

# NJSBA Membership Guide



**New Jersey School Boards Association**  
*Serving Local Boards of Education Since 1914*



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# WELCOME TO NJSBA

As a newly elected or appointed school official, you have earned membership in a dynamic education association. This is your guide to the wealth of opportunities that NJSBA provides.

Your Association is dedicated to serving the needs of local board of education members. Our benefits are designed to help you carry out your duties, tackle tough challenges, and realize the rewards of successful boardsmanship. They include:

**Statewide and Local Training Opportunities** Develop your boardsmanship/ leadership skills and earn recognition for your achievements through our wide variety of courses and certifications.

**Legislative Advocacy at the Local, State and Federal Level** NJSBA actively represents the interests of board members concerning critical issues including funding, education reform, and any legislation or regulation that pertains to public education. Governmental Relations staff members are available at all NJSBA county programs to give the most updated legislative information. They also meet with legislators continuously and can provide guidance to help board members advocate effectively for their districts. Special legislative events are coordinated by the Governmental Relations staff.

**In-District and Consultation Services** Our experienced staff of professionals provides both dues-based and fee-based services in board-superintendent relations, board effectiveness and governance, community engagement, labor relations, policy, school law and grants development support.

**Personal Service Through Your Field Services Staff** Your Field Service Representative (FSR) is an invaluable resource who serves as your primary Association contact and provides in-district services.

**Award-Winning Periodicals** Stay up-to-date on best practices and the latest developments in school governance through our weekly *School Board Notes* electronic news report and the bi-monthly *School Leader* magazine, also available online.

**Comprehensive Information Resources** With in-depth publications and online subscriptions, NJSBA is your best source of information on education issues.

We hope you will take advantage of all the resources supported by your membership dues. Good luck on your journey and be sure to let us know how we can serve you. We're only a phone call or email away.

**Email:** [info@njsba.org](mailto:info@njsba.org)

**Phone:** 1-888-88NJSBA

**Website:** [www.njsba.org](http://www.njsba.org)





# WHO WE ARE

In 1914, the governor signed legislation forming an organization of boards of education. Called the State Federation of District Boards of Education of New Jersey, this organization is now known as the New Jersey School Boards Association (NJSBA).

The mission of that early Association was “to encourage and assist all movements for the improvement of public education for the children of our state.” All boards of education in New Jersey were declared members.

Today, NJSBA is comprised of approximately 4,700 individual board members representing approximately 581 public school districts in New Jersey. Numerous associate members round out the membership, including charter school trustees, school board attorneys, personnel administrators and educational negotiators.

NJSBA has changed significantly over the years. But it remains true to its responsibility to help you, the local board member, do your job more effectively. We’re guided by our mission to advocate, train and provide resources for the advancement of public education in New Jersey. And we stand ready to assist you in all areas of boardsmanship, including board-superintendent relations, board effectiveness, community engagement, governance, labor relations, policy and school law.

## Mission Statement

The New Jersey School Boards Association, a federation of boards of education, provides training, advocacy and support to advance public education and promote the achievement of all students through effective governance.







# WHAT WE DO

Serving as a board member can be challenging. It also can be one of the most fulfilling responsibilities you'll ever experience. To assist you on your journey, NJSBA provides numerous member benefits to you and your district governance team.

## Direct Services

NJSBA's highly skilled and experienced staff members provide no-cost services supported by your dues. Services include:

### Board Governance Services

**Board Self Evaluation** Field Services Representatives (FSRs) guide districts through a self-evaluation process. Services include establishing a process with timelines, tallying evaluations, reporting and analyzing results, and assisting boards in developing goals and action plans to address critical areas identified by the evaluation. After completing an evaluation, boards may elect to participate in various board-effectiveness training, or workshops geared toward strengthening areas of governance.

The following list is just a sampling of programs your FSR can provide as part of your NJSBA membership dues.

