Board of Education code (*N.J.A.C. 6A:28-1 et seq* and *N.J.A.C. 6A:32-3.2*) clarifies school board members' responsibilities under the School Ethics Act. The basic requirements, as stated in the Act, are listed below.

DISCLOSURE

Each year by April 30 (or within 30 days after taking office), school officials, including board members, must disclose sources of income and the employment or contractual relationship of relatives with the school district. The disclosure statements are public records, kept by the executive county superintendent and the local school board secretary. The School Ethics Commission has access to the disclosure statements through the county office.

FINANCIAL DISCLOSURE

The Act's financial disclosure provisions require the reporting of only *sources* of income above a certain amount, but not the actual dollar amounts. Board members must report the sources of income for themselves and the members of their immediate families (spouse, and dependent children living in their household).

The financial disclosure statement must include—

- Sources of income exceeding \$2,000 for each family member during the prior calendar year. (Interest or securities income need not be reported unless the family member retains more than 10% of the ownership or control of the financial institution or business organization.)
- Sources of fees and honoraria earned by each family member during the prior calendar year, which totaled more than \$250 from a single source. (Fees and honoraria are payments for such services as personal appearances, speeches or writing.)
- Sources of gifts, reimbursements or prepaid expenses valued at more than \$250 from a single source that were received by each family member during the prior calendar year. (Gifts from relatives need not be reported. Relatives include spouse, children, parents or siblings of the board member.)
- Names and addresses of all business organizations in which

the board member or a member of his or her immediate family had an interest during the prior calendar year. (Interest in a business is defined as ownership or control of more than 10% of the profits, assets or stock of the business.)

PERSONAL/RELATIVE DISCLOSURE

The law also requires board members to disclose the following:

- The name and position of any relative (spouse, child, parent, sibling) or person related to the board member by marriage and employed by the school district in which the board member serves.
- The nature of any contract between the district and the board member or his or her relative or person related to the board member by marriage.
- The name of any business that has a contract with the school board and with which the board member or relative has one of the following relationships: (1) The board member or relative is employed by the business; or (2) The board member or relative receives compensation from the business; or (3) The board member or relative has an interest in the business. (Interest in a business is defined as ownership or control of more than 10% of the profits, assets or stock.)

PROHIBITED CONDUCT

The School Ethics Act also establishes ethical standards of conduct which serve as guidelines for the activities of school officials, including school board members. The standards are summarized below:

- a. School officials or immediate family members cannot have an interest in any business, or engage in any business, transaction or professional activity that is in substantial conflict with school officials' duties.
- b. School officials cannot use or attempt to use their positions to obtain unwarranted privileges, advantages or employment for themselves or anyone else.
- c. School officials must excuse themselves from any matter in which their objectivity might reasonably be expected to be impaired because of the financial involvement of themselves, an immediate family member, or a business in which they have an interest. School officials must also excuse themselves from any matter where they have a personal involvement that is or creates a benefit to the school official or an immediate family member.



- d. No school official shall engage in any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of official duties.
 - e. No school official may solicit or accept anything of value if given or offered for the purpose of influencing his or her official actions. This provision also applies to the official's immediate family members and to business organizations in which he or she has an interest. School officials, however, can solicit and accept campaign contributions if they reasonably believe the contributions are not given to influence their official actions.
 - f. School officials cannot use or allow the use of their public office or any confidential information for personal financial gain or for the financial gain of either an immediate family member or business with which he or she is associated.
 - g. A school official or business organization in which he or she has an interest cannot represent anyone other than the board in any matter pending before the board or involving the board. Labor union representational responsibilities are permitted.
 - h. If a school official is a member of a particular group, he or she can vote on a matter that benefits that group so long as he or she is not benefited to a greater extent than other members of that group.
 - i. An elected board member can request information for a constituent so long as there is no remuneration attached to the board member or the board member's immediate family.
 - j. School officials and immediate family members may represent themselves in any proceeding in the school district that involves their personal (family) interests. (For example, this provision would permit a board member, acting as a parent, to contest his or her child's academic grade or discipline.)
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
 - d. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
 - e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
 - f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
 - g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
 - h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
 - i. I will support and protect school personnel in proper performance of their duties.
 - j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

