



## MEMORANDUM

**To:** School Business Administrators  
Board Presidents  
Delegates  
County Association Presidents  
NJSBA Officers  
NJSBA Board of Directors Members and Alternates

**From:** Cynthia J. Jahn, Esq., General Counsel

**Date:** June 5, 2018

**Re:** Notice of Resolutions Cutoff Date

### NOTICE OF RESOLUTIONS CUTOFF DATE

Please take notice that, pursuant to Article V, Section 7, of the *Bylaws* of the New Jersey School Boards Association, the last date for submission to the Association of **adopted** by the board resolutions for consideration at the Saturday, November 17, 2018 meeting of the delegates is Tuesday, September 4, 2018. Resolutions approved by the district board to be considered for the agenda must be received in the Association office by the close of business (5:00 p.m.) on that date. **Resolutions should be e-mailed to Cindy Harrison ([charrison@njsba.org](mailto:charrison@njsba.org)) or faxed to the attention of Cindy Harrison at 609-695-1577.** Please forward by regular mail the original signed resolution. (See below.) Notification of receipt of board resolutions will be mailed to the board no later than one week after receipt.

Resolutions submitted for the Delegate Assembly should include a cover letter requesting such action and be mailed to:

Resolutions, November 2018 Delegate Assembly  
Cynthia J. Jahn, Esq., General Counsel  
Attn: Cindy Harrison  
New Jersey School Boards Association  
413 West State Street  
Trenton, New Jersey 08618

The cover letter should also provide the contact information, including email address of a person whom the Association staff researcher may contact for more information about the resolution.

Boards that sponsor resolutions may also enclose additional background information when a resolution is submitted for the Delegate Assembly.

NJSBA staff are available to assist with the preparation of resolutions. If you want paper copies of related policies or need assistance in formatting your proposed policy, please call Cindy Harrison at 1-888-88NJSBA or 609-278-5254.

Before developing your resolution, boards are encouraged to review other policies related to the one you are submitting. You may review, print and/or download policies from the NJSBA Web site at [www.njsba.org/da](http://www.njsba.org/da). Click on the *Manual of Positions and Policies on Education* link. The Table of Contents allows for easy accessibility of

current policies which you will want to read and be familiar with BEFORE your board adopts a resolution for submission to the Delegate Assembly. Select the alphabetical topic for which you are interested to find the policy topic. Note: there may be more than one policy number for your topic; click on each until you locate your topic.

The resolutions format implemented by the Delegate Assembly requires resolution objectives to be presented in broad policy belief statements for adoption by the Delegate Assembly. Policy adopted by the Delegate Assembly is included in NJSBA's *Manual of Positions and Policies on Education*.

The *Delegate Assembly Resolution Format (5/01)* is attached. Note that the format includes a minimum of three "whereas" clauses and two required resolved clauses for inclusion in each resolution submitted to the Delegate Assembly. The first resolved clause must recommend either **new, additional, revised or replacement** policy language. See examples of policy proposals attached to the *Delegate Assembly Resolution Format* to determine the format you wish to use. The second resolved clause should request that the resolution be placed on the agenda for consideration at the November 17, 2018 Delegate Assembly.

## **NJSBA RESOLUTION DATES**

- September 4, 2018** Cutoff date for resolutions to be considered at the Semiannual Delegate Assembly.
- October 6, 2018** Resolutions Subcommittee meeting. Proponents and interested parties may request to appear on behalf of any resolution pending before the Resolutions Subcommittee.
- October 9, 2018** Notice in *SBN* regarding cutoff date to register delegates to ensure delegate handbook is mailed to their homes.
- October 9, 2018** Registration information, committee and task force reports with recommendations, resolutions and background materials admitted to the Delegate Assembly agenda, proposed *Bylaws* amendments, and policies for sunset review are placed on NJSBA webpage. Delegates, board presidents, business administrators and county association presidents shall also be e-mailed the registration information.
- October 19, 2018** Delegate Handbook and other material relating to the Delegate Assembly agenda mailed to pre-registered delegates.
- November 1, 2018** Summary of resolutions admitted to the Delegate Assembly agenda published in *School Board Notes*.
- November 7, 2018** Cutoff date for emergency resolutions to be considered at the Annual Delegate Assembly.
- November 12, 2018** Emergency Resolutions Subcommittee meeting.
- November 13, 2018** E-mail, fax or send by first class mail emergency resolutions admitted to Delegate Assembly agenda to pre-registered delegates, school business administrators and county association presidents and published in *SBN*.
- November 17, 2018** Semiannual Delegate Assembly.

