<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Who We Are</td>
<td>5</td>
</tr>
<tr>
<td>What We Do</td>
<td>7</td>
</tr>
<tr>
<td>Direct Services</td>
<td>7</td>
</tr>
<tr>
<td>Information Resources</td>
<td>12</td>
</tr>
<tr>
<td>Cost-Saving Programs for Districts</td>
<td>14</td>
</tr>
<tr>
<td>Representation and Advocacy</td>
<td>16</td>
</tr>
<tr>
<td>Training</td>
<td>17</td>
</tr>
<tr>
<td>Sustainability Services</td>
<td>18</td>
</tr>
<tr>
<td>I-STEAM</td>
<td>19</td>
</tr>
<tr>
<td>How We’re Governed</td>
<td>21</td>
</tr>
<tr>
<td>How To Get Involved</td>
<td>23</td>
</tr>
<tr>
<td>Contact Us</td>
<td>25</td>
</tr>
</tbody>
</table>
WELCOME TO NJSBA

As an 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
Phone: 1-888-88NJSBA
Website: www.njsba.org
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 5,000 individual board members representing approximately 580 public school districts in New Jersey, the majority of 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.
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 (Field Services)**

**Board Self Evaluation** Field Service Representatives guide districts through a self-evaluation process. The process provides a means for the board to assess and reflect upon their performance as a governance team. The tool can be used to evaluate both the board team and your own individual performance. The self-evaluation is a blueprint for improved governance practices both for the individual members and the board. Continuing education can be obtained through programs at the state and county levels for individual education, or in-district, through your Field Service Representative, for training the team.

**Board Governance**

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

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 Field Service Representatives assist school districts in creating a vision and direction for your district’s 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 training to assist boards in understanding and completing the superintendent evaluation process. In conjunction with the New Jersey Association of School Administrators, the New Jersey School Boards Association has developed an evaluation tool for superintendents that allows boards to effectively monitor performance and communicate the evaluation to the superintendent. The process and format assists boards in complying with their statutory obligation to evaluate the superintendent.

Superintendent Searches Field Service Representatives can orient boards to begin the search process for their next superintendent. In addition, once the successful candidate is identified and the contract signed, your FSR can help facilitate goal setting for the new superintendent and help frame a productive working relationship between the board and the superintendent.
On a fee basis, various levels of superintendent search services may be contracted. Services include processing applications; development of job postings and advertising plans; providing complete, confidential secretarial support; facilitating input sessions with district stakeholders and development of interview questions based on criteria.

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 advise boards on 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.

Consultation Services
NJSBA provides consultation in all areas of school board responsibility, including governance, labor relations, policy, school law and related issues, and consultation on the delivery of sustainability and I-STEAM education. 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. Your FSR can provide assistance or direct you to the appropriate NJSBA department for 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/policy.

**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** NJSBA has partnered with BoardDocs for its member board management services and to provide board management software to lead your district forward. With best-in-class security, top-rated customer support and constant innovation, BoardDocs supports key modern governance practices that are critical to the ongoing success of school districts and communities.

**Online Policy Manual Maintenance and Publication**

Policy Alerts and Resources (PAR) NJSBA offers a Policy Alerts and Resources (PAR) service to give your district or charter school access to all of the policy resources necessary to keep your policy manual up-to-date. It also delivers the tools to assist you in making policy decisions, all in one convenient place.

**Policy Maintenance Manual Online Publication Service** NJSBA offers an affordable policy maintenance and online publication service, allowing authorized users to update, revise, and create policies within the system. This service makes the updated policies public upon board approval and marks policies as “draft,” “approved” or “retired.” The publication service also allows you to host an unlimited number of manuals and handbooks, cross-reference policies, and locate key phrases in all manuals and handbooks through a single search.

**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.

**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.

Since 2015, the Grants Support Program has helped local boards of education procure close to $1.8 million in grant funding.

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 grant seeking and education 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.

**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.

NJSBA’s online portal enables members to see information on transcripts, earned certifications, certifications in progress, and board certifications. Each member receives a user name and password to access exclusive members-only content.
Social Media

**Facebook, Twitter, YouTube, Instagram** 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
- Twitter – www.twitter.com/njsba
- YouTube – www.youtube.com/njsba
- Instagram – www.instagram.com/njschoolboards

NJSBA Publications

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

- *Basic School Law* (available for purchase)
- *Basic Parliamentary Procedure*
- *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 are available exclusively to members at the NJSBA website (njsba.org) through their username and password.

**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.

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 NJSBA CPS eliminates the need for districts to undergo the competitive bidding process and provides cost-saving alternatives for creating the most current digital learning opportunities.

The program, which saves districts more than $2 million annually, is supported by the New Jersey Department of Education.

Districts 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.

