



# New Jersey School Boards Association

## Board Self Evaluation Online Process: *Step by Step Directions*

1. To access the Board Self Evaluation go to our website, [www.njsba.org](http://www.njsba.org). Scroll down to the bottom of the page to the "Popular Resources" box. Choose the option for "Board Self Evaluation/CSA Evaluation". It will open a new page.

**WHAT'S NEW**  
**New Board Members with Incomplete Background Checks May Be Sworn in**  
NJDOE announced that newly elected board members, whose background checks have not been finalized, may be seated and remain in office pending final results. The new guidance followed NJSBA communication with the Governor's counsel, key legislative staff and the Department of Education. (1/7)  
**Frequently Asked Questions about Board Organization**  
As school boards organize this month, NJSBA's staff attorneys address common questions about the process. (1/6)  
**NJSBA Thanks Governor for Quick Action on School Election Bill**  
Legislation extends candidacy deadline in November election districts and makes other critical changes. (12/30)  
**School Board Recognition Month**  
Gov. Chris Christie has proclaimed January 2014 as School Board Recognition Month in New Jersey. (12/31)  
**NJSBA Task Force to Address Economic Achievement Gap**  
Study group will identify best practices and strategies to advance academic achievement. (12/30)  
**NJSBA Amendment to Labor Bill Preserves Key Principle**  
Proposed legislation addressing the length of contracts no longer overturns a state Supreme Court ruling that strengthened school boards' position in bargaining. (12/20)  
**Reflections: Five things to remember from 2013**  
Dr. Lawrence S. Feinsod, NJSBA executive director, lists the top developments in New Jersey public education. (12/18)  
**331 School Districts Eligible for State Construction Funds**  
\$507.7 million in grants available for more than 1,500 projects. (12/16)  
**Voters Approve 4 out of 5 Construction Proposals**  
In four school districts, voters authorized bond issues worth \$51.5 million in the Dec. 10 special school election. (12/11)  
**New Website Provides Vital Information on Implementing AchieveNJ**  
The District Evaluation Advisory Committee (or "DEAC") is designed to support the implementation of the state's new educator evaluation system. NJSBA encourages its members to visit the special DEAC website and evaluate how they can use the district-level committees for the benefit of students and staff. (12/11)

N.J. is one of 30 states to boost funding for pre-K programs, report says (The Star-Ledger, Jan 9)

School food offerings for next year can be healthy, tasty (CentralJersey.com, Jan 10)

Newark school chief invites Weequahic, West Side and Shabazz alumni to meeting (The Star-Ledger, Jan 9)