#### Board Governance

Board Effectiveness & Team Charter	Ethics
Board Oversight & Appraisal	Goal-Setting/Using Data Effectively
Boards Role in Budget Development	Governance by Policy
Boards Role in Curriculum	Listening Skills
Boards Role in Finance	Norms
Boards Role in Policy	Parliamentary Procedure
Committee Effectiveness & Roles	Roles & Responsibilities
Conflict Resolution	Strategies for Success
Continuous Improvement	Student Achievement
Consensus Building/"Getting to Yes"	12 Common Mistakes
Dealing with Difficult People	Transitioning to a New Superintendent
Education Reform Initiatives	Work Styles
Conducting Effective Meetings	

## Communications

- Effective Year-Round Communications
- Key Communicators
- Public/Community Engagement

## Evaluations

- Superintendent/CSA Evaluation
- The Evaluation Process
- Board Self-Evaluation (Feedback)

**Goal Setting** Establishing annual goals is the key to moving your district forward. Your FSR is available to facilitate a board retreat to establish goals, build teamwork and identify additional training needs.

In addition, NJSBA provides specialized, fee-based services including:

**Strategic Planning** FSRs assist school districts in preparing for the future. They can design and customize planning to meet individual district needs, guide districts through phases of their plan, serve as resource consultants, and assist with an annual review and update. NJSBA offers two levels of strategic planning: the standard strategic planning process and the strategic planning 3D model: Dream, Destination and Destiny By Design.

## Board – Superintendent Relations

A strong connection between the board and the superintendent is a critical component of good governance. NJSBA offers several services to help establish and grow that relationship, including:

**Superintendent Contract** FSRs provide boards with sample information on superintendent contracts, time frames, processes and procedures.

**Superintendent Evaluation** FSRs provide initial training and oversight to assist boards in developing the evaluation process. They also will provide sample instruments to measure both leadership skills and progress toward goals/objectives. FSRs train boards in the process so they can carry out this legal responsibility.

**Superintendent Searches** FSRs train boards in the search process. In addition, they facilitate goal-setting and provide training in establishing a firm board/superintendent relationship.

On a fee basis, board-assisted, standard, and premium level superintendent search services may be contracted. Services include processing applications; providing complete, confidential secretarial support; making interview appointments; facilitating input sessions with stakeholders and the community; and critiquing board interview techniques.

## Community Engagement Services

Board members continually deal with the public and the media. NJSBA can help with community relations. FSRs provide information on working with citizen committees and they assist boards with creating school marketing and public information plans.

NJSBA offers tips on organizing and promoting a bond-referendum campaign; establishing comprehensive timelines; providing suggestions on public engagement; identifying key communicators; facilitating public forums; developing public information techniques to effectively communicate the board's message; and designing voter registration and absentee ballot drives.

## Consultation Services

NJSBA provides consultation in all areas of school board responsibility, including governance, labor relations, policy, school law and related issues. Staff works directly with boards on educational issues that have an impact on their operations.

FSRs provide on-site assistance in all areas relating to school-district governance. Labor relations, legal and policy staff members provide consultation services in their respective subject areas. Call your FSR, who can provide assistance or direct you to the appropriate NJSBA department for more specific expertise.

## Labor Relations Services

A local board's ability to provide sound educational programs is directly affected by its collective bargaining agreements. The obligation to negotiate with the union over terms and conditions of employment and to administer the labor agreement affects a board's ability to govern its district efficiently and effectively. Because of the significant impact of collective bargaining on the educational process, NJSBA offers the following labor relations services to boards:

**Contract Analysis** Staff will analyze a district's negotiated agreement and identify provisions that are beneficial to the board and protective of their district's interest. This analysis also identifies ill-advised clauses that could adversely affect district operations, as well as clauses that are non-negotiable because they are inconsistent with the law.

**In-District Assistance** Staff will provide in-district consultations for the following: analysis of the district's collective bargaining agreements; analysis and advice on board and union proposals; assistance in planning bargaining strategy; preparation for mediation and fact finding; contract administration and grievance handling; advice on bargaining tactics and strategy, and assistance in other specialized areas.

**Salary Guide Assistance** Staff will review and analyze a district's salary guide. For a fee, staff will construct salary guide proposals and negotiate guides directly with the Association.



**Strike Assistance** Staff assists boards that are anticipating or experiencing job actions or strikes. Assistance may include meeting with the board to develop effective strategies; developing sample contingency plans, pleadings and policies; and assisting with public relations.

## Policy Services

Policy making is your board's primary responsibility. NJSBA provides services to help you formulate or revise policy; ensure that it is compliant with federal and state laws and codes; and that it is disseminated to the public.

**Critical Policy Reference Manual (CPRM)** The CPRM is a compilation of nearly 200 essential policies that will help you solve or avoid problems. For every policy there is a detailed page of legal references. Free access to the CPRM is provided through the members only, password-protected area of the NJSBA website at [www.njsba.org](http://www.njsba.org).

