

How to use the CSA Evaluation Alternate Lead position.

NJSBA has implemented the ability for the Board President to assign a board member as a “**CSA Evaluation Alternate Lead**”. The Business Administrator is able to make that designation in the **Board Leadership Positions** section of the district’s NJSBA Census. This new position designation is designed to allow another board member to have online access to the compiled CSA Evaluation results, similar to the Board President. This new designation is intended to be used in one of two ways, as follows:

1. If a Board President is conflicted per the School Ethics Act and cannot participate in the board’s CSA Evaluation process, the Board President can delegate his/her CSA Evaluation responsibilities to another non-conflicted board member who will lead the BOE through the process. The Board President would have the Business Administrator designate the **CSA Evaluation Alternate Lead** in the Census. The Board President would then notify the NJSBA Field Representative that he/she is conflicted and the Field Representative will classify the Board President as Conflicted in the online CSA Evaluation system. Once the Board President is classified as Conflicted in the CSA Evaluation system, only the CSA Evaluation Alternate Lead will have online access to the final CSA Evaluation results once it is closed & compiled.
2. If a Board President is not conflicted, but has assigned another board member to lead the board’s CSA Evaluation process, the Board President can have the Business Administrator designate a board member as the **CSA Evaluation Alternate Lead** in the Census. In this situation, both the Board President and the CSA Evaluation Alternate Lead will have online access to the final CSA Evaluation results once it is closed & compiled. This eliminates the need for the past practice of the Board President having to download the compiled CSA Evaluation results and then providing the results to the board member who is leading the board’s CSA Evaluation process.

Questions should be directed to your [Field Service Representative](#).