**Most Recent Daily Clips**

**UPCOMING MEETINGS**

Salem County Meet-up  
January 13 - 6:00 PM

Cape May County Meet-up  
January 14 - 6:00 PM

Somerset County Meet-up  
January 15 - 6:00 PM

**View All**

**CRITICAL ISSUES**

School Security Resources

Responding to Hurricane Sandy

**POPULAR RESOURCES**

Workshop

Your Field Service Team

**Board Self-Evaluation/CSA Evaluation**

**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.

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**Contact Us**  
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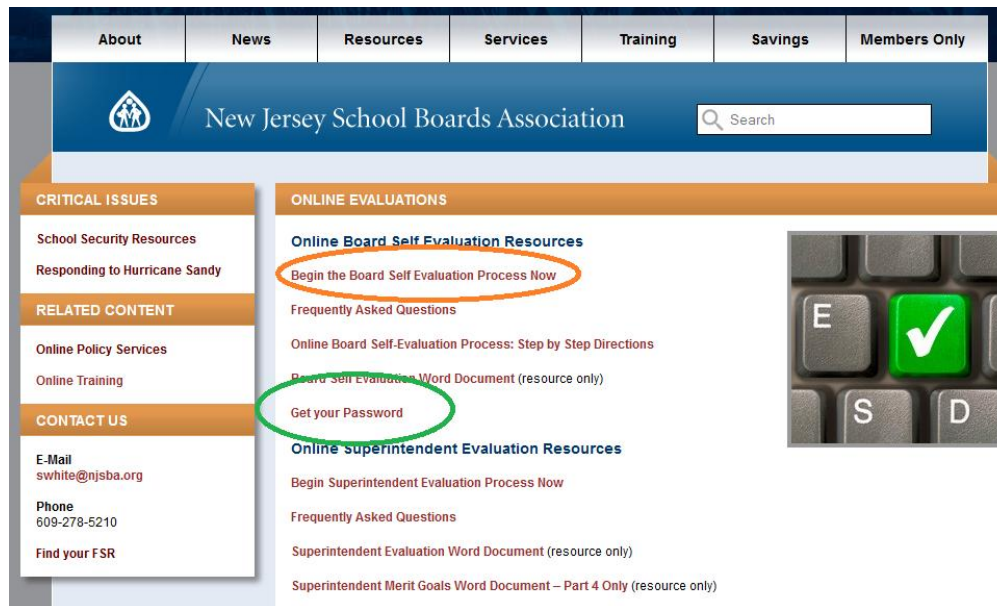
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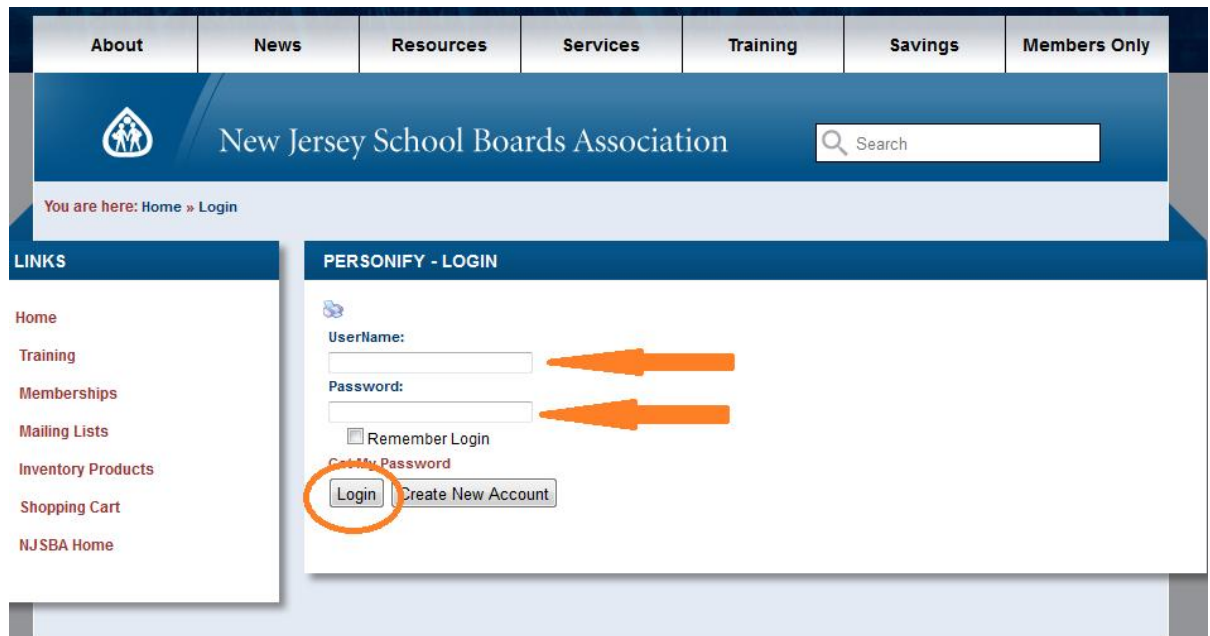
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2. You will need your username and password to access the self evaluation process. Your username is your full email address – the email address we have in our database. If you do not know your password, click the link for “Get a Password”. This link is located on the Self Evaluation/CSA Evaluation page. You can also find the password link under the “Members Only” tab on the home page.



3. Choose the option “Begin the Self Evaluation Process Now. Enter your user name and password. Click on “Login.”





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### 4. Read the directions.

You are here: My Account » Self Evaluation Logout

**LINKS**

- Home
- Training
- My Account
- Memberships
- Mailing Lists
- Inventory Products
- Shopping Cart
- NJSBA Home

**SELF EVALUATION**

Congratulations! You and your board have recognized the importance of assessment and accountability by participating in a self-evaluation in compliance with NJQSAC (New Jersey Quality Single Accountability Continuum.) You are sending a clear signal to the community and staff about the importance of evaluation -- "you are practicing what you preach." This process will assist your board in its continuing commitment to focusing on and raising student achievement.

**INSTRUCTIONS**

Each indicator of effectiveness has 2 parts: "About the Board" and "About You, the Board Member". Please evaluate each item on a scale of 4 (commendable) to 1 (unsatisfactory)

- 1. Board Members** should complete both indicators, placing a check in the appropriate column and then provide comments and/or examples that illustrate your ratings. Completing both indicators allows you to evaluate your own performance and to view your contribution to the effective functioning of the board as a whole.
- 2. Administrators** completing this form should fill out **ONLY** the indicator, About the Board. Omit the section About You, the Board Member. In completing the form, place a check in the appropriate column and then provide comments and/or examples that illustrate your ratings.
- 3. Comments** are important and will be compiled and shared with the board. They provide a clear explanation for your ratings. Remember that you are evaluating the board, as a whole, during the past 12 months, not individual occurrences or individual members. Therefore your responses and comments should be based on how you see the total board performance during that period.
- 4. Challenges** These sections should be completed by everyone who fills out a self-evaluation. The last portion of the evaluation consists of 2 open-ended questions that give you the opportunity to address the future of your district, by highlighting the challenges you face and identifying possible solutions. Please limit yourself to the 3 most important issues.

**Proceed to Evaluation**

5. For each indicator on the Board Self Evaluation there are two sections: "About the Board" and "About the Board Member". If you are a Board Member, complete both sections of each indicator. If you are an Administrator, complete only the sections entitled "About the Board Member".
6. There is no time limit on entering the board self evaluation. You may stop and start as often as you would like. Please be sure to click "submit" at the end of each page to save your work. Please note: A page will "time out" if you have not made any entries after about 45 minutes.
7. Once you have completed the Self Evaluation, you may print a copy for your records. Please print **BEFORE** you hit submit.

If you experience a technical difficulty or have other questions, please contact your Field Service Representative who will be happy to assist you.