**Policy Manual "Wellness Check" Audit** The policy manual Wellness Check is available at no cost as part of your dues-based services. NJSBA policy consultants conduct an assessment to determine if your policy manual is complete and evaluate its overall quality. Upon completion of the Wellness Check you will receive a detailed report of each policy. Policies are reviewed to determine if they are: current with law and code; clearly written; and free of ambiguous and contradictory language.

**Policy Clearinghouse** NJSBA maintains an extensive collection of policies submitted by its members. Policy staff can provide you with sample policies, regulations, and exhibits from other districts in the state.

**Customized Policy Manual Writing** NJSBA offers a Customized Policy Writing Service as an affordable solution for managing your school district's policy manual. Policy staff will analyze and update your current district manual to bring it into compliance with federal and state statutes and code. The Customized Policy Manual Writing Service also provides districts with free email policy alert updates as policies are revised and updated.

**The Manual for the Development of Job Descriptions (JD)** A dues-based service, this manual provides qualifications, reporting structures, job goals, scope of responsibilities, and legal citations for the many positions in your district. Simply customize each sample description to meet your district's needs for positions ranging from superintendent to buildings and grounds supervisor.

**BoardDocs Services** Through BoardDocs, NJSBA offers two cost-effective, powerful, easy-to-use solutions that will allow your district to significantly improve the way they create and manage board packets, access information and conduct meetings: BoardDocs Pro and BoardDocs LT. Both products are fully supported on mobile devices.

## Online Policy Manual Maintenance and Publication

NJSBA has updated and redesigned its Online Policy Manual Maintenance and Publication Service to not only display your district's policy manual on your website providing 24/7 access, but to allow authorized users to make edits on existing policies or create new policies in draft format. Once the policy is approved by the board and marked as "Active," it is inserted into your online manual, giving instant access to the public.

## School Law Services

Each afternoon, one staff attorney sets aside all other business to provide legal information to members by phone. Attorneys field inquiries on a number of issues, including board member ethics and conflict of interest; student rights; tenure and seniority; budget and finance; school elections; public contracts; and New Jersey's Open Public Meetings and Open Public Records acts. Learn more at [www.njsba.org/schoollaw](http://www.njsba.org/schoollaw).

## Grants Support Services

Billions of dollars are distributed to schools each year from federal, state, and foundation grant funders. The NJSBA Grants Support Program helps to locate and access the funding needed for essential services, professional development, classroom technology, and innovative projects. As a membership benefit, and in collaboration with Grants Office, a national grants development services firm, NJSBA provides:

- Real-time access to a searchable database of current federal, state, and foundation grant opportunities;
- Email alerts of new opportunities and pending deadlines;
- Training on grantseeking and education-friendly grant programs.

In addition, NJSBA provides specialized, fee-based services including:

**Funder Identification** Grants development consultants assist in identifying the most appropriate funding prospects for your district's educational initiatives.

**Grant Strategy Consultation** Whether you have questions about a specific grant program or are looking to create a district-wide grants development strategy, NJSBA Grants Support Program consultants are available to work with personnel at all levels of the district to obtain grant funding.

**Grant Proposal Development** Experienced grants professionals assist districts in developing compelling narratives and preparing competitive grant proposals that convey your message to funders.

Learn more at [www.njsba.org/grants](http://www.njsba.org/grants).

## Information Resources

NJSBA keeps its members informed in print and online through a wide range of books, periodicals, online databases, email newsletters and research services.

### *School Board Notes* and *School Leader Magazine*

*School Board Notes* is NJSBA's weekly email news publication. It provides timely education information on state and federal legislation, State Board actions, recent ethics opinions, local and county school board activities, relevant court decisions, NJSBA positions, and membership services. It is available online and in a monthly paper version.

*School Leader*, NJSBA's bi-monthly magazine, explores education trends and analyzes relevant education topics. It also highlights unique education programs, local board achievements and member opinions. Articles are also available online on the NJSBA website.

### NJSBA Website

NJSBA's website is your online resource for education information. Located at [www.njsba.org](http://www.njsba.org), the site provides education news; up-to-date information on policy, labor relations, legal and governmental relations issues; Association program information; and more. Each member receives a user name and password to access exclusive members-only content.

