



New Jersey School Boards Association

413 West State Street • Trenton, NJ 08618 • Telephone: 609.695.7600 • Toll-Free: 888.88NJSBA • Fax: 609.695.0413

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: December 5, 2017

Re: Notice of Resolutions Cutoff Date For **May 19, 2018 Delegate Assembly**

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 resolutions for consideration at the Saturday, **May 19, 2018** meeting of the delegates is Tuesday, March 6, 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 Cynthia Harrison, (charrison@njsba.org) or faxed to the attention of Cynthia Harrison at 609-695-1577.** Please forward by regular mail the original signed resolution. 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, May 2018 Delegate Assembly
Cynthia J. Jahn, Esq., General Counsel
Attn: Cynthia Harrison
New Jersey School Boards Association
413 West State Street
Trenton, New Jersey 08618

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The cover letter should also provide the name and telephone number 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

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*. In developing your resolution, it is good practice to review other policies related to the one being submitting.

Policies may be reviewed, printed and/or downloaded from the NJSBA website at www.njsba.org\da. Select the green "LEARN MORE" box under "Manual of Policies and Positions on Education." Then, select the topic related to the proposed resolution. Note: there may be more than one policy number for the topic; click on each until the appropriate policy is located. For paper copies of related policies or assistance in formatting proposed policy, call Cynthia Harrison at 1-888-88NJSBA or 609-278-5254.

Below are the following reference materials: a calendar of dates related to the resolutions submission process; the *Delegate Assembly Resolution Format*; and examples of policy proposals. Note that the resolutions format includes a minimum of three "whereas" clauses and two resolved clauses. The first resolved clause must recommend either **new, additional, revised or replacement** policy language. The second resolved clause should request that the resolution be placed on the agenda for consideration at the May 19, 2018 Delegate Assembly.

NJSBA RESOLUTION DATES

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| March 6, 2018 | Cutoff date for resolutions to be considered at the Annual Delegate Assembly. |
| April 14, 2018 | Resolutions Subcommittee meeting. Proponents and interested parties may request to appear on behalf of any resolution pending before the Resolutions Subcommittee. |
| April 24, 2018 | Notice in <i>SBN</i> regarding cutoff date to register delegates to ensure delegate handbook is mailed to their homes. |
| April 27, 2018 | Registration information, committee and task force reports with recommendations, resolutions and background materials admitted to the Delegate Assembly agenda, proposed <i>Bylaws</i> amendments, and policies for sunset review are placed on NJSBA webpage. |
| May 1, 2018 | Summary of resolutions admitted to the Delegate Assembly agenda published in <i>School Board Notes</i> . |

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| May 4, 2018 | Delegate Handbook and other material relating to the Delegate Assembly agenda mailed to pre-registered delegates. |
| May 9, 2018 | Cutoff date for emergency resolutions to be considered at the Annual Delegate Assembly. |
| May 14, 2018 | Emergency Resolutions Subcommittee meeting. |
| May 15, 2018 | Emergency resolutions admitted to Delegate Assembly agenda mailed to pre-registered delegates or school business administrators and county association presidents and published in <i>SBN</i> . |
| May 19, 2018 | Annual Delegate Assembly. |

Copy of notice and form for submission of resolutions sent to:

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 May 14, 2016 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.

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.

POLICY PROPOSAL EXAMPLES

Example - *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 that student field trips enhance and enrich the curriculum and supports efforts of local school boards to provide good quality field experiences for all students.

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