Products under NJSBA’s Cooperative Pricing System include:

NJSBA Technology and Cybersecurity NJSBA’s portfolio of technology and cybersecurity solutions provide proven, cost-effective protection for critical networks and digital information. NJSBA has partnered with Carahsoft and its vendors to make this broad range of software, hardware, implementation services and training at discounted pricing to help schools and districts secure their critical networks and digital information. To learn more visit https://www.njsba.org/services/school-technology/cybersecurity-solutions/.

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.

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.

Telecommunications and IT Audit Service NJSBA has partnered with Fortune Consulting saves districts money by reviewing current telecommunications invoices and related information to determine unnecessary billed services from the carrier(s), actively billed services that were disconnected or not used or incorrect billings on the account. Learn more at www.njsba.org/fortune.

Additional products and services in the NJSBA TEC program include:

Microsoft Enrollment for Education Solutions (EES) The New Jersey School Boards Association has partnered with Edge to expand the products offered through its Microsoft Enrollment for Education Solutions (EES) program. Under the new agreement, districts will be able to purchase Microsoft products through the Edge cooperative pricing system, which eliminates the need to undergo the competitive bidding process. To learn more, visit www.njsba.org/microsoft.

Additional Cost-Saving Programs include:

ACES (The Alliance for Competitive Energy Services) The Alliance for Competitive Energy Services (ACES) has saved school districts more than $250 million on energy bills over the last decade by leveraging electricity and natural gas procurement efforts. To learn more, or to find out if your district is a member, visit www.njsba.org/aces.

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.
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.

**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.

**Workshop** 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** NJSBA delivers countless hours of content, reaching thousands of individual board members and administrators, via virtual training, county school boards association meetings, webinars, online courses, and other programming.

**NJSBA Online University for Continuing Education** The New Jersey School Boards Association has entered into an exciting partnership with Rutgers University Division of Continuing Studies (DoCS), to develop NJSBA’s Online University for Continuing Education. Through this extension of the Board Member Academy, NJSBA is developing a growing number of online courses, to be available around-the-clock.

**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. County events afford board members opportunities to network with local colleagues, and offer NJSBA’s Board Member Academy credit.

**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.

**Sustainability Services**

NJSBA is committed to helping schools across New Jersey reach their sustainability goals. NJSBA’s sustainability Subject Matter Experts (SMEs) will work with your school team to create a customized sustainability plan that is tailored to meet the needs of your district, reduce operational costs, improve the indoor environmental quality of your schools and infuse sustainability throughout curriculum. This customized approach is in alignment with the Sustainable Jersey for Schools certification program, the national Green Ribbon Schools award program, the Eco–Schools initiative, and Leadership in Energy and Environmental Design (LEED) certification.

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 N.J. 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. To get started or for more information, contact us at sustainability@njsba.org.
Sustainable Jersey for Schools

Sustainable Jersey for Schools is a certification program for New Jersey public schools that want to go green, conserve resources and take steps to create a brighter future, one school at a time.

The program provides tools, training and financial incentives to support and recognize schools as they pursue a balanced sustainability program. To learn more, visit www.njsba.org/sjs.

Digital Schools Program

A new slate of Sustainable Jersey for Schools actions that encompass the former Future Ready Schools - NJ (FRS-NJ) indicators is under development. For schools already active in Sustainable Jersey for Schools, the new actions will provide opportunities to earn more points and achieve higher levels of certification. For districts formerly active in the FRS-NJ, progress made in completing FRS-NJ program requirements during the past two years will count toward meeting the new action requirements if the standard is met. In addition, access to increased professional staff support, detailed guidance material, training, technical assistance, and access to ancillary funding sources will be provided.

I-STEAM

NJSBA offers training and services to help you evaluate where your school is as it relates to STEAM (science, technology, engineering, the arts, and math) education. NJSBA's STEAM Team can help guide your school in making informed and strategic decisions to effectively transition from STEM, taught in silos, to an integrative delivery of STEAM education (I-STEAM). NJSBA will also align the competencies of social emotional learning (SEL) to I-STEAM education. The process of I-STEAM, when delivered in a collaborative learning environment, inspires and motivates students while promoting design-based thinking.

The STEAM Tank Challenge

The STEAM Tank Challenge, created and sponsored by NJSBA and the U.S. Army, encourages and motivates students to learn about STEAM. The competition challenges students to invent something new, modify an existing product, or identify a situation or problem that needs resolution. The program is more than just a competition. The NJSBA STEAM Tank program provides personal support and guidance through training and consultation to help inspire students to become the next generation of entrepreneurs, inventors, scientists, artists, and engineers. Learn more at www.njsba.org/steamtank.
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** 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.
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 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.
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.

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**Email:** info@njsba.org  
**Fax:** (609) 695-0413  
**Website:** www.njsba.org