### Social Media

**Facebook, Twitter, YouTube** and other social media offer an outlet to stay connected with NJSBA and to interact with NJSBA staff and other members. It also allows education advocates, who are not serving on school boards, to be in touch with, and to learn about NJSBA.

Visit our Social Media Sites Online:

- Facebook – [www.facebook.com/njsba](http://www.facebook.com/njsba)
- Twitter – [www.twitter.com/njsba](http://www.twitter.com/njsba)
- YouTube – [www.youtube.com/njsba](http://www.youtube.com/njsba)



## NJSBA Publications

NJSBA offers numerous publications geared towards board members. Titles include:

- *Basic Parliamentary Procedure*
- *Collective Negotiations*
- *Fundamentals of School Board Membership (Available to view online)*
- *Legislative Directory*
- *Manual for the Development of Job Descriptions*
- *What Every Board Member Needs to Know About Policy*
- *Who Does What in Public School Governance: The Role of Board Members and Superintendents*

## Online Databases

NJSBA compiles information on a variety of critical topics and publishes the content in searchable online databases. All of the databases listed below can be accessed through the members-only, exclusive password-protected area of the NJSBA website at [www.njsba.org](http://www.njsba.org).

**Critical Policy Reference Manual** A comprehensive reference source of essential policies required by law, code, or the state monitoring process. Contains sample policy language and legal references.

**Current Negotiations Data** A comprehensive source of teacher contract bargaining data, including settlement rates, salary guides, insurances, leaves of absence, and selected contract terms.

**Manual for the Development of Job Descriptions** A source of sample job descriptions used in school districts.

The following databases are available as subscription services:

**The Negotiations Advisor** A comprehensive guide to school district negotiations covering all aspects of the bargaining process.

### **Index and Analysis of Public Employment Relations Commission Decisions**

Summaries of all PERC decisions on the scope of negotiations and unfair labor practices, as well as a topical index and case name index. Contains a list of all PERC decisions that were appealed.

**Index to New Jersey School Law** Brief summaries of decisions involving education by the state Commissioner of Education, the State Board of Education, and the New Jersey and federal courts.

## School Board Election Campaign

NJSBA seeks to raise the profile of boardsmanship and encourage high-caliber candidates to run for office. The Association publishes a School Board Candidate Kit as a guide for those seeking office. The School Board Candidate Kit and additional resources for candidates can be found online at [www.njsba.org/candidates](http://www.njsba.org/candidates).

## Cost-Saving Programs for Districts

NJSBA understands the budgetary constraints of school districts and is continually looking for ways to help districts do more with less. Over the past several years, NJSBA has developed cost-saving opportunities by creating partnerships and leveraging the size of our membership.

**NJSBA's Cooperative Pricing System/NJSBA's Technology for Education and Career (NJSBA TEC)** The New Jersey School Boards Association (NJSBA) offers a cooperative pricing system, which eliminates the need for districts to undergo the competitive bidding process on a wide range of technology products and services offered through the NJSBA TEC program.

The program, supported by the New Jersey Department of Education, enables school districts and member charter schools to purchase deeply discounted school technology, and access free and low-cost resources.

Districts and public sector agencies that are members of the NJSBA Cooperative Pricing System (CPS) can begin purchasing off the cooperative pricing system at any time using the NJSBA procurement number #E-8801-ACES-CPS. Districts can join the NJSBA Cooperative Pricing System by passing a resolution. Learn more at [www.njsba.org/cps](http://www.njsba.org/cps).

**Products under NJSBA's Cooperative Pricing System include:**

**VMWare** VMware solutions ensure that students and faculty have access to educational resources anywhere and anytime - in the classroom, on a mobile device or from their home or any place where they have Internet access. Products offered through the contract include data center virtualization and cloud infrastructure; storage and availability; hyper-converged infrastructure; cloud management; digital workspace; and more. Learn more at [www.njsba.org/vmware](http://www.njsba.org/vmware).

**E-Rate Consulting, Inc.** NJSBA's partnership with E-Rate Consulting, Inc. helps school districts and member charter schools fully leverage the opportunities available through the Schools and Libraries Program of the Universal Service Fund, more commonly known as E-rate. To learn more, visit [www.njsba.org/erate](http://www.njsba.org/erate).

**21st Century Classroom Solutions** Save money on the items necessary to create a 21st Century Classroom, including makerspace furniture, 3D printers, laptops, tablets, workstations, installation services and more. Learn more at [www.njsba.org/classroomsolutions](http://www.njsba.org/classroomsolutions).

