



# NJSBA Resource Catalog

New Jersey School Boards Association

2006-2007

## Advocacy & Community Relations

### Advocacy Toolkit *Coming Soon!*



Learn how to establish grassroots advocacy networks within your community. This practical resource kit helps you get started with sample letters, tips to use when calling your legislators and information on how to maintain positive legislative relationships.

**Member: \$12      Nonmember: \$24**

### Legislative Action Center



Become an instant advocate for boards with this easy-to-use online resource. Search for your state and federal legislators; sign up for action alerts on pending legislation; review your representatives' voting records on key legislation; search for media contacts in your area; and more. To access, visit [www.njsba.org/lac](http://www.njsba.org/lac).

**Free resource**

### Legislative Directory



Our comprehensive reference guide makes it easy for you to connect with government officials. Includes contact information for all state and federal lawmakers, the Department of Education, the state Board of Education, and other state officials. Tips for communicating with your legislators are also included.

**Member: \$7.50      Nonmember: \$15**

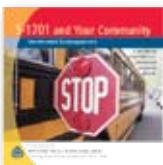
### Property Taxes in New Jersey: Striking a Balance



Property taxes consistently rank as one of the top problems facing New Jersey. This multimedia CD-ROM is designed to help your community understand the impact of rising property taxes on public schools and present solutions to this complex problem.

**Free resource**

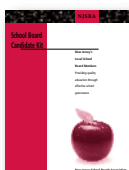
### S-1701 and Your Community: Unintended Consequences



Senate Bill 1701 represents the most significant change in school finance since 1997. This multimedia CD-ROM is designed to inform the public about major provisions of the law and its effect on district operations.

**Free resource**

### School Board Candidate Kit



A must-have item for school board candidates! Major topics discussed in this kit include the responsibilities of school board members, nominating procedures, campaign reporting requirements, and the New Jersey School Ethics Act. A sample nominating petition and a list of current filing deadlines is included.

**Free resource**



CD ROM



Web

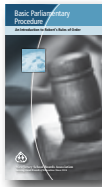


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## Governance & Administration

### Basic Parliamentary Procedure



Beyond majority rules, how much do you really know about parliamentary procedure? This concise guide provides an overview of Robert's Rules of Order for new members and veterans alike. A precedence of motions chart is included for quick reference.

**Free Resource**

### Board Member Reminder



Keep all of your board appointments in one convenient spot! This handy pocket calendar includes important board dates, New Jersey school statistics, a seasonal checklist, a topical NJSBA telephone directory and more.

**Free Resource**

### The Delegate Assembly



All NJSBA members have a voice in their Association through the Delegate Assembly. This brochure provides practical tips for writing a resolution and describes the process by which a board may propose it for consideration at the Delegate Assembly.

**Free Resource**

### Ethics



This convenient CD-ROM makes yearly ethics training a snap. Designed for viewing at a board meeting, the presentation contains a summary of school ethics requirements and common concerns about putting them into practice.

**Member: \$20      Nonmember: \$40**

## Labor Relations

### Current Negotiations Data



Do your homework before your next round of negotiations. This critical online resource makes it easy with summary analyses and individual district data covering negotiated settlements, salary guides and other benefits of teacher contracts. To access, visit [www.njsba.org/lr](http://www.njsba.org/lr).

**Member: Free Resource      Nonmember: Unavailable**

### Index and Analysis of PERC Decisions



This searchable, online subscription service is designed to provide the field practitioner with a useful guide to PERC decisions. Content includes a topical and case name index with detailed summaries of all final commission decisions on scope of negotiations and unfair practices by both employers and employee organizations.

**Member: \$110 per year      Nonmember: \$220**

### The Negotiations Advisor



Sharpen your bargaining skills with the most comprehensive guide to effective negotiations. This online subscription service offers over 70 concise, insightful articles on all aspects of the bargaining process, including: basic legal requirements; specific bargaining techniques; impasse procedures; and more.

**Member: \$50 per year      Nonmember: \$100 per year**

### Manual for the Development of Job Descriptions



From superintendent to head custodian, this resource provides qualifications, reporting structures, job goals, scope of responsibilities and legal citations for the many jobs in your district. Simply customize each sample description to meet your district's needs. Available in print and CD-ROM format.