Copy of notice and form for submission of resolutions sent to:  
County Activities Coordinators

## DELEGATE ASSEMBLY RESOLUTION FORMAT(5/01)

- WHEREAS, Include a brief statement of the issue/concern; and
- WHEREAS, The Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and
- WHEREAS, Education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA's *Manual of Positions and Policies on Education*; now, therefore, be it
- RESOLVED, That the (Yourtown) Board of Education proposes the following (**new, additional, revised, or replacement**) policy language for adoption by the Delegate Assembly and inclusion in NJSBA's *Manual of Positions and Policies on Education*:

### **The NJSBA believes...**

(Provide a philosophic statement of the intent of the resolution. The statement should be broad so that, if approved by the delegates, it will be an enduring belief of the Association.)

- RESOLVED, That this resolution be placed on the agenda for consideration at the November 18, 2017 Delegate Assembly.

Adopted at a **regular** or **special** meeting of the  
( ) Board of Education  
on (date).

(Name)  
Board Secretary

*Note # 1. Recommended policy language may be submitted as NJSBA BELIEF STATEMENTS only, See examples on the following pages.*

Note # 2. In determining whether the proposal is for **new, additional, revised or replacement** policy language, please use the following guidelines:

*\*New policy language may be proposed when there is no existing NJSBA policy on the subject.*

*\*Additional policy language may be proposed to expand existing language either to broaden the scope of the Association's position or to add implementation strategies.*

*\*Revised policy language may be proposed to modify (amend) existing language while retaining the intent of the original position statement.*

*\*Replacement policy language may be proposed to change the position of the Association on an issue or to make significant changes in language while retaining the original position concept. In either case, the existing language is to be substituted with the "replacement" policy language.*

\* In each case where **Additional, Revised, or Replacement** language is proposed, the relevant file code number and policy title must be referenced in the resolved clause.

Proposals for **Revised** and **Replacement** language must also indicate the affected policy subheading. Deletions should be bracketed and proposed new language underlined.

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#### POLICY PROPOSAL EXAMPLES

Example #1 - *A belief statement only.*

WHEREAS, (Include a brief statement of the issue/concern); and

WHEREAS, The Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, Education-related policies resulting from prior Delegate Assembly and Board of Directors actions are codified in the NJSBA's *Manual of Positions and Policies on Education*; now, therefore, be it

RESOLVED, That the (Yourtown) Board of Education proposes the following **new** policy language for adoption by the Delegate Assembly and inclusion in NJSBA's *Manual of Policies and Positions on Education*:

**The NJSBA believes (include broad-based belief statement that addresses the stated issue/concern).**

*Note: This is a broad policy statement which can stand alone.*

**SAMPLE**

CRIMINAL BACKGROUND  
CHECKS – TIME LIMITS AND NATURE  
OF CRIME

RESOLUTION NO. 1

NEW JERSEY SCHOOL BOARDS ASSOCIATION

1-888-886-5722

413 West State Street  
Trenton, NJ 08605-0909

ANNUAL DELEGATE ASSEMBLY  
(date)

The following resolution was received from the  
Yourtown Board of Education (...County):

- WHEREAS, On May 26, 2011, Gov. Chris Christie signed into law A-444, which requires school board members and charter school trustees to undergo criminal background history checks and would disqualify board members who have been convicted of certain crimes; and
- WHEREAS, The Yourtown Board of Education requests that some limitation be developed regarding the number of years to be reviewed; and
- WHEREAS, The Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and
- WHEREAS, Education related policies resulting from prior Delegate Assembly and Board of Directors' actions are codified in the NJSBA *Manual of Positions and Policies on Education*; and now, therefore, be it
- RESOLVED That the Yourtown Board of Education proposes the following **additional language** for adoption by the Delegate Assembly and inclusion in the NJSBA *Manual of Positions and Policies on Education*:
- The NJSBA** recommends support of limitation of the law in regards to a specific length of time for an individual's background and consideration of the nature of the crime committed.
- RESOLVED, That this resolution be placed on the agenda for consideration at the (date) Delegate Assembly.

Adopted at a meeting of the  
Yourtown Board of  
Education on (date).

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Name  
Business Administrator/Board Secretary