**Cybersecurity** NJSBA TEC offers cost-effective protection to help schools and districts secure their critical networks and digital information. Learn more at [www.njsba.org/cybersecurity](http://www.njsba.org/cybersecurity).

**Additional products and services in the NJSBA TEC program include:**

**Microsoft Enrollment for Education Solutions (EES)** The Microsoft Enrollment for Education Solutions (EES) is a simple method of procuring the tools schools need to prepare students for the modern workplace as well as empower teachers to deliver 21st century digital learning. NJSBA members can save up to 40 percent on Microsoft products and services through the EES program. To learn more, visit [www.njsba.org/microsoft](http://www.njsba.org/microsoft).

**CrosStar Network Solutions (CNS)** Through a partnership with CrosStar Network Solutions, school districts and member charter schools can save money by taking advantage of a no-cost telecommunications analysis and inventory cost analysis designed to provide significant savings on monthly telecommunications costs. Learn more at [www.njsba.org/crosstar](http://www.njsba.org/crosstar).

**Fusfoo** Fusfoo.com is a no-cost website that allows high schools to combine all of their media, from the school newspaper to the school television station, onto a single platform. Fusfoo gives high schools a safe, bully-free space for students' videos and articles to be created, curated, shared and consumed. Learn more at [www.njsba.org/fusfoo](http://www.njsba.org/fusfoo).

**iSchool Initiative** This exceptional program empowers students to have a voice in their education, supports teachers' use of technology in the classroom, and works with board members and administrators to create a top-down vision for a bold, forward-thinking educational culture. Learn more at [www.njsba.org/ischool](http://www.njsba.org/ischool).

**Additional Cost-Saving Programs include:**

**ACES (The Alliance for Competitive Energy Services)** For over a decade, ACES — an energy procurement program led by the New Jersey School Boards Association — has realized more than \$200 million in energy savings for more than 430 local districts through the competitive procurement of electricity and natural gas in the state of New Jersey.

**ACESplus** With an ever more complex energy service marketplace, ACESplus provides objective and unbiased advice to help districts navigate through the financial and technical issues related to implementing enhanced renewable, energy efficiency and other sustainability and energy security measures at school facilities — all at no cost to participating districts.

**AxisPlus** NJSBA provides flexible spending accounts for staff in local school districts. As a service to school districts, AxisPlus is designed to provide customer service at below-market prices through a program that saves money for both the employee and the school district.



# Representation and Advocacy

NJSBA communicates and advocates the perspective of school governance teams. To fulfill our mission of effective advocacy, staff represents boards of education before the state legislature, the State Board of Education, the governor's office, Congress, and other state and federal agencies. Advocacy activities include:

**Legislative Networking** NJSBA provides opportunities for board members to network with federal and state government officials. These events inform the membership about pressing educational issues, offer effective lobbying techniques, and provide an opportunity for face-to-face contact with elected officials.

**Amicus Representation** Focusing on legal issues of statewide importance, NJSBA intervenes directly as *amicus curiae* ("friend of the court") in education and labor cases where important precedents may be set. NJSBA keeps members informed of its participation in important cases through articles in *School Board Notes*.

**Grassroots Lobbying** Staff coordinates grassroots lobbying efforts to promote NJSBA legislative goals and involve the public in achieving those goals.

**Legislative Analysis** Staff analyzes pending legislation to assess its impact on public education. Information is shared with local boards through NJSBA's weekly newsletter, *School Board Notes*.

**Media Relations** NJSBA is the voice of local school boards in the statewide media. Staff responds to inquiries from the media regarding public education issues. In addition, they provide the media with news releases, informational pieces and position papers to promote NJSBA positions. Staff also writes background papers explaining concerns of local school districts.

**Daily Clips** A roundup of education-related press coverage, is published daily at [www.njsba.org](http://www.njsba.org).

**State and Federal Lobbying** The Association maintains a high profile at the state and federal levels. NJSBA legislative advocates attend every meeting of the state Senate and Assembly, as well as all meetings of legislative committees that consider bills affecting education. In addition, they meet with state legislators regularly to advise them of Association positions.

**State Board Lobbying** Staff serves as liaison to the State Board of Education. They analyze and monitor the impact of all pending regulations in accordance with NJSBA positions, and lobby for the adoption, amendment or rejection of proposed code.