**Member: \$100      Nonmember: \$200**

### Negotiating the Superintendent's Contract



Superintendent compensation is under increasing scrutiny. This CD-ROM helps boards interpret and cost out various components of the superintendent contract and provides information on conducting annual performance evaluations. NJSBA's model superintendent contract is included.

**Member: \$20      Nonmember: \$40**

### Sending/Receiving Districts: Partners in Education



Learn best practices gathered from many of New Jersey's sending/receiving districts! This loose-leaf binder contains sample policies, actual sending/receiving contracts and information on everything from determining tuition costs to representing sending districts on receiving boards.

**Member: \$30      Nonmember: \$60**

### Who Does What in Public School Governance: The Role of Board Members and Superintendents



This concise brochure explains the responsibilities of the board of education and the chief school administrator. An excellent resource for new board members, superintendents and citizens who want a better understanding of school governance.

**Free Resource**

### Working with Community Advisory Committees

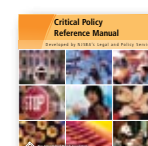


Community advisory committees are one of the best ways for a board of education to gather in-depth information on an issue and elicit the community's thoughts. This brochure covers common sense guidelines to ensure that committees are productive and provide a positive experience for all involved.

**Free Resource**

## Policy and School Law

### Critical Policy Reference Manual



Does your policy manual need an overhaul? The CPRM's sample policy language and legal references make adding or updating policies a snap. Includes information on school nutrition, student health, and more than 195 other topics in school governance. Available in print and CD-ROM format.

**Member: \$100      Nonmember: \$200**

### School Law Database



This searchable, online subscription service provides brief summaries of New Jersey school law decisions: rulings and advisory opinions of the School Ethics Commission; and selected decisions of New Jersey and federal courts that involve education.

**Member: \$150 per year      Nonmember: \$300 per year**

# Periodicals

## School Board Notes



Change in the education sector is occurring at a blistering pace. Ensure that you're on top of the latest developments with a subscription to School Board Notes. Published weekly, our education update offers concise and timely information on state and federal legislation, state board action, recent ethics opinions, relevant court decisions and upcoming education events.

**Member: Free Resource**

**Nonmember: \$55**

## School Leader



Keep abreast of issues on the horizon with NJSBA's flagship publication. Published bi-monthly, the magazine offers in-depth reports on current trends in public education; highlights best practices of local boards; and features regular columns on advocacy, labor relations, school law, policy and technology.

**Member: Free Resource**

**Nonmember: \$35 per year**

## Price Listing

Title	Member Price	Non-Member Price
Advocacy Toolkit	\$12	\$24
Board Member Reminder	Free	Free
Critical Policy Reference Manual – Print Edition	\$100	\$200
Critical Policy Reference Manual – CD-ROM	\$100	\$200
Current NDS Data	Free	Unavailable
Ethics	\$20	\$40
Guide to Parliamentary Procedure	Free	Free
The Delegate Assembly	Free	Free
Index and Analysis of PERC Decisions	\$110	\$220
Legislative Directory	\$7.50	\$15
Manual for the Development of Job Descriptions – Print Edition	\$100	\$200
Manual for the Development of Job Descriptions – CD-ROM	\$100	\$200
Negotiating the Superintendent's Contract	\$20	\$40
Property Taxes in New Jersey: Striking a Balance	Free	Free
S-1701 and Your Community: Unintended Consequences	Free	Free
School Board Candidate Kit	Free	Free
School Board Notes	Free	\$55
School Law Database	\$150	\$300
School Leader	Free	\$35
Sending/Receiving Districts: Partners in Education	\$30	\$60
The Negotiations Advisor	\$50	\$100
Who Does What in Public School Governance: The Role of Board Members and Superintendents	Free	Free
Working with Community Advisory Committees	Free	Free

## Order Form

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**Payment required on all orders of \$15 or less.** If members wish to be billed for orders over \$15 and a voucher is required for record keeping, please send it with this order to avoid duplication. All orders over \$15 being billed to your board must include a purchase order or voucher number. Please include shipping charges on purchase orders.

**Refund Policy: Publications are refundable up to 60 days from delivery.**

If you do not receive an e-mail or phone call, acknowledging the receipt of the order within 48 hours, please contact the Business Services Department.