



New Mexico School Boards Association Call for Presentations - Board Institute

February 9-10, 2018
Eldorado Hotel Santa Fe, NM

Presenter Information

- ♦ Proposals are being solicited for 60-minute training breakout sessions on Friday afternoon and Saturday morning.
- ♦ Breakout session presenters contribute their services in a volunteer capacity. Presenters are responsible for providing their handout materials.
- ♦ The primary audience will be school board members but may also include superintendents and other school administrative staff.
- ♦ Priority will be given to proposals that reflect content specific to the key work of school boards, please see the topic strands listing (p. 3) for a description of categories.
- ♦ The major focus of training at this conference will reflect: raising student achievement, wise and efficient stewardship of district resources, effective governance, modeling a high standard of boardsmanship, and effective legislative advocacy.

Selection Criteria

Please send complete proposals by the deadline. Priority will be given to proposals that reflect the following:

- ♦ Relevance to local school board roles and responsibilities.
- ♦ Identification of what the participants will know and be able to do as a result of their attendance at the session.
- ♦ Support for the topic with appropriate and cited research.
- ♦ Degree of participant involvement such as interactive discussions, learning activities and skill building exercises.
- ♦ Positive evaluation feedback for those who have been prior presenters.

Vendors Presenting

If you would like to present, but also have a product to sell (books, products, software, services, etc.) we require that vendors:

- ♦ Co-present the program with a school district official (Board Member, Superintendent or other staff member) or a government department official (such as PED, PSFA, LESC, LFC staff)
- ♦ Within the presentation, the district or government official should describe their involvement in the decision process to utilize the product or service and/or clarify what role the school board would play in this process. *(The audience will be school board members.)*
- ♦ Handouts should reflect the process or guidelines for choosing a product or service but should not be proprietary in nature – such as so specific to that company's product that it could be considered an advertisement. No company logo should appear on the handout either. Distinguishing a process rather than the product is an important component in order to comply with professional continuing education training and differentiate it from advertising.
- ♦ The program title should describe the process, but should not mention the product/company name. The company name can accompany the speaker name.
- ♦ Please consider being an exhibitor or sponsor at the conference as well. This is certainly not required, but would help highlight your company to conference attendees and support the non-profit organization in its mission to provide services.

Submissions

The submission form should be completed, signed and submitted via e-mail or fax by **January 5, 2018** in order to be considered. An e-mail or phone call confirmation will be provided for all submissions received.

Attn: Lorraine Vigil, Program Director
New Mexico Boards Association

E-Mail: lvigil@nmsba.org
Fax: (505) 983-2450



New Mexico School Boards Association

Presentation Proposal Form

Board Institute - February 9-10, 2018

Eldorado Hotel, Santa Fe, NM

Type or clearly print all information. To submit a proposal for consideration, please complete all the information below and return by e-mail (lvigil@nmsba.org) or Fax (505-983-2450)

All submissions must be received by Friday, January 5, 2018 in order to be considered.

1. Session Title: (Please keep this short and to the point with the actual topic identified.)

2. Primary Learning Objective: (Please provide a statement that describes in broad terms what the learner will gain from your instruction.) Examples: Participants will be able to identify Open Meetings Act violations; analyze district budget reports; design fair superintendent evaluations.

3. Adult learning principles: (Your presentation and its activities or handouts should address at least three of the six adult learning principles listed below. Please mark which principles your content will address.)

- Yes No Do board members need this content information for their school board role?
- Yes No Does your content build on what learners already know?
- Yes No Will you utilize a variety of presentation options for addressing different learning styles?
Example, visual (PowerPoint, video clip), audio (lecture, discussion) and/or kinesthetic (participate in doing, practice a procedure, and using the new ideas through an activity).
- Yes No Does your training focus on an immediate need, such as a problem or goal?
- Yes No Does your training speak to a common or specific board member problem?
- Yes No Can participants connect the training content to a relevant real-life solution or strategy for a problem or issue they wish to address?

4. Primary Target Audience:

- _____ New School Board Members _____ Experienced School Board Members
_____ Superintendent's _____ Administrators
_____ Other? (Please specify) _____

5. Level of Presentation:

- _____ Basic (*new board members*)
_____ Advanced (*board members with several years of service and prior training*)

6. Type of Session: (check all that apply)

- _____ Lecture _____ Roundtable/Facilitated Discussion
_____ Question and Answer session _____ Demonstration
_____ Other: _____

7. Topic Strand: *Topics are not limited to only those listed, but those are topics within training strands.*

- Administration** (*hire/evaluate Superintendent; effective chain of command*)
- Boardsmanship** (*board relations, meetings, roles, goals policies; strategic planning*)
- Community Relations** (*parent involvement, media relations, community resources*)
- Facilities Management** (*construction, facility maintenance, energy efficiency, PSCOC*)
- Finance** (*district budgets; bonding, federal funding -Title 1, IDEA*)
- Legal Issues** (*Open meetings act, Public records law, legal requirements, lawsuits*)
- Legislative Issues** (*briefings on current or newly enacted laws, lobbying*)
- Personnel** (*finding and retaining highly qualified staff; union issues*)
- Safety & Wellness** (*security, gangs, bullying, violence prevention, student health issues*)
- Student Achievement** (*blue ribbon programs, AP classes, dual credit, ESL programs, performance-based assessments, alternative assessments, postsecondary options*)
- Technology** (*education software, online learning, cyber-safety, wireless connectivity, etc*)
- Other: _____

8. Session Abstract (limit of 60 words). This will appear in the conference program booklet and on the website prior to the conference. The session description should be written in such a way to attract participants to your session and describe what participants can expect to learn from attending. NMSBA reserves the right to edit descriptions for content and length. Please submit abstract in a Microsoft Word format.

9. Date:

Friday, February 9 (60 minutes)

Do you have a preference for a time slot? Mark your 1st, 2nd and 3rd preference:
 1:30 – 2:30 PM 2:45 - 3:45 PM 4:00 PM – 5:00 PM

Saturday, February 10 (60 minutes)

Do you have a preference for a time slot? Mark your 1st, 2nd, and 3rd preference:
 8:30 – 9:30 AM 9:45 - 10:45 AM 11 AM – 12 Noon

10. Audiovisual Needs:

Screen
 Other (specify) _____

Laptop Computer *Can you bring your own? Yes No
 LCD Projector *Can you bring your own? Yes No

Please be mindful that all equipment is a rental expense for the conference and NMSBA is a non-profit. As we try to keep participant registration fees low, please request only what is going to be used. Note that requests made on the day of the conference will not be honored. Please call the NMSBA office in advance to check on the availability of equipment.

11. Presenters: If more than one individual is presenting during this session, **an organizer/lead presenter must be selected to serve as a contact person for NMSBA and will be responsible for communicating with other presenters.** *All presenters must be named by **January 5th** in order to be included in printed materials.*

Organizer/Lead presenter:

(Mr., Ms., Dr.) _____

Job Title: _____

Organization/Agency: _____

Address: _____

Phone: _____ E-mail: _____

Presenter #2:

(Mr., Ms., Dr.) _____

Job Title: _____

Organization/Agency: _____

Address: _____

Phone: _____ E-mail: _____

12. Presenter (s) Biographical Information: Please include specific references to experience or education which gives you (and your co-presenter) specialized knowledge to present to school board members. *Once you have been a presenter we will keep your biographical information on file. However, if you have changes, then please send a revised copy.