# Training

Whether you're a new board member or a seasoned veteran, there are always new leadership skills to explore. NJSBA offers training opportunities to help you reach your full potential as a board member:

**Board Member Academy Courses** NJSBA offers a wide range of programs at statewide and regional training sessions, including the annual Workshop conference, through county school boards association meetings, and online. The Board Member Academy includes both individual certification programs and board certification programs. Learn more about the BMA certification program online at [www.njsba.org/bma](http://www.njsba.org/bma).

**Workshop and Exhibition** Workshop is the largest professional development event for school leaders in New Jersey. The conference offers training, networking and events for the entire district team, including school board members, school business administrators, superintendents, school technology professionals, school facilities managers and staff, and curriculum professionals.

To be a truly effective school leader, you need the right tools, training, resources and support. That's what Workshop is all about.

**Mandated Training** The state legislature requires that all school board members take mandated training in the first, second and third years of their first term and the first year of subsequent terms. NJSBA has been designated as the official provider of this training. Training is available in several formats, including in-person and online.

**Online Training** To make learning more convenient, NJSBA offers a growing number of training programs through live and recorded webinars, online courses, and podcasts.

**Local and Regional Training** NJSBA offers training close to home through county school boards associations. Each county hosts events throughout the year on topics of interest. In addition to providing training, county events afford board members opportunities to network with local colleagues. County programs are eligible for NJSBA's Board Member Academy credit. Contact your County Activities Coordinator for additional information.

**Individual Board Training** To help boards deal with critical issues and function effectively as a team, NJSBA also offers focused training at the board level. All programs are eligible for Board Member Academy credit toward the Board Certification and Master Board Certification designation. Opportunities include:

- *Board Effectiveness Training* FSRs work with boards on defining their roles and responsibilities, improving board/superintendent relations, building teamwork and conflict management skills, and conducting board self-evaluations.
- *Retreats* FSRs can conduct intensive, personalized day or weekend training, using activities specifically designed to meet an individual board's needs.
- *Topical Workshops* These specific programs address districts' identified needs in areas such as goal setting, ethics issues, referendum campaigns, finance/budgeting, parent/community involvement, regionalization, board committees, parliamentary procedure, ad hoc committee training, Sunshine Law issues, and other individual board issues/needs. Workshops are shorter than retreats and are usually more limited in scope.

The Educational Leadership Foundation of New Jersey (ELFNJ) advances, encourages and supports public education in New Jersey by providing training and resources to district boards of education, charter school boards of trustees, and other public and nonprofit entities working to improve education in the state. ELFNJ provides financial support for many NJSBA training programs. Learn more at [www.elfnj.org](http://www.elfnj.org).

## Sustainability Services

NJSBA is committed to helping schools across New Jersey reach their sustainability goals. Our expert staff members, who have LEED Green Associate accreditation and Education for Sustainability backgrounds, play key roles in numerous large-scale sustainability initiatives including the Sustainable Jersey for Schools Program, the New Jersey Sustainable Schools Project, the Green Program of Study, and the Green Ribbon Schools awards recognition program. NJSBA has also won numerous awards, including the 2015 U.S. Green Building Council's NJ Chapter Innovative Sustainability Initiative and Education award.

If your school or district is looking for ways to integrate sustainable practices, look to NJSBA Sustainability Services.

### **Benefits of NJSBA's Sustainability Services:**

- Interact with and learn from NJSBA sustainability staff and green industry expert partners
- Conduct a Whole School Sustainability assessment to determine your school needs and gain a clear understanding of your district's next steps
- Learn about the necessary tools to become a sustainability champion for your district
- Get started with registering for Sustainable Jersey for Schools
- Deliver professional development at your school in tandem with NJ Audubon - Eco Schools and NJ Department of Environmental Protection

For further information please contact [sustainability@njsba.org](mailto:sustainability@njsba.org).



# I-STEAM

The importance of STEM education is indisputable. During this century, more than 60 percent of new jobs will require a background in the STEM fields, according to the National Commission on Mathematics and Science for the Twenty-first Century. Unfortunately, the U.S. is lagging in efforts to provide students with the background they need for these jobs. NJSBA can help you evaluate where your school is as it relates to STEM education and guide your school in making informed and strategic decisions to effectively transition from STEM, to an integrative delivery of STEAM education (iSTEAM). Including the “A” for the arts in STEM opens the possibility for higher student interest and engagement through design, creativity and allows for students to innovate when problem solving in the technical fields.



