

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

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COMMUNITY RELATIONS

REMEMBRANCE OF A DECEASED BOARD OF EDUCATION MEMBER

Remembrance of a Deceased Officer and/or Board of Director Member

In order to implement this policy:

- A. Field Service Representatives or County Program Coordinators will inform the Executive Office of the death of individuals fulfilling the criteria of paragraph four of this policy. The Executive Office will notify Information Technology to remove member's name from the Association database.
- B. The Executive Office will inform the President, and will instruct staff to prepare an appropriate testimonial to be adopted at the next Board of Directors' meeting.
- C. The Executive Office will direct appropriate memorialization in School Board Notes.

Remembrance of a Deceased Board of Education Member

In order to implement this policy:

- A. Field Service Representatives or County Program Coordinators will notify the County President of the death of a member of one of the boards in the county.
- B. The County President in consultation with the Executive Committee of the County School Boards Association will determine how the county would like to acknowledge the death of the board member (i.e. letter of condolence, flowers, plaque, etc.).
- C. The Field Service Representative or the county Program coordinator will provide to the County President all relevant information concerning the deceased board member (i.e. correct spelling of name, board, date of passing, family information, correct address, etc.).
- D. The Field Service Representative or the county Program Coordinator will notify Information Technology to remove the members name from the association database.

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