CODE OF ETHICS

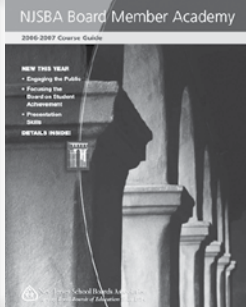
In addition, the School Ethics Act requires school board members to abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

TRAINING

The School Ethics Act requires all school board members to complete a training program conducted by the New Jersey School Boards Association on the skills and knowledge needed to serve as a board member. The School Ethics Act requires the training to be completed during the first year of the board member's first term in office and to include information regarding the New Jersey Quality Single Accountability Continuum (NJQSAC). Additionally, board members must attend training on school governance in each of the subsequent two years of the board member's first term in office, as well as an advanced training program within the first year when a board member is re-elected or reappointed to an additional term.

NJSBA provides this training through its Board Member Academy. For details on NJSBA's training programs, go to the "Training and Conferences" section of www.njsba.org or call (888) 88-NJSBA.



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Statutory Groups

Montclair Board of Education (BOE)* Oversees the Montclair Public School System. School Board members are responsible to the state and the community. Meets: first and last Mondays of every month.

Montclair Free Public Library* Governed by a Board of Trustees for five-year terms. The trustees establish policy, help secure public and private funds for library operations and capital improvements, and monitor the achievement of goals in the strategic plan. Meets: third Monday of every month at the main branch.

*Mayoral Appointment

Zoning Board of Adjustment Hears and acts on zoning variance applications and appeals from rulings and determinations arising from the enforcement of Township zoning ordinances. Meets: third Wednesday of each month.

Montclair Planning Board Reviews and acts on site plan and subdivision applications. Responsible for review of master plan. Meets: Second Monday of every month.

Commissions, Non-Profits and Authorities

Civil Rights Commission Serves as an advisory board to the Township Council. Recommends programs designed to eliminate discrimination, addresses problems involving tensions in the community and reviews the Affirmative Action Policy. Meets: third Tuesday of every month.

Environmental Commission Advises the Township Council and staff on matters relating to the protection, development or use of our natural resources and advances recommendations regarding the Township’s sustainability plan. Meets: third Wednesday of every month

Historic Preservation Commission Oversees the preservation of structures and properties that reflect the heritage of the community; it advances recommendations for the creation of historic districts and sites and conducts hearings on the appropriateness of construction and renovation of buildings in historic sites. Meets: third Tuesday in every month.

Housing Commission Responsible for implementing the Affordable Housing Plan and monitoring Montclair’s efforts in this area. Municipal Staff provides assistance; Commission works closely with our non-profit housing partner, HOME Corp. Meets: Monthly

Montclair Early Childhood Commission (MECC) Operates the Community Pre-K program that serves 3 and 4 year olds and is the primary “feeder” for the Montclair Public Schools. Fundraising is involved. Non-Profit Organization. Meets: Monthly

Montclair Economic Development Corporation (MEDC) Is a non-profit corporation that is the Township’s partner in matters relating to the improvement of all of our shopping districts and economic development initiatives. Also involved in site development, business assistance, a “way finding” signage system, etc. Meets: Monthly

Montclair Parking Authority (MPA) Responsible for the construction and operation of Municipal parking garages, management of several off-street parking lots, and the establishment of rates and selection of technology for the parking meters. Meets: second and fourth Wednesdays of every month.

Advisory Committees

Communications Committee Advises the Council on Cable TV franchise issues. Recommends technology strategies and improvements for the Channel 34 broadcast center. Responsibilities recently broadened to all aspects of township-wide communication. Meets: second Monday of every month

Human Services Council Assists the Township in providing and coordinating a wide variety of social services. Advises the Township on policies, programs and legislation and works closely with staff, social service agencies in Montclair and residents with special needs.

Capital Finance Committee Composed of residents and other representatives appointed by the Township, Board of Education and Public Library. Prepares a combined 6 year capital budget projection, analyzes the impact of capital budget spending, debt-services and the financial health of the Municipality, and conducts research. Meets: quarterly

Landlord/Tenant Housing Committee Composed of tenants, landlords, and home owners, advises the Council and staff on housing issues and conditions, directly assists in resolution of landlord/tenant disputes, and recommends tenant selection guidelines for new affordable housing units. Meets: first Thursday of every month.