# HOW WE'RE GOVERNED

NJSBA is governed by a Delegate Assembly, a Board of Directors and an Executive Committee. Together, the governance team is responsible for ensuring that NJSBA operates effectively and meets the needs of its members.

**Delegate Assembly** Policies are established by the Delegate Assembly. Every school board has a voice in the Delegate Assembly—one board, one vote. Each local school board selects a delegate. The Delegate Assembly determines the Association's positions on educational issues, and sets the bylaws under which it operates. At the Delegate Assembly, board representatives vote on resolutions submitted by local boards, county school boards associations, the NJSBA Board of Directors and standing committees. Resolutions approved at the Delegate Assembly become Association policy and dictate what NJSBA will fight for in the courts, in Trenton and in Washington, D.C. Delegates also elect Association officers every two years.

**Board of Directors** The Board of Directors is comprised of the Executive Committee; a representative elected from each of the 21 county school board associations; three representatives from the Urban Boards Committee; and one representative from a vocational board. The Executive Director serves as a non-voting member. The Board of Directors supervises Association affairs, adopts the budget, reviews governance and operations policies and appoints the Executive Director. There are at least four regular meetings of the Board of Directors each year. Special meetings may be called by the President, or by request.

**Executive Committee** The Association's Executive Committee (or Officers) consists of the President, the Vice President for County Activities, the Vice President for Finance, the Vice President for Legislation/Resolutions, the Immediate Past President and the Executive Director. Members of the Executive Committee serve as the Board of Directors' leadership team.

**Standing Committees** Standing committees are comprised of interested board members who study particular issues and recommend courses of action that are voted on at the Delegate Assembly. The NJSBA President appoints the members of most standing committees. The Association maintains the following standing committees: Audit; County Association Leadership (CAL), comprised of presidents and vice-presidents of county school boards associations; Ethics; Finance; Legislative; Nominating; School Finance; Special Education; Standards and Assessments; Urban Boards; and Resolutions Subcommittee.

When required, task forces of board members, appointed by the President and/or staff appointed by the Executive Director, study education-related issues and recommend courses of action.







# HOW TO GET INVOLVED

One of the most important aspects of NJSBA membership is active participation in the school board community. Take advantage of the many opportunities NJSBA has to offer. Get involved in setting the direction of the Association and of New Jersey's public schools.

**Participate in Training** Learning is an ongoing process. Expand your skill set by attending statewide conferences throughout the year. Local and regional training opportunities are also available through your county school boards association and your NJSBA FSR. Topics include board-superintendent relations, leadership, state and national issues, curriculum and instruction, labor relations, school finance, and more. You can take a few classes or commit to developing advanced leadership skills through the Board Member Academy's certification program.

**Participate in Advocacy Events** Get involved in NJSBA's lobbying efforts by participating in our ongoing statewide legislative advocacy activities, and in the annual National School Boards Association (NSBA) Advocacy Institute. This is your opportunity to speak face-to-face with state and federal government officials. For more details on these events, contact NJSBA's Governmental Relations Department.

**Attend the Annual Workshop Conference** NJSBA's Annual Workshop Conference is the best place to receive up-to-the-minute information and learn critical new skills to help you effectively lead your district. National, state and local speakers shed light on innovative new ideas to help improve your schools. Numerous opportunities are available for you to network with colleagues.

**County School Boards Associations** To help you in your role as a board member, each of the 21 counties has an association that offers educational programs and information close-to-home. County school boards associations work hand-in-hand with NJSBA and are comprised of school board members in your county.

**Serve on a Committee or Task Force** Share your time and expertise by serving on a committee. Interested board members may contact the Executive Office for consideration.

**Participate in the Delegate Assembly** Delegates are members of the policy-making body of NJSBA. Each board selects one delegate and one alternate delegate to serve on the Delegate Assembly. Local school boards typically select a delegate during their annual reorganization meetings.



# CONTACT US

There are a variety of ways to reach Association staff. Let us know how we can help you fulfill your leadership role and ensure high levels of student achievement. We're always available to assist you.

**Phone:** (888) 88-NJSBA or (609) 695-7600

**Email:** [info@njsba.org](mailto:info@njsba.org)

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## NOTES



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