Montclair Community Intervention Alliance (MCIA) Administers a State funded grant supporting local groups that promote substance abuse prevention, and advises the Council on related matters. Meets: quarterly

Parks, Recreation and Cultural Affairs Advisory Board Composed of representatives of local parks and “user groups.” Advises the Council on matters relating to: the renovation and maintenance of facilities including parks, playgrounds, public pools, ice skating arena, Municipal recreation programs and special events. Meets: fourth Thursday of every month

Parking Advisory Committee Composed of representatives of the Township Government, staff, the business community, and interested citizens. It advises on issues relating to parking regulations and issues in residential and commercial districts. Meets: third Wednesday of every month

People with Disabilities Committee Recommends programs, policies, and legislation that benefit individuals with disabilities. Members include people with disabilities, parents of disabled children and representatives from organizations that serve the disabled. Meets: third Thursday of every month.

Public Events Committee A core of volunteers who organize the Township’s major public events including First Night Montclair and the 4th of July Parade and Fireworks. Staff supported. Fundraising is involved.

Council Appointments

Public Transportation Committee Focuses on issues relating to commuter bus and train service and oversight of intra-town jitney/shuttle service. Works closely with NJ Transit and DeCamp Bus Lines to monitor service and other issues. Meets: bi-monthly

Real Estate/Facilities Committee Composed of Township officials and citizens to review properties owned by the Township to determine whether the Township should continue to own them and invest in substantial improvements or declare them surplus.

Senior Citizens Advisory Committee Assesses services and issues important to Township seniors, makes recommendations to the council and staff on programs and policies and serves as a liaison to seniors throughout town. Meets: second Monday.

Shared Services Committee Composed of representatives from the Township, Board of Education, Montclair Parking Authority, Public Library and Community at-large, who make specific recommendations on shared services initiatives involving the three branches of Township government.

Youth Advisory Board (YAB) Facilitates educational, recreational, and occupational opportunities for youth and serves as a resource and coordinating body for information and Township activities relating to Montclair’s young people. Composed primarily of teens with adult advisors . Meets: first and third Thursdays

Township Manager’s Committees

Beautification Committee Works with the Manager, merchant groups, and other organizations to monitor the physical appearance of the Township and organize “spruce up” projects throughout the Township.

Curb and Street Improvement Advisory Committee Works with the Township Staff, the Council, and local residents to monitor and make recommendations regarding the Township’s curb and street improvement and repair program.

Street Tree Advisory Committee Works with the Parks and Shade Tree Departments and residents to monitor and make recommendations regarding the Municipality’s annual tree replacement and planting program.

Other Montclair Volunteer Opportunities

African-American Heritage Parade & Festival Organizes an annual parade and festival that are held on the first Saturday of June.

May in Montclair Coordinates and promotes a month-long festival of art shows, concerts, garden tours and other events to celebrate spring in Montclair.

Montclair Volunteer Ambulance Unit (M.V.A.U.) Operates a free ambulance service for the residents of Montclair. It provides CPR, EMT, and Defibrillator training.



Volunteer Application for Appointment to Boards, Committees or Commissions

mail, fax, or deliver to Linda S. Wanat, Municipal Clerk

Please
Place
Stamp
Here

Township of Montclair

205 Claremont Ave, Montclair, NJ 07042

Tel: (973)-509-4900

Fax: (973)-509-0874

Office of the Municipal Clerk

Name: _____

Date: _____

Fax: _____

Home Address: _____

Business Address: _____

Phone: _____

Bus #: _____

Email: _____

I would like to be considered for appointment to the following Board or Committee as a volunteer member.

1st Choice: _____

2nd Choice: _____

Please complete the following and attach a resume or additional background information

1. Educational Background: _____

2. Relevant Work/Professional Experience: _____

3. Involvement in Professional and Community Organizations: _____

4. Previous service on any board, commission, (dates & positions): _____

5. Briefly describe why you are seeking this appointment: _____

Signed: _____

Date: _____

This application will be kept on file for three years. See reverse side for a brief description of the agencies.

Name: _____

Address: _____

City/State/Zip: _____



Township of Montclair
Linda Wanat, Municipal Clerk
205 Claremont Ave
Montclair, NJ 07042